

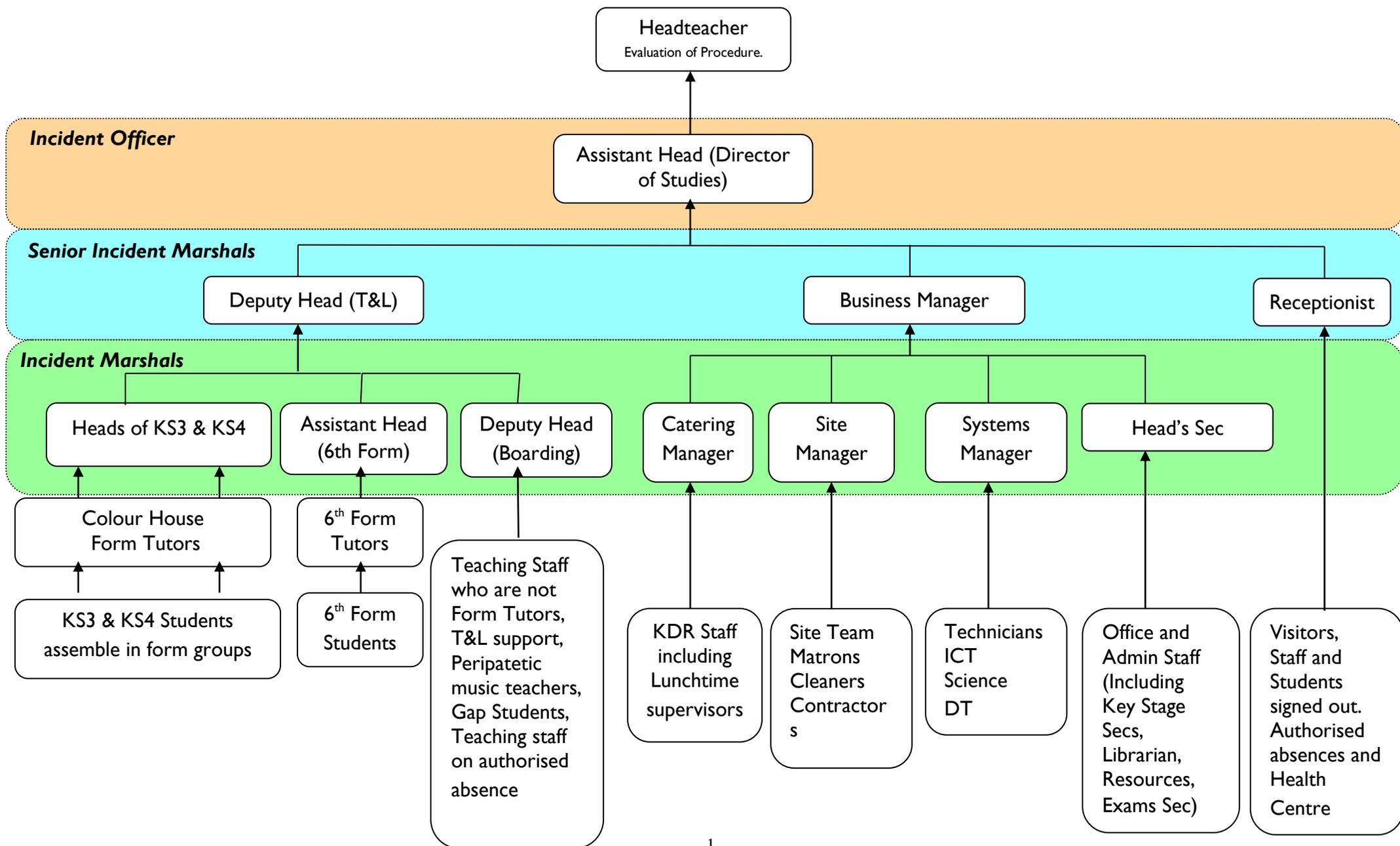


“Teaching children to think intelligently, act wisely and be fully engaged in a challenging and changing world.”

EMERGENCY EVACUATION PROCEDURE

(Last amended April 2017)

Roll-Call Responsibilities (School Day)



ACTION IN THE EVENT OF AN INCIDENT (DAYTIME)

ASSEMBLY AREA

The assembly area is the tennis court nearest to Coombe House accessed by the fire track behind Coombe and the Sixth Form Centre.

