



Emergency Evacuation Plan

September 2021 -22

ST EDWARD'S CHURCH OF ENGLAND ACADEMY

EMERGENCY EVACUATION PLAN

- The signal for evacuation of the building is the ringing of the fire alarm. This is a continuous siren. These are the procedures that everyone must follow to ensure a safe and efficient evacuation of the building.
- The assembly point are the large and small playgrounds with designated areas for each year group.
- In the event that the fire alarm malfunctions, a continuous ringing 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.

FIRE WARDEN AREAS

Area 1	Rooms 1 -6, library, toilets, Rooms 10 – 17, JPS and library block offices
Area 2	Room 20, Head & 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, KS3 office and toilets, rooms 201 – 209, drama rooms 1 & 2, maths workroom and AH office
Area 10	Rooms 90 & 91, music office, studio and practice rooms

Area	1	2	3	4	5
Staff	Julia Newman Nicola Holder Jane Doyle	Maria Driscoll Laura Harrison David Mortimer	Ade Adewale 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 Edwards David Harding Maria Da Costa	Sue Yeomans Phil Keith

Grab Bag – Sally Bridge from Student Services, Shelley Brannan from Reception. This should be taken out to the Emergency Evacuation Officer. Laminated registers with the year group colours should be distributed to the HOL's.

Aim:

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

Objectives:

- To evacuate the buildings 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.

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

The Emergency Evacuation Officer (Catharine Wensley/Jodie Hassan)

- To arrange for termly emergency evacuation drills and make a record of their effectiveness.

Fire Alarm

- The fire alarm system is self-monitoring and is checked regularly by the site manager. Once the fire alarm has been activated it must be checked and switched off when appropriate by 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 **PLAYGROUNDS**.
- 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.

The Reception Staff are responsible for the following: (SH, GP & SB)

- 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 the Deputy at the assembly point of any issues/all clear.

The Emergency Evacuation Officer (Catharine Wensley/Jodie Hassan) 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:

- Put on yellow high-visibility vest as soon as possible
- Ensuring that all students and staff have left their area and then reporting to Jodie Hassan/Catharine Wensley (who will be situated between the large and small playground 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 and windows, if possible, 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 pupils.
- Confirming to the Evacuation Officer that all of their staff are present.

The Site Personnel are responsible for the following:

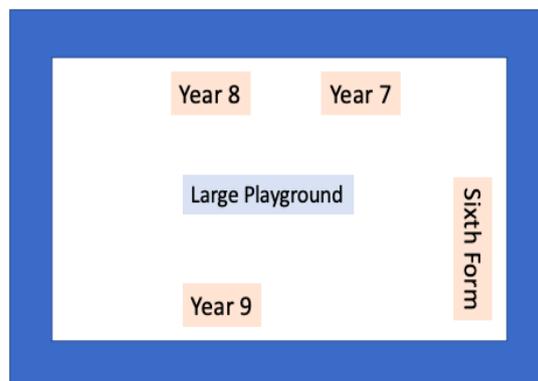
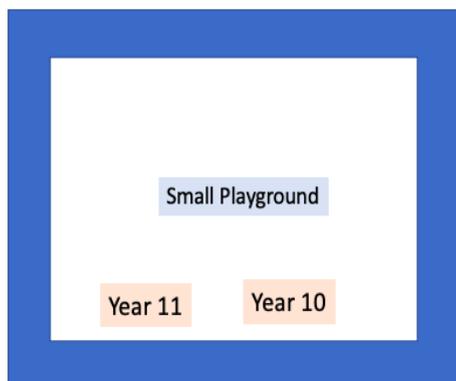
- Initially investigating the cause of alarm activation.
- Contacting the fire brigade.
- Ensuring that all exits are secure.
- Proceeding to the assembly point using the nearest available fire exit.
- Liaising with contractors about the operation and maintenance of the fire alarm system.
- Ensuring 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 facing away from each other.

- As soon as the whistle blows, absolute silence. We will keep this time to a minimum.
- If we have to remain outside for a long period of time, Heads of Learning should inform students when they can talk quietly.
- Heads of Learning to dismiss students one group at a time with the help of the form tutor – following instruction from the Evacuation Officer
- Where possible, one tutor at the front of the line of students and one at the back.

Emergency Evacuation Line-up



Appendix One: Emergency Evacuation Poster

EMERGENCY EVACUATION

The fire alarm is a continuous siren



If you discover a fire:

1. Operate the nearest Fire Alarm Point
2. Do not try to tackle the fire
3. Leave the building by the nearest exit
4. Report to your assembly point in the playground

If you hear the fire alarm:

1. Leave the building by the nearest exit
2. Do not use the lifts
3. Close all doors and windows
4. Report to your assembly point in the playground
5. Do not re-enter the building until told to do so by the Evacuation Officer