



## **Fire Alarm and Evacuation Procedure June 2017**

### **School Day Protocol**

On hearing the Fire Alarm you **must** assume that there **IS A FIRE**.

1. You will hear an intermittent, high-pitched note from the alarm system.
2. On hearing the signal, you should instruct students to immediately stop working.
3. Count how many students you have in the classroom and note any absentees.

**The first member of staff to arrive at the back of school with a Leisure Key** must immediately ensure that Multi Use Games Area (MUGA) is accessible through the double gates and also open the gate onto Holt Street.

### **Leaving The Classroom**

1. Line up the students in single file emphasising the importance of calm and order.
2. Describe the route to be taken to the Safety Zone. This must be the safest route via the nearest Fire Exit irrespective of the weather. Fire Exits are marked on the map displayed in each room.
3. The member of staff in charge must ensure that he/she knows the number of students in the class.
4. Lead the children out of the room in an orderly fashion and instruct to them to wait outside of the room in single file.
5. After the last student is out, turn off all lights, close the door and windows and go to the front of the line to **LEAD** the students to the Safety Zones at the rear of school.
6. Do not let your class get mixed up with another class.

### **Procedure At Safety Zone**

1. Line up in single file in your allocated part of the Zone in form groups
2. Registers will be taken for each form by the Form Tutor.
3. Registers will be given out by Attendance Office Staff.
4. Completed registers should be handed to Head of Year
5. Report any missing students to the relevant Head of Year.

### **General Notes**

1. **You must leave the building by the nearest Fire Exit making your way to the rear of school via Holt Street if necessary.**
2. Cover/Supply teachers should check the fire drill procedure when arriving at school .Always take a register for each class. If one hasn't been provided please contact the Attendance Office. If there is no list, then take a register.
3. Staff who are non contact should assist in evacuating the building, checking all toilets as they leave the building.
4. Please remember how many students you had in your class before the Fire Alarm sounded and report any concerns to the person in charge of the zone.
5. If the alarm goes off at break/lunch time, staff should ensure that students evacuate the buildings quietly and in an orderly fashion to the nearest safety zone, checking all toilets

as they leave the building.

- Radio- the Site Manager and Site Team will ensure 1 person is deployed to the Fire Alarm panel with the other investigating the cause of the alarm. They will communicate with Miss Sharples and in her absence Mrs Wood/ Deputy Head/Assistant Head (Radio available in ICT office) before anyone is allowed to return in the building.

## **Assembly Points**

<b>Area</b>	<b>Assembly Point For :</b>	<b>Supervising Staff</b>	<b>Supervising SLT</b>
Rear of School	All School Staff, Students, Visitors and Contractors	Visitors and Contractors - Louise Priest /Donna Sutton/Tanya Kay Staff-Liam Owen/Helen Logue/Michelle Johns	<b><u>Mrs Wood</u></b>
Large MUGA	Students, Form Teachers, Year 7 Year 8 Year 9 Year 10	Miss Smith Mr Burrows Mrs Anderton Mr Seeds	<b>Mrs Bromelow</b> <b>Mrs Machaj</b> <b>Mrs Schumacker</b> <b>Miss Thornley</b>
Small MUGA	Students, Form Teachers, Year 11	Mrs Raughter	<b>Mr Blade</b>
Front Car Park	Excellence Centre Staff and Visitors	Trish Sexton	

## **During Examinations**

- On hearing the Fire Alarm Students and invigilators MUST evacuate the school building.
- Tell the candidates that they MUST NOT talk to anyone outside the exam room and that they must remain silent
- Evacuate the room in an orderly fashion, one row at a time, (if possible) through the emergency exit doors (as per plan) leading students to the disused all weather pitch.
- The Examinations Officer will join Invigilators and Students at the Assembly Point as soon as it is safe to do so.
- Invigilators must take the examination seating plan with them. This will be used to complete a register. This will need to be cross referenced with Form registers by members of the Attendance Team . Exam and Answer papers should not be removed from the building.
- Take the candidates to the Fire Assembly Point (Disused all weather pitch). Please note that candidates should be kept separate from their form groups at all times
- Invigilators should circulate frequently among the candidates and be alert for chatting or other signs of misconduct.
- On returning to the Hall, call the register again to ensure that all candidates return to the correct seat. Formally restart the exam, calculate the “stoppage” time and adjust the finishing time.

