

EMERGENCY EVACUATION PROCEDURE Temporary Instructions from January 2019

INTRODUCTION

This document outlines the main procedures to be followed in the event of a fire incident at Sir Christopher Hatton Academy (*“the Academy”*).

The procedure was revised in January 2019 in order to reflect the changes required by the building works, which are anticipated to be completed by the end of September 2019.

Whilst these procedures identify a number of specific roles, responsibilities and actions, it is acknowledged that conditions may vary from those anticipated, and that “dynamic” decisions may need to be taken in the context of those circumstances. **Such decisions can only be taken by members of the Fire Incident Team.**

A. FIRE INCIDENT TEAM

1. In the event of a fire incident at the Academy, the Fire Incident Team will assume responsibility for the management of the incident.

2. **The Fire Incident Team will have full authority for management of the incident, including any decision to terminate the evacuation in the event of a false alarm and/or re-occupy the premises when it is safe to do so.**

3. The Fire Incident Team will consist of the following designated members of staff:
 - a. **Fire Incident Manager** – Colin Hinds (Deputy 1 – Elaine Snell, Deputy 2 – Chris Jeffs)
 - b. **Fire Leader 1** – Alastair Mitchell (Deputy – Nick Salisbury) – Years 7-11 Assembly Point
 - c. **Fire Leader 2** – Jenny Coe (Deputy – Rebecca Heaney) – Years 12-13 Assembly Point
 - d. **Fire Leader 3** – Nina Pagliuca (Deputy – Martyn Freeman) – Main Fire Alarm Panel, Reception
 - e. **Fire Leader 4** – Bijal Dave – Heart of Hatton
 - f. **PEEP’s Lead** – Jackie Lewis - Outside Reception
 - g. **Fire Marshals**

The roles and responsibilities of the Fire Incident Team will be identified within the relevant Role Descriptions. Where deputisation arrangements are in place for the above roles, those staff should liaise to ensure there is always at least one person on site during each school day at all times.

B. PERSONAL RESPONSIBILITIES

4. **All Staff, Students, Visitors and Contractors** must familiarise themselves with the emergency Evacuation procedures for the premises, including any specific roles and responsibilities and the location of their designated Emergency Assembly Point.
5. **All Nominated Staff** within these procedures are responsible for ensuring that they are aware of their specific responsibilities, and informing the **Fire Incident Manager** if they become aware of any shortfalls in the procedures and arrangements for fire safety at the Academy.
6. **Hosts** are responsible for ensuring that any **Visitors, Guests, or Contractors** under their charge are adequately instructed and supervised with regards to the emergency Evacuation procedures for the premises, including the location of their designated Emergency Assembly Point

The following temporary instructions should be noted that:

- The visitors registration point has been moved within this procedure to the same point as the staff registration point on the school field (see plan on page 8)
- Contractors who are working on the main building site, will report to the building Site Manager to sign in the event of a fire evacuation. The Fire Incident Manager will liaise with the building Site Manager.

C. ACTION ON DISCOVERING A FIRE

MAIN ACADEMY PREMISES

7. **Any person** discovering a fire should operate the nearest 'break glass' call point and, if safe to do so, notify reception staff by dialing **555**, our new dedicated fire phone number.

If the reception phone line is engaged, then evacuate the premises immediately and notify the member of staff leading the evacuation at the assembly point of the location of the fire.

8. Upon hearing the fire alarm and/or being informed of a fire, **Reception Staff (or the Fire Incident Manager in the event that reception staff have evacuated)** will notify the Fire & Rescue Service immediately by dialing **999**.

Reception Staff will also contact **Orchard House** via telephone and/or mobile radio to ensure they are aware of the fire risk.

The member of staff in Orchard House receiving the call will activate Orchard House's independent fire alarm system, to evacuate the Orchard House Premises. This is necessary to ensure that all sixth form students who are in the main academy premises can be roll called to confirm their safety.

9. **IF SAFE TO DO SO, the Fire Incident Manager** will check the main fire alarm panel to establish the location of the fire alarm activation(s) and control the operation of the fire alarm panel in conjunction with the **Fire Incident Manager**.
10. The priority on discovery of a fire must be to **evacuate the premises**. If a fire is known to be in a specific room and it is safe to do so, then the door to the room should be closed to delay the spread of fire. **Under no circumstances should personal safety or the safety of others be compromised.**

ORCHARD HOUSE (Sixth Form)

11. **Any person** discovering a fire should operate the nearest 'break glass' call point and notify the Fire and Rescue Service immediately by dialling 999. **If it is safe to do so**, please notify reception staff by dialing 555, or via the walkie talkie.

A FIRE ALARM ACTIVATION IN ORCHARD HOUSE WILL NOT ACTIVATE THE FIRE ALARM IN THE MAIN BUILDING

If the reception staff are unavailable, then evacuate the premises immediately and notify **Fire Leader 2** at the assembly point of the location of the fire. **Fire Leader 2** will make arrangements for the **Fire Incident Manager** to be notified.

