



Evacuation Procedure

Updated October 2020

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm *using the nearest available push button call point*. They should then notify *the office* of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff, students, occupants of building must respond to alarm activations.
- The fire alarm is a *continuous ringing bell or whistle*.
- K Cheng or Office staff will summon the emergency services as necessary;
- Teachers should take the class attendance card to the nearest assembly point (located at the end of building 1 and by the sports field).
- Staff will supervise / effect the evacuation of students/visitors to the designated assembly point.
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to *K Gade at building 2 or Mr Lewis* at the assembly point by the swimming pool
- Students should line up in their Classes/ tutor groups. Class/Tutor group positions are given on the fence.

The assembly points are at the end of building 2 and at the end of the sports' field by the swimming pool. Numbers on the fence show Class/Tutor group positions.

- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available exit. The last person to leave the classroom must close the door, turn off lights and the air con. Students should walk in their class or group and remain with their teacher at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the nearest assembly point leaving the building by the nearest marked escape route. They must then report to their class line at the meeting point - staff must make sure these students are accounted for and this is communicated.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area students must stand in their class/form groups.
- Teachers will raise a green flag if all students are present.
- Teachers will raise a red flag if the number of students does not match the number on the class attendance card.
- Walkie talkies will be used to identify classes/groups split across the campus.
- Teachers will then check using registers provided by the office.
- K Cheng and K Ness will check the visitors using the visitors book.
- K Amm will check the staff using the information provided by the office.
- The result of all checks must be reported to the Headteacher.

Mr Lewis will liaise on walkie talkie from the sports' field.
K Gade will liaise on walkie talkie from end of building 2.

Mr Lewis and K Gade will ask on walkie talkie for numbers of students in lines with the red flag raised.

If Mr Lewis is absent then Mr Matt will liaise.
If K Gade is absent then Ms Rachel will liaise.

First reply should just be number only.

Classes with any missing students will then be checked to establish names.

Class number lists are kept at security and in office with a pen to mark off.

Designated Fire wardens or their named reserve check the toilets and common areas.

Designated Fire warden	Reserve	Area to check
Steve	Vilma	Library
K Card	Ms Shu-Yi	Language floor
K Amm	K Bow	EY floor and toilets
Alasdair		Canteen and toilets
K Som	K Mai	Office Building downstairs toilets

Rochel	Rich	Upstairs toilets Office building
K Pla	Mike	Swimming pools

All Fire Wardens should report to *Ms Jo or Mr Lewis or in their absence Mr Matt or Ms Rachel*

- The Headteacher will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, students will be evacuated to far end of the *sports field or through the gate on to the golf course* and arrangements made to contact parents.