

St Edward's Academy

Emergency Evacuation Policy and Procedures



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September 2020

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Requirements

St Edward's Academy must ensure that fire precautions comply with all relevant health and safety legislation. The safety of all students, staff and visitors at St Edward's Academy is paramount. The Headteacher, Deputy Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of students, staff and visitors, including those who may be disabled, from the school.

The GOV.UK website sets out requirements for fire safety in the workplace. Government requirements state that the 'responsible person' in the organisation will have overall responsibility for fire safety. The named 'responsible person' for fire safety at St Edward's Academy is Catharine Wensley.

The responsible person is required to ensure that the school:

- Carries out a fire risk assessment of the premises and reviews it regularly;
- Tells staff or their representatives about the risks identified;
- Puts in place, and maintains, appropriate fire safety measures;
- Plans for an emergency;
- Provides staff information, fire safety instruction and training.

Note: The safe evacuation of the school is the responsibility of St Edward's Academy, not the London Fire Service.

Aim

- To ensure the safety of all students, staff and visitors should an evacuation take place;
- To ensure that staff and students are aware of their roles and responsibilities on discovering a fire or when the fire siren sounds.

Objectives

- To evacuate the building safely and quickly in the event of an alarm activation.

Actions

- All employees will be briefed on the evacuation plan and their responsibilities;
- Fire extinguishers should only be used as a last resort to help evacuate the building;
- Fire evacuation drills will take place once a term for the whole school and more often if required;
- Details of fire evacuation drills are recorded and reported to the Local Governing Body and Unity Schools Partnership.

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Emergency Plan

As part of the fire risk assessment, the responsible person must prepare an emergency plan. The St Edward's Academy emergency plan has:

- A clear passageway to all escape routes;
- Clearly marked escape routes that are as short and direct as possible;
- Enough exits and routes for all people to escape;
- Emergency doors that open easily;
- Emergency lighting where needed;
- Training for all employees to know and use the escape routes;
- A safe meeting point for students, staff and visitors.

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The signal for emergency evacuation of the building is the ringing of the fire alarm. This is a continuous siren. In the event that the fire alarm malfunctions, continuous short rings of the school bell will be used in its place. All exit routes must be kept clear and doors used as fire escapes must not be propped open.

The assembly point for emergency evacuations is the main playground. Designated areas are allocated for each Year group. Students, staff and visitors have specified assembly areas during an emergency evacuation.

The following procedures must be followed to ensure a safe and efficient evacuation of the building:

- Teachers/allocated adults will accompany the group that they are teaching to the assembly point, ensuring the students remain calm and composed at all times;
- At the assembly point, Form Tutors, Heads of Learning and members of SLT will join their groups and take a register;
- Visitors and staff who are not responsible for a Form Group will report to the designated assembly point to take a register;
- If it is safe to do so, electrical appliances should be switched off and unplugged, and doors and windows closed, before vacating the area (during the Covid-19 recovery period, all windows are kept open in all rooms in use across the school. During the Covid recovery period, windows will not be closed);
- Once students have been evacuated from the school building, staff will check students and adults against the school's register and sign-in sheets;
- A fire warden will also check rooms during the evacuation (where it is safe to do so) to ensure that no one has been left behind;
- Staff members must not return to collect their personal belongings from another area;
- If a student is missing after an evacuation, the responsible person will have to make an informed judgement call about whether it is safe to retrieve them. This decision will be

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made based on a number of factors; for example, it is clear that it was a 'false alarm', or the fire is on a very small scale and restricted to a building separate from where the student is thought to be. In such instances as staff may be able to retrieve the student safely, if the responsible person decides that it is safe to do so, two staff members should go together with means of communicating with each other and staff outside (such as a walkie-talkie or mobile phone). They should also have a map or blueprint of the school building to help them navigate;

- If there is a real and serious fire, staff should not put their lives at risk to search for the student and should instead wait for the fire brigade;
- When the fire brigade or emergency service arrives, the school should identify which individuals are not accounted for, where they were last seen, and where in the building they may be;
- Special arrangements are in place for evacuating people with mobility needs during a fire. Arrangements for evacuating an individual with a disability are set out in a personal emergency evacuation plan (PEEP);
- Fire extinguishers should only be used as a last resort to help evacuate the building. Fire Wardens who are competent and have been trained to use fire extinguishers should attack the fire with the extinguishers provided, but should not put themselves at risk.