## **Visitors and Contractors**

- All Visitors and Contractors should make their way to the Rear Car Park and report to the **Mrs Mayor/Mrs Kay/Mrs Sutton**
- Inventory Record of Visitors to be brought out of school by **Mrs Mayor/Mrs Kay/Mrs Sutton**
- Absent visitors should be reported immediately to Helen Sharples.
- It is the responsibility of the person hosting the visitor to ensure that they make their way to the Visitors/Contractors Assembly Point.
- The Inventory App will be used by Liam Owen to check all staff are present and accounted for. **Helen Logue/Michelle Johns to deputise in Liam’s absence**

## **Maintaining School Security**

- **Mrs Gaskell** to remain at the front of school to ensure no one re-enters building (Nicola Barnes /Caroline Welsby to deputise if needed)
- Damien Mason to remain outside school at Holt Street Student Entrance to ensure no one re-enters building. (Estelle Sharkey to deputise in case of staff absence)
- Peter Darbyshire to remain outside school at Holt Street Fire Exit (Near REC Room) to ensure no one re-enters building. (Estelle Sharkey to deputise in case of staff absence)
- Tom Postlethwaite and Sue Daniels to remain at Kitchen Gates to maintain security of site and safeguarding of young people.

## **All Clear Procedure**

**In all instances it must be assumed that if the Fire Alarm sounds, there is a fire and everyone must remain outside until the all clear is given.**

If the Fire and Rescue Service have been called we **cannot** re-enter the building until the **Fire and Rescue have** declared the building to be all clear. In the instance of inclement weather a decision may be made to allow the students to return into the school building if the cause of the fire has been investigated and it is safe to return.

If the Fire and Rescue Service have NOT attended and school staffs have identified the cause of the alarm (Not Fire) then once all students, staff and visitors have been accounted for the all clear will be given by the Futures Director (Miss Sharples)

Students must not re-enter the building via Holt Street entrance. They must go via Food Tech Entrance or Long Corridor entrance unless they are escorted by their class teachers.

If the Futures Director is absent responsibility passes to:

1. Head Teacher
2. Deputy Head Teachers
3. Assistant Head Teachers

**The All Clear can only be given by the designated person in charge and will only be given once all fire registers have been completed and all staff, students and visitors accounted for.**

## **Dismissal of students once registers are completed**

- Students will be dismissed starting with Year 11
- Staff will return into school with the Year they are currently teaching with supervising students on the corridors as they return to classrooms and ensuring that students are not left waiting for staff to return.
- SLT and Heads of Year shall remain supervising students at the rear of school until all students have returned into school

## **Fire Alarm Protocol before and after the Official School Day**

Whenever the fire alarm sounds all staff **MUST** behave as though it is a real fire. It **cannot** be assumed that it is a false alarm.

Staff should make their way out of the building using the safest and nearest exit and must not stop to collect personal possessions.

Staff working with students should:

1. Line the students up in single file and emphasise the importance of calm and order.

2. Describe the route to be taken to the safety zone . This must be the safest route irrespective of the weather. Fire Exits are marked on the map displayed in each room.
3. The teacher must ensure that he/she knows the number of students in the class.
4. Escort the children out of the room in an orderly fashion and make them wait outside the room in single file having stressed the importance of quiet and order.
5. After the last student is out, turn off all lights, close the door and windows and go to the front of the line and **LEAD** students to the safety zone.
6. Do not let your class get mixed up with another.
7. If you are passing a toilet, check for students.

Once you have evacuated the building you must not return into school under any circumstances until the all clear has been given.

The Cleaning staff should make their way to the front of school, using Holt Street if necessary, so that a register can be taken by their Supervisor/Site Manager.

**Students and all staff should make their way to the Safety Zones at the rear of school.** After School Clubs should take registers at each session and these should be used for the purposes of a Fire Register.

In the event that registers have not yet been completed for that day, the previous day's lists will be used to complete a register of who is present.

As staff are evacuating the premises they are asked to ensure that rooms including any toilets that they pass are clear and that all students are exiting the building.

SLT will check all remaining staff off against Inventory via the APP

The Site Manager will check the premises to ensure that all staff and students have evacuated, considering his own personal safety at all times.

Once this has taken place the school can be declared All Clear in the case of a false alarm.

If a fire alarm sounds outside of school hours (before 8am/after 4.30pm) then the Site Manager will have the responsibility for declaring the school to be ALL CLEAR.

# **FIRE EVACUATION**

## **PRIORITY ACTIONS**

**UPON DISCOVERING A FIRE SOUND THE  
FIRE ALARM**

**CONTACT RECEPTION  
– to CALL THE FIRE AND RESCUE SERVICE**

**UPON HEARING THE FIRE ALARM  
EVACUATE THE BUILDING BY THE  
QUICKEST AND SAFEST ROUTE.**

**PROCEED TO THE SAFETY ZONE AT THE  
REAR OF SCHOOL**

**Zone A MUGA**

**Year 7-10**

**With Personal Tutors and Assertive Mentors**

**Zone B REAR CAR PARK**

**Support staff, Visitors and Contractors**

**Zone C Small MUGA**

**Year 11**

**With Personal Tutors and Assertive Mentors**

**Excellence Centre**

**Proceed to Assembly Point at front of Premises**

**In the event of a fire alarm DO NOT be assume that it is safe to make your way through school to the Fire Assembly Points. The nearest and safest route must always be used.**