ON-GOING RISK ASSESSMENT

Events that require Emergency Evacuation Procedures to be carried out are by their very nature unpredictable and no plan can foresee every eventuality. It is therefore imperative that all staff assess the risks associated with each and every incident as it occurs and take appropriate action to reduce and minimise the risk of accident or injury to any person which would result by automatically following the procedures stated below.

DISCOVERY OF A FIRE:

When a fire is discovered, the most important action to take is to evacuate the school buildings. The person discovering the fire should go to the nearest fire alarm and sound it.

DISCOVERY OF ANOTHER EVENT THAT MAY PRESENT A RISK:

There are numerous events that may necessitate the evacuation of some or all the school buildings; these include the discovery of a suspicious package, the smell of gas or other noxious substance, an electrical fault or a structural failure.

In such circumstance the person identifying the risk should report it immediately to the school office. Once reported the Senior member on duty that day will be called to evaluate the risk and make a decision of the action to be taken, which may include the full evacuation of the school buildings by sounding the fire alarm.

ON HEARING THE FIRE ALARM:

All staff, students, contractors and visitors should:

- leave the building in a quiet and orderly manner by the nearest safe and accessible exit.

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS IF THEY ARE NOT IMMEDIATELY TO HAND

*When the classroom is being evacuated the teacher should be the last to leave **ensuring** that all electrical equipment is switched off and if possible gas supplies isolated, closing the door behind them.*

- Proceed by the most direct, external route to the designated assembly area.

Once outside the building no-one should re-enter a building for any reason, including transiting to the assembly area.

If the most direct route to the assembly area is obstructed by a fire or other hazard which presents a risk then an alternative external route should be used.

- All spaces, including toilets, are to be checked by the member of staff nearest to them.

PUBLIC EXAMINATIONS

When public exams are taking place students and staff should exit the exam room and assemble on Cliff Car park / Orchard area where they can be isolated. Staff should also follow the Joint Examination Councils instruction regarding the securing of exam papers. **See Exam evacuation policy.**

During public exams the invigilation staff should be provided with a mobile phone for communication with the incident officer during the evacuation process. The Head's secretary should take the **emergency mobile phone** from the office to the fire assembly point for the incident officer.

Administration Staff, unless at risk of harm or injury should act as follows:

Receptionist:

- If it is clear that there is a fire on the school site, phone the emergency services and inform the **Incident Officer** that this has been done on arrival at the assembly point;
- Close and secure the reception window and key chest;
- Collect all registers, signing out logs, authorised absence list, Health Centre list and visitors log and take these to the assembly area.

Head's Secretary:

- Secure confidential documents, the side window to the office;
- Collect the school emergency mobile phone and present it to the incident officer on arrival at the assembly area;
- Ensure all office staff are out of the office, that all electrical equipment is switched off and secure the office door;

Admissions Secretary:

- Assist Receptionist in collecting and transporting registers & logs.

Reprographics Technician:

- Ensure all equipment is turned off;
- Secure resources room;

ACTION BY OUT-LYING AREAS

IN THE EVENT OF AN EMERGENCY EVACUATION DURING THE SCHOOL DAY IF THERE IS A PERCEIVED THREAT TO BOARDING HOUSES THEN THE BOARDING HOUSE ALARMS WILL BE ACTIVATED MANUALLY. BOARDING HOUSES MAY BE USED TO PROVIDE SHELTER FOR EVACUEES AT THE INCIDENT OFFICER'S DISCRETION.

Deputy Head (Boarding):

- Establish if the top field is in use. If it is send an adult as a 'runner' to the top field to inform the member of staff in charge that an Emergency Evacuation is in progress and they should report to their assembly point.

Health Centre Nursing Staff

- Assess the level of risk presented by the incident to the Health Centre and needs of any 'in-patients';
- Decide on the need to evacuate the Health Centre;
- If the Health Centre needs to be evacuate, evaluate any assistance needed to do this and summon assistance by contacting the Incident Officer on the school mobile phone (07522 509 084).
- If the Health Centre does not need to be evacuated make preparations for responding to medical emergencies that may result from the incident. (E.g. burns, smoke inhalation, shock, fractures etc.)

