



## Fire Evacuation Procedure

- When the fire alarm sounds, the Caretakers will establish the location where the alarm has been activated and investigate. They will advise MNE and the Headteacher as soon as possible.
- On hearing the fire alarm, students should be instructed to leave the building in a calm and orderly manner, leaving their belongings (including bags) in classrooms.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Fire Assembly Point which is located on the playing field in front of A Building.
- Staff (including Student Teachers) not taking registers and visitors should assemble next to the Fire Assembly Point in the area next to the bike sheds.
- On vacating a room, doors and windows must be shut (but not locked).
- No running is to be permitted.
- Students must take the shortest, safest route to the Assembly Point **without re-entering the buildings**.
- Particular care must be taken on staircases and overtaking is not permitted. The lift in the Sixth Form building must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to their Assembly Point.
- Students will assemble at their Tutor Group position in alphabetical order (by surname) where the register will be taken by the Form Tutor. They should stand sensibly and quietly during roll call and whilst waiting to be dismissed.
- All Staff with access to a 'walkie talkie' radio must bring this on exit from building.
- Only Form Tutors, CfLLs, SLT, LFO, SGI, MOS, AMT and MNE should be on the path next to the playing field during roll call.
- A member of the Caretaking team will be positioned at the main gate to prevent incoming traffic with the exception of emergency services whom they will guide in.
- STA, SBA and RSI will be on the front field monitoring student behaviour.
- First Aiders may require support with students in wheelchairs/with mobility problems during the evacuation process; a member of the Exams/Data and/or Pastoral Support Team will ensure they check the First Aid room on exiting the building.

### **Years 7 to 11**

- A red 'Fire Box' containing all Y7-11 emergency registers, high visibility jackets and staff/visitor/trip/sign-out lists is located at the entrance of the General Office and will be brought out by a member of the office team (who will be stationed outside the bike sheds).
- CfLLs are to collect their Year Group registers from the relevant Fire Box and distribute to Form Tutors. Those staff who are responsible for taking staff registers must collect their register from the same location.
- If a Form Tutor is absent, the member of staff who covered the tutor group during morning registration should take the register. If this is not possible, a member of teaching staff who is not assigned to a tutor group will be asked to take the register.

#### **Once the register has been taken:**

- Form Tutors to provide completed registration sheets to their CfLL.
- The CfLLs report to LFO (who will be positioned midway along the path, directly opposite the main entrance to A Building), informing her of the presence of all Form Tutors and students for their year group.
- Any students who are unaccounted for should be reported to the CfLL by the Form Tutor. The CfLL can check this information against the student signing in/out book and trips lists that will be with SGI (positioned alongside LFO).



## Sixth Form

- A red 'Fire Box' containing Sixth Form emergency registers, high visibility jackets and student sign-in/out/trip lists is located on the administration desk in the O5 foyer and will be brought out by AMT/MOS.
- Form Tutors must collect their register from AMT/MOS. If a Form Tutor is absent, a member of teaching staff who is not assigned to a tutor group will be asked to take the register.
- Once Form Tutors have completed their registers they report to MOS to cross-check any absence against the absence list and to AHA/CGR to cross-check against the sign-in/out/trips lists.
- When the cross check is complete, Form Tutors return their completed registration sheet to KBL who will also account for Sixth Form staff. KBL will then report to MNE.

### Summary of Reporting to Fire Captains

	<u>Report to</u>	<u>Back-up</u>
All Fire Captains	MNE	DMA
Climate for Learning Leaders (Y7 to Y11)	LFO	JMA
Sixth Form Tutors and Leadership	KBL	MOS
Teaching Staff without a tutor group	SCO	GPA
Technicians, Finance Department and Caretakers	MMQ	LRE
Visitors, Admin, First Aid, Exams/Data and HR Staff, WRL	JMA	Admin
Cover Supervisors (unless a Form Tutor)	KHA	ABE
Teaching Assistants	KRA/EDA	SSA
Pastoral Staff	STA	SBA
Student Teachers	AWA	GPA
Invigilators	MHI	KKE

*In the event of someone being absent, the appointed deputy (nominated above) will assume the responsibilities of that person.*

Admin, KBL, SCO, LFO, KHA, JMA, MHI, MMQ, KRA, STA, AWA, Mark Whitby (Kitchen) and Craig Taylor (Cleaners) will then report to MNE who will report full status to the Headteacher.

Once staff who are not Form Tutors have been registered they should assist in the supervision of students, locating themselves on the field behind the students.

Use the opportunity during the fire drill to ensure students are presented smartly and wearing their uniforms correctly.

### **No one must re-enter the buildings until told to do so by MNE/Headteacher.**

Once everybody is accounted for, the instruction will be given to re-enter the buildings.

Re-entry is to be carried out in the following sequence:

- Support and teaching staff who are not accompanying students back to class
- Years 7, 10 and 13
- Years 8 and 12
- Years 9 and 11

If the fire alarm sounds after the end of the school day, all students and staff who remain in school must evacuate the buildings and muster on the front field. Nobody must re-enter the buildings until the alarm has been deactivated and the 'all clear' given by MNE.

The 'Fire Captains' listed above will be wearing high-visibility jackets.



## Key to Staff on Fire Evacuation Procedure

Code	Staff Member	Job Title
AMT	Miss A Mitchell	Sixth Form Administrator
Admin	Administration Team	General Office Administrators
AHA	Miss A Harrison	Progress Leader Y12
AWA	Mrs A Wake	Trainee Teacher Coordinator
CGR	Mrs C Grant	Progress Leader Y13
DMA	Mr D Mackenzie	Headteacher
EDA	Mrs E Dakin	Mathematics/Acting SENCO
GPA	Mrs G Parkinson	Assistant Headteacher
JMA	Mrs J Martin	General Office Supervisor
KBL	Mrs K Blanchard	Deputy Headteacher
KHA	Mrs K Hannaway	Senior Cover Supervisor
KKE	Mrs K Kenyon	Examinations/Data Administrator
KRA	Mrs K Rabbitte	SENCO
LFO	Mrs L Forster	PA to the Headteacher
MHI	Mrs M Hiller	Examinations/Data Manager
MMQ	Mrs M McQueen	School Business Manager
MNE	Mr M Neill	Site Manager/H&S Coordinator
MOS	Mr M O'Shaughnessy	Director of Sixth Form
SBA	Mrs S Baker	Pastoral Support Worker
SCO	Mr S Cook	Senior Assistant Headteacher
SGI	Mrs S Gibbons	Attendance Administrator
SIN	Mrs S Inskip	Finance Assistant
SSA	Mrs S Salters	Teaching Assistant
STA	Mrs S Taylor	Pastoral Support Manager