12. Upon hearing the fire alarm and/or being informed of a fire, **Reception Staff** will notify the Fire & Rescue Service immediately by **dialing 999** if this has not already happened.
13. On hearing the fire alarm bell **All Personnel** and pupils must leave the buildings immediately, by the shortest route, in a calm and orderly manner (**DO NOT RUN!**) and proceed to their designated **Emergency Assembly Point**.
14. **IF SAFE TO DO SO, the Orchard House Fire Marshal** will search the building, commencing at the furthest point on the first floor including toilets and the kitchen, to check that all areas have been cleared.
15. The priority on discovery of a fire must be to **evacuate the premises**. If a fire is known to be in a specific room and it is safe to do so, then the door to the room should be closed to delay the spread of fire. **Under no circumstances should personal safety or the safety of others be compromised.**
16. The **Fire Incident Manager** will assess the risks and decide whether to evacuate the main Academy premises or for occupants to remain within the main building. This assessment will be constantly reviewed taking into account the relevant circumstances and/or advice from the Fire and Rescue Service.

17. The **Fire Incident Manager** will deploy staff to the main site entrance gate and the site entrance junction at the Pyghtle and the main entrance door to control access to and from the site during the incident.
18. The member of staff supervising the In School Exclusion room will escort all ISE pupils to the assembly point inside the entrance gate, taking responsibility for registering and supervising them.

D. ACTION ON HEARING THE FIRE ALARM DURING SCHOOL HOURS (08:00am – 3:00pm)

19. The fire alarm at the Academy is a continuously ringing bell.
20. On hearing the fire alarm bell **All Personnel** must leave the buildings immediately, by the shortest route, in a calm and orderly manner (**DO NOT RUN!**) and proceed to their designated **Emergency Assembly Point**.
21. **DO NOT** delay your evacuation to collect personal belongings.
22. **IF IT IS SAFE TO DO SO** without delaying evacuation, windows and doors should be closed.
23. **IF IT IS SAFE TO DO SO**, any personnel located in 'specialist' rooms (i.e. Science Rooms, Canteen, Design & Technology, Food Technology, PE ICT Suite) should turn off air conditioning systems, gas equipment, electrical equipment and machinery before leaving the area.

Do Not Delay Evacuation If There Are Any Signs of Fire or Danger in the Immediate Area

24. **IF IT IS SAFE TO DO SO**, **Fire Marshals** should check that their designated area, including toilets, has been cleared. (There should be two Fire Marshals allocated to each area to ensure that cover is in place in the event of absence).
25. **All Staff** will escort students out of the buildings and onto the playing fields to their designated Emergency Assembly Point. It is good practice for a member of staff to lead students and, where possible, another member of staff to follow behind.
Staff must instruct Students to remain at their designated Emergency Assembly Point until they have been informed by a member of the Fire Incident Management Team that it is safe to return to the building.
26. Special arrangements will apply for **Disabled Students or Visitors**. Where appropriate Personal Emergency Evacuation Plans (PEEPS) will be developed for **Disabled Students or Visitors**. **Staff must ensure that both they and any disabled students or visitors are aware of any special arrangements for evacuation.** If a student or visitor is unable to proceed onto the playing fields to the Emergency Assembly Point, then they should proceed to just outside Main Reception. Where possible, a member of staff and/or designated Student should remain with them.
27. **Reception and Office Staff** will take the Visitors book, Signing Out books and a mobile radio with them as well as the Reception Grab Bag, which contains a, loud-hailer, first aid kit and other useful equipment.

28. **Students** will line up in register groups and in register group order at their designated Emergency Assembly Point.
- Years 7-11** students will assemble at their designated Assembly Point on the main field
- Staff** will carry out a roll call of their allocated students from years 7 - 11 and inform their **Year Director** of any missing persons, who will in turn inform **Fire Leader 1**.
- Years 12-13** will assemble at the designated Assembly Point outside the main Reception
- Staff** will carry out a roll call of their allocated students from years 12 - 13 and inform **Fire Leader 2** of any missing persons. **Fire Leader 2** will in turn communicate the missing students to the Fire Incident Manager.
29. **School Administration Staff** will take all registers out to the assembly point (on the bank). **Heads of Year and Form Tutors** should look for and collect their registers from their designated person.
30. **All Staff** (excluding **designated Fire Leaders, Heads of Year and Form Tutors**) should report to the **Assistant to Senior Leadership Team** and the **Personnel Assistant** to confirm their attendance at the assembly point.
31. The **Assistant to Senior Leadership Team** and the **Personnel Assistant** will carry out a roll call of **all staff** and inform **Fire Leader 1** of any missing persons.
32. **All Visitors** should report to the **Receptionist** who will check attendance against the Visitors book and inform **Fire Leader 1** of any missing persons.
33. Once registered, **All Teaching and Non-Teaching Staff** who do not have a registration group must support other staff with maintaining good discipline at the assembly point. **Learning Support Assistants, Classroom Supervisors and Spare Staff** will be directed to support a registration group at the assembly point.
34. **Fire Leader 1** must report any missing or unaccounted persons to the **Fire Incident Manager** as soon as practicable.
35. **Premises Staff** and other staff carrying radios (e.g. exams officers / invigilators) must keep their radios open throughout the evacuation to ensure that important dialogue is not interrupted.(See attached Mobile Radio Protocol).
36. **Staff, Visitors and Students** will not be authorised to leave the site unless in an emergency. Authorisation can only be given by the **Fire Incident Manager** or the **Fire & Rescue Service Lead Officer**.
37. **Premises Staff** will be responsible for control of the main gate, checking that the traffic barrier is raised automatically and to direct the emergency services when they arrive on site.