ASSEMBLY AND FOLLOW UP ACTION:

- Fire Marshals and Senior Fire Marshals – form a safety cordon to guide students from the main school site to the assembly area.
- Students – assemble in silence by form group, in register order at the designated assembly point.

- Form Tutors – Collect registers at the assembly area from the school receptionist; take a roll call against the register. Report all unaccounted for students to the appropriate Head of Colour house and pass on the register.
- Heads of Colour Houses collect registers from Form Tutors and report to Deputy Head (T&L)
- Sixth form Tutors - Collect registers at the assembly area from the school receptionist; take a roll call against the register. Report all unaccounted for students to the Head of Sixth Form and pass on the register.
- **Incident Marshals** – Register and account for those you are responsible for. Record all those who are unaccounted for on the incident register and report to the appropriate Senior Incident Marshal with your incident register.
- **Senior Incident Marshals** – collect incident registers and pass these to the Incident Officer alerting him/her of the number of those unaccounted for.
- **Incident Officer** – Assess the need to accommodate staff and students as a result of the evacuation and make appropriate arrangements.

REPORTING THE FIRE:

If it is clear that there is a fire on the school site the **Receptionist**, or other member of the school office, should phone the emergency service and inform the **Incident Officer** on arrival at the assembly point.

The **Incident Officer**, or in their absence the senior member of staff on site at the time of the alarm being sounded, is to establish if a fire or other risk exists which requires the emergency services being called. If any such risk exists they are to call the emergency services immediately, even if they think someone else has already done so.

The **person discovering** the fire/hazard should report to the senior member of staff responsible for the evacuation procedure, normally the Incident Officer (Assistant Head Staff Deployment) and describe the location and type of fire.

EMERGENCY FIRE FIGHTING:

Site Staff who are trained, **unless at risk of harm or injury should:** establish the location of the fire and attempt to extinguish the fire using first aid firefighting equipment.

Only staff who have been trained in the use of emergency fire extinguishers should attempt to fight a fire. In no event must a person allow themselves to get on the other side of the fire from the exit.

ARRIVAL OF THE FIRE RESCUE SERVICE:

The **Incident Officer** should report to the officer in charge of the Fire Rescue appliance, with the person who discovered the fire/hazard. They should brief him/her about:

1. the location of and type of fire or other identified hazard;
2. areas of risk e.g. Hazardous chemicals or substances, building access, maintenance and building works;
3. Number, sex, age, disability and last known location of those who are unaccounted for.

All staff and pupils are to pay attention to any directions of the Fire Officer in Charge.

RE-ENTRY INTO THE BUILDINGS:

NO person is to re-enter a building until specific permission is given by the Fire Officer in Charge.

FOLLOW UP ACTION:

If the evacuation is the result of a real emergency follow the guidance in the school's **Crisis Management Policy**.

If the evacuation is a drill or not as a result of an emergency:

Site Staff:

Check the fire alarm control panel and ALL fire call points - reset and replace glass as required;

Check ALL First Aid Fire Fighting Equipment – replenish and replace as required;