Fire Warden Areas

Area 1 Rooms 1 - 6, Library, toilets, Rooms 10 – 17, JPS, temporary staff break room (Fitness Suite) and HoLs offices

Area 2 Room 20, Head & Head's PA's Office, Meeting Room, Admin Office, Finance Office, staff toilets, Webster Hall and First Aid room, Rooms 22 & 24, Seclusion Room & Conference Room, rooms 25 – 28

Area 3 Sports Hall, PE staff office, changing rooms and Gymnasium

Area 4 Safeguarding office, HoL offices, interview Room, main staffroom and staff toilets

Area 5 Kitchen, staff changing room, integration area and Dining Hall

Area 6 Rooms 30 – 35, IT office, business office, rooms 40 – 43, toilets, rooms 50 – 53

Area 7 Rooms 60 – 66, Sixth Form Suite, offices and toilets

Area 8 Rooms 70 – 73, DT office, workshop and Reprographics

Area 9 Rooms 101 to 109, Key Stage 3 office and toilets, rooms 201 – 209, drama rooms 1 & 2, maths workroom and AHT office

Area 10 Rooms 90 & 91, music office, studio and practise rooms

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Area	1	2	3	4	5
Staff	Julia Newman Nicola Holder Jane Doyle	Maria Driscoll Barbara Ellis David Mortimer	Laura Harrison Sam Holt	Sue El Hafidi Action Cleaning	Anass El Hafidi Vanessa Raye
Area	6	7	8	9	10
Staff	Richard Hughes Michelle De Gutis	Jackie Ager Erin Curtin	Jan O'Hara Bianca Saville	Wendy Thurston David Harding Maria Da Costa	Sue Yeomans Phil Keith

Emergency Grab Bag: Collected by Sally Bridge from Student Services and Shelley Brannan from Reception. These should be taken out to the Emergency Evacuation Officer. Laminated registers with the Year group colours should be distributed to relevant Heads of Learning.

Employees have been designated specific roles that are outlined as follows:

The Emergency Evacuation Officer (Catharine Wensley)

- To arrange for termly emergency evacuation drills and make a record of their effectiveness;
- To record details of fire evacuation drills and report to the Local Governing Body and Unity Schools Partnership.

Fire Alarm

- The fire alarm system is self-monitoring and is checked regularly by Andrew Drake, the site manager. Once the fire alarm has been activated, it must be checked and switched off when appropriate by David Kendrick-White or members of the site team.

All Staff

- If a fire or emergency situation occurs, immediately activate the fire alarm and proceed with the evacuation. Even if the alarm stops, evacuation must continue;
- The fire assembly point is located within the **PLAYGROUND**;
- The evacuation instructions are posted in every classroom and provided as an appendix to this document;
- Fire Action Notices are displayed at every fire exit;
- An emergency evacuation will take place once per term.

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The Reception Staff are responsible for the following:

- Evacuating the building via the nearest fire exit taking with them class registers, visitors' book and late book;
- Proceeding to the assembly point;
- Providing all the class registers to the Heads of Learning at the assembly point;
- Reporting to responsible person at the assembly point of any issues/all clear.

The Emergency Evacuation Officer (Catharine Wensley) is responsible for the following:

- Overseeing the evacuation;
- Reporting to the Fire Brigade if there are any unaccounted persons;
- Providing direction on how the evacuation should progress;
- Giving the all clear to re-enter the building after consultation with the Headteacher.

The Fire Wardens are responsible for the following:

- Don yellow high-visibility vest as soon as possible;
- Ensuring that all students and staff have left their area and then reporting to Catharine Wensley (who will be situated between the large and small playgrounds and identified by Red/Yellow high visibility vest).

The Class Teachers are responsible for the following:

- Escorting their class and leaving by the nearest available fire exit;
- Proceeding to the assembly point which is located within the playground;
- Closing the doors upon exiting the classroom;
- Taking any student in a class who cannot use the stairs to a refuge point. If possible, they should take them downstairs with the support of another member of staff or send someone with a message to the Evacuation Officer immediately and stay with the student.

The Form Tutors are responsible for the following:

- Proceeding to the assembly point via the nearest available fire exit;
- Collecting class registers from the Heads of Learning;
- Calling the register and reporting to the Heads of Learning to confirm numbers or to report if there are any unaccounted pupils.

The Heads of Learning are responsible for the following:

- Confirming to the Evacuation Officer either 'all present' or details of unaccounted students;
- Confirming to the Evacuation Officer that all staff are present.