38. In communication with the **Fire Leaders and Fire Marshals**, the **Fire Incident Manager** will check that the evacuation is complete and liaise with the **Fire & Rescue Service** as appropriate.
39. Any **Students** who are off-site for approved school-related activities will be checked against lists provided to the office. **Tutors** must check absentees against these lists.
40. **Students** must remain in their registration groups until the all-clear has been given.
41. **Students, Staff and Visitors** must remain at their designated Emergency Assembly Point until they are instructed otherwise by a member of the **Fire Incident Team**.
42. If instructed by a member of the **Fire Incident Team**, that it is safe to do so, **Students, Staff and Visitors** should return to the buildings in an orderly manner.
43. **PLEASE REMEMBER THROUGHOUT THAT THE SAFETY AND WELFARE OF PEOPLE IS PARAMOUNT! THE FIRST PRIORITY IN AN EMERGENCY SITUATION IS THE SAFE EVACUATION AND THE PERSONAL SAFETY OF STAFF, STUDENTS AND VISITORS!**

E. RECOMMENDED EVACUATION ROUTES TO ASSEMBLY POINT

Please refer to the attached map detailing the temporary evacuation routes to reflect the changes required by the building works.

F. ACTION ON HEARING THE FIRE ALARM OUTSIDE SCHOOL HOURS (3:00pm – 08:00am)

SHOULD A FIRE INCIDENT OCCUR DURING THE MAIN ACADEMY EGRESS AT THE END OF THE TEACHING DAY, STAFF SHOULD ENCOURAGE STUDENTS TO CONTINUE THEIR EXIT FROM THE SITE AND THEN TAKE ALL REASONABLE MEASURES TO ESTABLISH IF ANY PERSONS ARE REMAINING ON THE PREMISES.

44. Taking account of the reduced numbers of people on site and the potential lack of illumination on the school fields, the **DESIGNATED EMERGENCY ASSEMBLY POINT** outside normal school hours will be located in the **CAR PARK IN FRONT OF RECEPTION**.
45. On hearing the fire alarm bell **All Personnel** must leave the buildings immediately, by the shortest route, in a calm and orderly manner (**DO NOT RUN!**) and proceed to their designated Emergency Assembly Point.

46. **DO NOT** delay your evacuation to collect personal belongings.
47. **IF IT IS SAFE TO DO SO** without delaying evacuation, windows and doors should be closed.
48. **IF IT IS SAFE TO DO SO**, any personnel located in 'specialist' rooms (i.e. IT Server Room, Science Rooms, Canteen, Design & Technology, Food Technology, PE ICT Suite) should turn off air conditioning systems, gas equipment, electrical equipment and machinery before leaving the area.

Do Not Delay Evacuation If There Are Any Signs of Fire or Danger in the Immediate Area

49. **Any Staff Supervising an Afterschool Club**, are responsible for ensuring that **All Afterschool Club Attendees** are escorted to the Designated Emergency Assembly Point in the car park in front of reception and carrying out a roll call to check that all persons are present.

Any missing persons should be reported to the **Fire Incident Manager or Fire Leader** as soon as possible.
50. **The Receptionist** (3.00pm until 4.30pm) will bring out the register of visitors and any after school club lists which are left in reception and the mobile radio so that contact can be maintained at all times with the **Fire Incident Manager and Fire Leader**.
51. **IF SAFE TO DO SO, Premises Staff** will check the main fire alarm panel to establish the location and status of the fire and control the operation of the fire alarm panel in conjunction with the **Fire Incident Manager**..
52. The **Fire Incident Manager or Fire Leader** will manage and control the evacuation from the Designated Emergency Assembly Point in the car park in front of reception.

Should the **Fire Incident Manager or Fire Leader** assess that the Designated Emergency Assembly Point is not a safe place, personnel will be instructed to proceed to the off-site Emergency Assembly Point at the junction of the Academy entrance and the Pyghtle
53. **Premises Staff** will be responsible for control of the main gate, checking that the traffic barrier is raised automatically and to direct the emergency services when they arrive on site.
54. **Staff, Visitors and Students** will not be authorised to leave the site unless in an emergency.
55. **Premises staff** must keep their radios open throughout the evacuation to ensure that important dialogue is not interrupted.
56. **Students, Staff and Visitors** must remain at their designated Emergency Assembly Point until they are instructed otherwise by a member of the **Fire Incident Team**.

57. If instructed by a member of the **Fire Incident Team**, that it is safe to do so, **Students, Staff and Visitors** should return to the buildings in an orderly manner.

G. LETTINGS

58. **Hosts** must ensure that all organisations using the schools facilities out of hours are advised of these procedures and instructed that they are responsible for taking their own register and reporting people missing as appropriate.

