

Emergency Evacuation Procedures

Evacuation during lessons

On hearing the evacuation signal (continuous ringing of school bell) teachers escort their class in silence to the designated assembly area on the field next to the road.

1. Walk down and keep to the left of all corridors and stairways as you leave the building. **Walk quickly but do not run.**
2. **Do not take any of your belongings** and do not return to any rooms to gather your belongings if they are elsewhere.
3. Teachers should **close but NOT lock** the classroom doors after the last learner has left.

Form tutors are expected to go straight to their groups (once they have escorted their teaching group to the field), line up learners and take an attendance check. Any absences to be reported to the level B person.

Primary class teachers escort their class or join them as soon as they have exited the building, if they were elsewhere and check attendance. Any absences to be reported to the level B person.

Specialist Primary teachers e.g. Agama, Music escort the learners they are teaching and hand them over to their class teacher once they arrive at their designated area on the field. The teachers then report to Angela.

Relief teachers escort the learners they are teaching and register them as if they are the regular class/form teacher.

All staff must ensure that their own group is lined up and kept in silence throughout the procedure.

TAs & PLAs will be accounted for by the Primary class teacher/Form tutor.

Evacuation routes

Refer to plan in classroom or follow the nearest fire exit sign.

- Secondary learners use the outside staircases and keep to the left of the tennis courts following the wall at the bottom of the hill.
- Primary Learners exit to the rear of the building and keep right past the swimming pool.

- Admin, Performing Arts, Sports Hall and Theatre down staircase directly to the field.
- If in doubt make your way to the nearest staircase and exit towards the field the quickest way.

Assembly Points are marked out by year by the row of trees next to the road. [Year 13 are at the furthest point from the building]

A security guard will remain stationed at the gate to let the fire engine in.

Re-entry – Once the incident has been investigated and the building is safe to re-enter the bell will be turned off and each class will be dismissed in turn.

Evacuation outside of lesson times

Between lessons - If the bell sounds when lessons are not in session teachers should evacuate all learners from classrooms and assist in sweeping the building and evacuate all learners from the floor which they are on.

Once outside follow normal procedure.

If the bell sounds after school **ALL** CCA leaders need to take learners to the assembly point and account for them.

External leaders need to communicate any missing learners to Jonathon; Primary staff to David and Secondary staff to Steven

All other reporting lines as normal.

Communication and reporting lines at assembly points

At each level of reporting as indicated by the table below the person is responsible for accounting for those in their section to the person at the next level as quickly as possible. A to B to C.

If anyone is missing then all sign in books are cross-referenced by level C personnel.

A			B		C			
	Get Name List from		Count & Confirm		Inform To		Inform when everyone accounted for	Fire Alarm Point at Field
EY & MP1 (TAs & PLAs)	Premila to David	→	Katrina (Julie)	→	David (Claire W)	→	Alison & David	According to Class / Tutor group
MP2 (TAs & PLAs)		→	Clare W (Kath)	→				
MP3 (TAs & PLAs)		→	Victoria (Jenny)	→				
KS3 tutors	Premila to Steven	→	Leilah (Kerry)	→	Steven (John)	→		
KS4 tutors		→	Louis (Martyn)	→				
KS5 tutors		→	John (Abena)	→				
Whole School Primary (No Class/ Tutor)	Premila	→	Martin H	→	Premila	→		Teaching Staff
Whole School Secondary (No Class/ Tutor) + Malou	Premila	→	Angela					
ICT staff	No List	→	Greg (Lau)	→	Premila (Shida)	→		Academic Support
Library Staff	No list	→	Rashmi	→				
Science technicians	No list	→	Deepa (Alwana)	→				
Admin + Nurse	Deepa	→	Deepa	→	Samantha	→	Admin & ICT	
All other contract staff, kitchen, cleaners, security, grounds staff	Security	→	Kumar (Ravi)	→	Samantha	→	Contract Staff & Facilities	
Internal facilities staff	Security	→	Saran	→				
Boarding Staff & Matron	Lina (Mun)	→	Trevor (Mark)	→	Samantha	→	Boarding Staff	
Parents + Visitors + CCA Cordinator + Relief Teachers	Security	→	Security	→			Visitor & Parents	

Re-entry to the building

The Principal will be responsible for giving the all clear and learners will re-enter one year at a time.

Persons in charge of various duties

1. Security guard on duty to collect sign in/out books from gate.
2. Premila to have a physical cover list to indicate which teacher is absent. Liaise David and Steven re missing staff.
3. Premila/Shida to print out class lists every day at 9.00am kept in a public place. Premila/ Shida to distribute to Steven & David.
4. Saran to identify if there is a fire take action as appropriate and communicate with fire station

Absence from building

Accounting for learners

A list of students if on a trip/sports fixture etc. must be left at guard house.

If any learner leaves during school hours they must sign in and if they return they must sign back in.

Accounting for Staff

If any member of staff leaves during school hours they must sign in and if they return they must sign back in.

If a member of staff enters the premise outside of school hours they must sign in and let security know of their location.

Admin and other non-teaching staff must inform their team leader of their absence before 8.00am.

Teaching staff must inform Mark, their team leader and David/Steven of any absence before 7.00am.

Abandonment of drill

If there is an reason for avoiding an evacuation (e.g. heavy rain, exams in session) and it is determined that the alarm is false, facilities will be instructed to turn off the bell and everyone should return to their rooms immediately.

An evacuation plan will be formulated for fire due to lightening.

Policy updated 21/4/14