All Staff

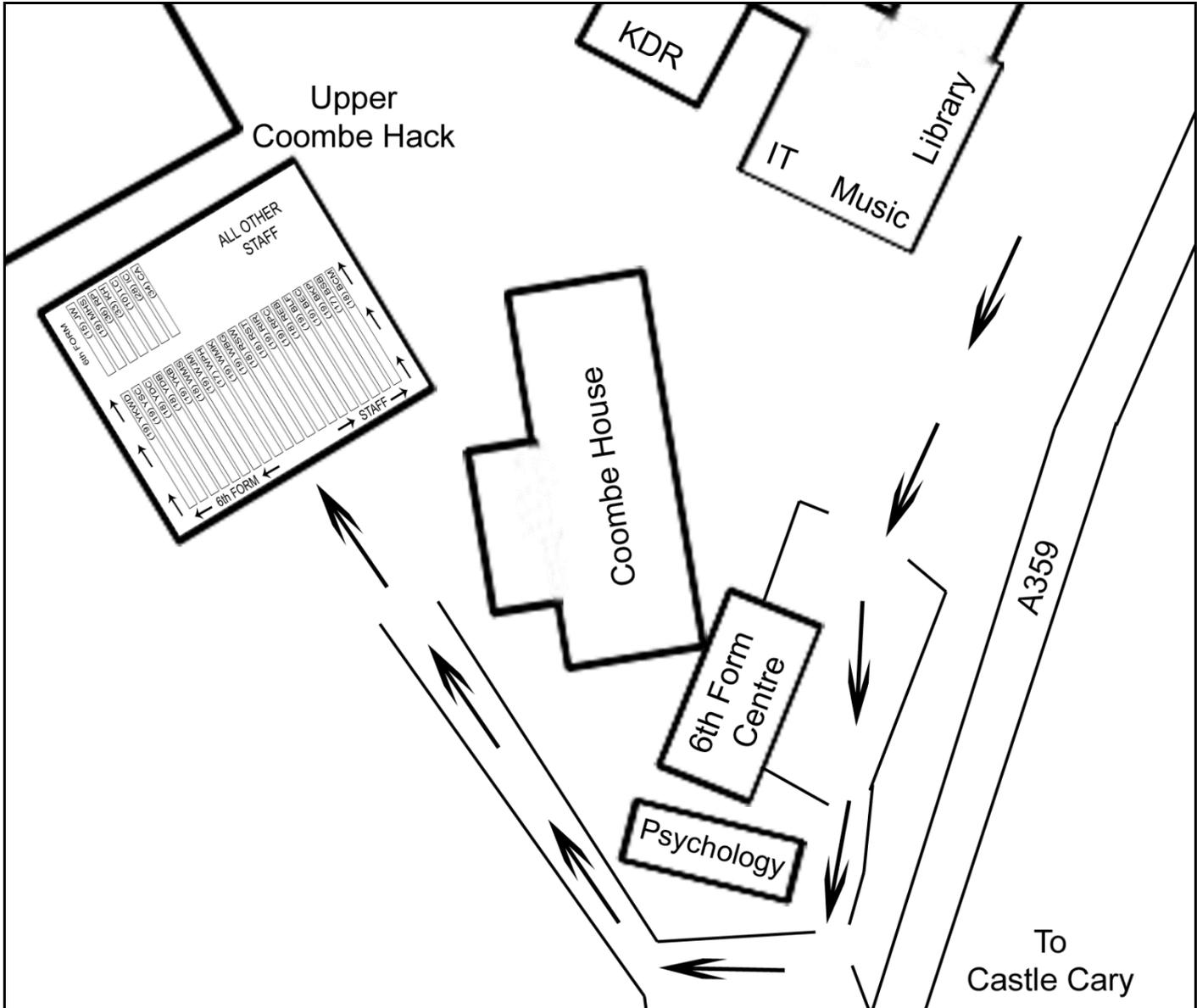
Check all rooms for security and report any damage, deficiencies or intruders to reception immediately.

Report any suggestions for the improvement of the evacuation procedure to the Assistant Head (Staff Deployment) within 48 hours.

Emergency Evacuation and Fire Procedure

Please make sure you are aware of it. If you are a Form Tutor make sure pupils know the arrangements. Put a copy of this Notice up in the Form Room.

