



Senior School: EMERGENCY EVACUATION PROCEDURES

Person(s) responsible for this policy		DFO, Estates Bursar	
Last review by	Alison Bullock	Review date	September 2024
Date of next review		September 2025	

The **Fire Officer** is Mary Kpobie.

Introduction

In the event of a fire, the fire alarm will be activated, and the fire officer will instruct a member of the office staff to call the fire brigade. If safe to do so, the fire officer and site manager will check the fire alarm panel to find the location of the fire to inform the fire brigade when they arrive.

Aim

The safety of pupils, staff and visitors is paramount; therefore, the priority is to evacuate the building as quickly as possible. We also endeavour to minimise the risk of damage to buildings and contents so those staff trained/competent to use firefighting equipment may do so if they consider it safe to do so to prevent the spread of fire. A list of staff trained in the use of handheld firefighting equipment is attached in appendix 2.

Procedures

The **fire alarm** is a very loud, high-pitched siren.

All staff should follow the procedures contained below.

What to do if the fire alarm sounds:

- The evacuation report from Inventory should be generated, and the grab bag collected, including the iPads/mobile devices with the evacuation app installed.
- Escort pupils quickly to the nearest fire exit. Leave all belongings behind. Make sure windows and doors are shut when leaving form rooms if time allows.
- Pupils with special needs will have a Personal Emergency Evacuation Plan (PEEP), which will have details of their evacuation. **DO NOT USE THE LIFT IN THE EVENT OF A FIRE.** When changes occur, a list of pupils and staff who have PEEPs and require special assistance in an emergency is appended and updated.
- **The checking area is on the all-weather pitch behind the school if in daylight hours or outside the front of the school on Abbotswood Road if dark.**
- Pupils should line up in forms, which are grouped by house, and should remain silent throughout checking. Staff must also remain silent.
- Admin team are responsible for taking out registers – including absence reports and the grab bag, which should include
 - iPads with evacuation App installed
 - defibrillator
 - First aid kit
 - Foil blankets
 - Loud hailer
- Heads of House will collect registers from office staff and hand them out to their relevant Form tutors; in the absence of any Heads of Year, the U5 tutor in each house will stand in, and Deputy Head, Pastoral will ensure the relevant staff are aware.
- Form tutors should check their register and report to Heads of House.

- Any missing pupils should be checked against the Inventory system.
- Heads of Year report on all classes to the Fire Officer (Mary Kpobie).
- Non-form staff and technicians should report to Shanice Kpobie-Charles; in her absence and during examination season, please report to Tharek Rahman
- All other support staff and visitors should report to Alison Bullock, in her absence Anatoly Reeves.
- Catering should report to the Catering manager, in his absence the Head Chef
- Cleaning and Caretaking staff should report to Sam Lucas, in her absence Sashana Coleman.
- Visiting Music Teachers should report to Elizabeth Esser, in her absence Matthew Gibson
- Silence should be maintained until further instructions are given.

Checking Procedure:

Pupils

- Pupils should line up in forms and should remain silent throughout checking.
- Form tutors should
 - o collect register sheets from the Heads of Year
 - o check pupils
 - o report back to the Head of Year.

Phase 1 – A quick head count to confirm the number of students.

Phase 2 – Check off pupils’ names

Confirm the identity of any pupils not accounted for

Report findings to Heads of Year.

Any missing pupils should be checked against signing in/out books and absence sheet.

Heads of Year report on all classes to the Fire Officer.

Staff

All non-form staff should gather in the following groups and report to the designated member of staff

Non-Form & Part Time Staff & Technicians Visiting Music Teachers Office Staff/ Visitors Cleaning & Caretaking Catering Staff Examinations	Tharek Rahman Elizabeth Esser (Matthew Gibson) Alison Bullock (Anatoly Reeves) Sam Lucas (Becky Marriott/ Sashana Coleman) Catering Manager (Head Chef) Shanice Kpobie-Charles
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Silence should be maintained until further instructions are given

Note: In reality, if there is a fire in the building near the checking area, all staff and pupils will make their way to a safe area on the field, artificial pitch, the netball courts, or other location as instructed.

HoY will collect registers from office staff and hand out to their relevant Form tutors, in the absence of any HoY, the Upper Fifth tutor in each house will stand in

OTHER EMERGENCY EVACUATION PROCEDURES

If another emergency arises, an alternative signal will be given. Instructions will be communicated to staff depending on the situation. If it is necessary to evacuate the building, all belongings should be taken with you, and **all doors and windows should be shut** on the way out if time allows.

Detailed instructions on emergencies other than fire will be issued to staff as appropriate.

Appendix 1

List of pupils and staff requiring special assistance with evacuation in the event of an emergency:

Name	Year group	Disability
Savannah McKenzie Hull	U4	Zero Sighted
Isabella Robinson	L5	Deaf
Rachel Watson	Prep Staff	Mobility Issues
Chris Hawkins	All - cover	Has prosthetic leg, slow moving
Duncan Reader	Maths Teacher	Knee operation – slow moving
Andrena Aristoudou	Senior Staff	Knee operation – slow moving
Rakshanda Kalimullah	Science technician	Knee operation – slow moving

NB Relevant staff will be notified of any student or member of staff issued with a temporary PEEP.

Appendix 2

List of staff trained as Fire Marshals, including the use of handheld firefighting equipment.

Name	Position and location	Valid Until
Mary Kpobie	Estates Bursar/Fire Officer	Jan 2025
Dave Lucas	Site Manager, Senior & Prep Departments	Jan 2025
Becs Asling	Admin & Events Manager	Jan 2025
Daniel Wong	Senior ICT Technician F Corridor, ICT	Jan 2025
George Hillman	Assistant Caretaker	June 2023
Taiqiang Ziang	Science Technician Science Department	Jan 2025
Tharek Rahman	Senior ICT Technician F Corridor, ICT	Jan 2025
Camilla Simpson	Assistant Head Mistress (Sixth Form) 6 th Form, 3 rd Floor	TBC
David Brown	Assistant Caretaker	Nov 2022
Becky Marriott	Trips Co-ordinator/Administrator	Oct 2023
Ciara Eves	Director of Sport PE Block	Oct 2023
Franklin Burnett	Senior ICT Technician F Corridor, ICT	Oct 2023
Penny Thane-Woodhams	Director of Drama Recital Hall, Millennium building ground floor	Oct 2023
Michael DCruz	Catering Manager Catering Department	Jan 2025