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The Site Personnel are responsible for the following:

- Initially investigating the cause of alarm activation;
- Contacting the Fire Brigade;
- Ensuring that all exits are secure;
- Proceeding to the assembly point using the nearest available fire exit;
- Liaising with contractors about the operation and maintenance of the fire alarm system;
- Ensuring that fire extinguishers are in place and regularly maintained;
- Reporting when building is safe to return;
- To ensure that break-glass units or fire extinguishers used are replaced immediately.

Students

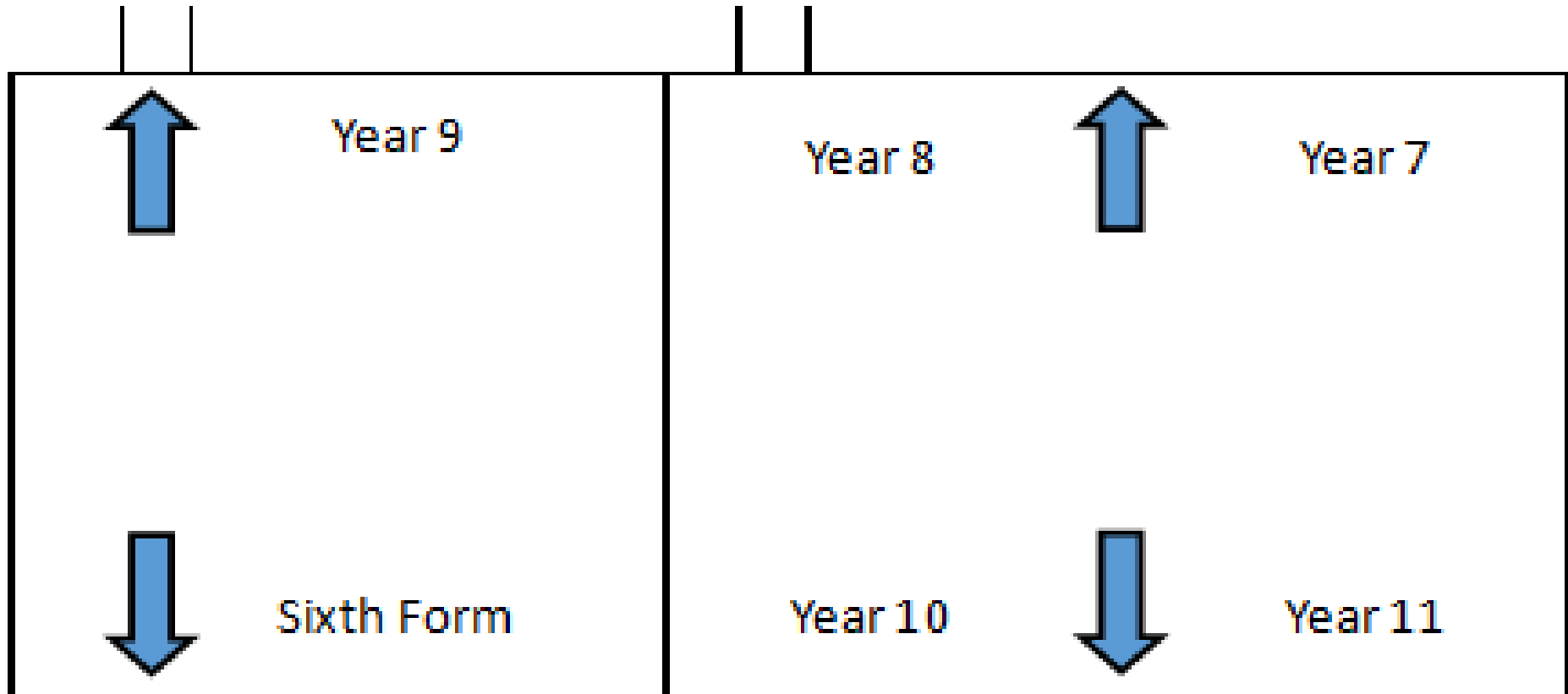
- All students stand facing away from each other;
- As soon as the whistle blows, students assume absolute silence. We will keep this time to a minimum;
- If the evacuation needs to continue, requiring students to outside for a long period of time, Heads of Learning should inform students when they can talk quietly;
- Heads of Learning will dismiss students one group at a time with the help of the Form Tutor, as directed by the responsible person;
- Where possible, one adult will stand at the front of the line of students and one at the back.

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Year Group Assembly Points



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