ASSEMBLY POINT – SCHOOL DAY UPPER COOMBE HACK



INSTRUCTIONS

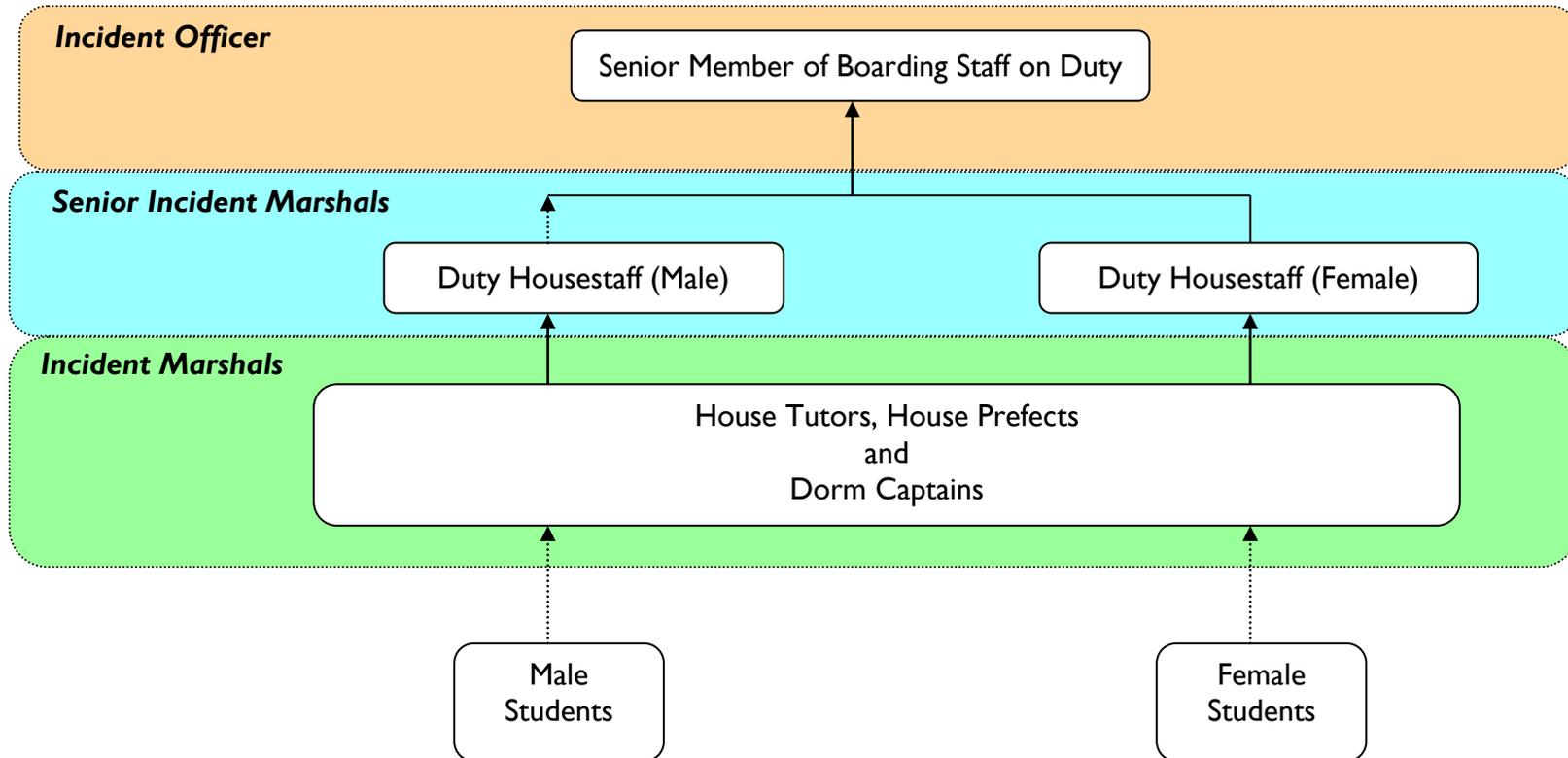
1. The Fire Alarm is the **continual ringing** of the school bell.
2. When the alarm sounds **close all windows, close the room door and leave the building.**
3. Proceed quietly to the designated **assembly point.**
4. Assemble in forms (**in registration order in the designated position shown**) where you will be checked by your Form Tutor.
5. **Be Calm, be Quiet throughout. Walk – Do not run.**

Fire Evacuation and known invalides

In the event of a fire alarm going off:

1. The known invalide is to move to the nearest refuge point.
2. The Site Manager / Staff will ascertain the source of the fire and assess the risk to the known person. If necessary a site staff member will be sent to evacuate the known person to a safe location. This could be the Health Centre if that is the nearest safe location.
3. Site staff must have an up to date timetable for any known invalide's lessons and be able to ascertain their whereabouts at any time.
4. The known person should have a school mobile phone on his / her person at all times during the school day. The charge should be checked by their appointed helper first thing in the morning.
5. If upstairs in the Humanities block the lift may be used to evacuate the known person on approval of the Site team who will know the risk or the known person will be carried downstairs by Site Staff who are trained to do so.
6. The invalide's location and safety must be reported to the Fire Officer i/c
7. This strategy avoids any known invalide adding to the congestion where evacuation routes are narrow and therefore potentially increasing the risk to themselves and others.

Roll-Call Responsibilities (Evening – Boarding House)



SEXEY'S SCHOOL

ACTION IN THE EVENT OF FIRE (NIGHT TIME)

ON-GOING RISK ASSESSMENT

Events that require Emergency Evacuation Procedures to be carried out are by their very nature unpredictable and no plan can foresee every eventuality. It is therefore imperative that all staff assess the risks associated with each and every incident as it occurs and take appropriate action to reduce and minimise the risk of accident or injury to any person which would result by automatically following the following procedures.

DISCOVERY OF A FIRE:

When a fire is discovered, the most important action to take is to evacuate the boarding house. The person discovering the fire should go to the nearest fire alarm and sound it.

DISCOVERY OF ANOTHER EVENT THAT MAY PRESENT A RISK:

There are numerous events that may necessitate the evacuation of a boarding house; these include the discovery of a suspicious package, the smell of gas or other noxious substance, an electrical fault or a structural failure.

In such circumstance the person identifying the risk should report it immediately to the duty house staff. Once reported the member staff will evaluate the risk and make a decision of the action to be taken, which may include the full evacuation of the house by sounding the fire alarm.

REPORTING THE FIRE:

The senior member of staff present at the time of the alarm being sounded is to assume the role of **Incident Officer**. They should establish if a fire, or other risk exists which requires the emergency services being called. If any such risk exists they are to call the emergency services immediately, even if they think someone else has already done so.

The **person discovering** the fire/hazard should report to the senior member of staff responsible for the evacuation procedure, normally the Incident Officer and describe the location of the seat and type of fire.

ON HEARING THE FIRE ALARM:

All staff, students and visitors should:

- leave the building in a quiet and orderly manner by the nearest safe and accessible exit.

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS IF THEY ARE NOT IMMEDIATELY TO HAND

*When the boarding house is being evacuated the duty house staff should be the last to leave **ensuring** that all pupils have left the building as he/she goes.*

- All spaces, including toilets, are to be checked by the member of staff nearest to them.
- Proceed by the most direct, external route to the designated assembly area.

Once outside the building no-one should re-enter a building for any reason, including transiting to the assembly area.

If the most direct route to the assembly area is obstructed by a fire or other hazard which presents a risk then an alternative external route should be used.

- Where it is possible, and after the building has been evacuated, electricity and gas supplies should be switched off.
- The *Incident Officer* should arrange for a roll call to be taken against the house list and a note of those unaccounted for made.
- The *Incident Officer* should contact the senior member of staff 'on-call' that evening to apprise them of the situation.
- Once the senior member of staff on-call arrives on the scene they will assume the role of *Incident Officer*.
- **Incident Officer** – Assess the need to accommodate staff and students as a result of the evacuation and make appropriate arrangements.

EMERGENCY FIRE FIGHTING:

Only staff who have been trained in the use of emergency fire extinguishers should attempt to fight a fire. In no event must a person allow themselves to get on the other side of the fire from the exit.

ARRIVAL OF THE FIRE RESCUE SERVICE:

The *Incident Officer* should report to the officer in charge of the Fire Rescue appliance, with the person who discovered the fire/hazard. They should brief him/her about:

1. the location of the seat and type of fire or other identified hazard;
2. areas of risk e.g. Hazardous chemicals or substances, building access, maintenance and building works;
3. Number, sex, age, disability and last known location of those who are unaccounted for.

All staff and pupils are to pay attention to any directions of the Fire Officer in Charge.

RE-ENTRY INTO THE BUILDINGS:

NO person is to re-enter a building until specific permission is given by the Fire Officer in Charge.

FOLLOW UP ACTION:

If the evacuation is the result of a real emergency follow the guidance in the school's **Crisis Management Policy**.

If the evacuation is a drill or not as a result of an emergency:

Site Staff:

Check the fire alarm control panel and ALL fire call points - reset and replace glass as required;

Check ALL First Aid Fire Fighting Equipment – replenish and replace as required;

All Staff

Check all rooms for security and report any damage, deficiencies or intruders to reception immediately.

Report any suggestions for the improvement of the evacuation procedure to the Deputy Head (Pastoral and Boarding) within 48 hours.

Practice Drills

When an emergency evacuation is planned to familiarise students with school procedures and duty staff do not require off-duty residential staff to respond, they should ensure that off-duty staff are informed of the planned practice and that due consideration is given to the time and disruption that may result.