

EMERGENCY PROCEDURES

THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF the evacuation assembly point is located on the playground at the rear of the school

- If you see signs of a fire or other emergency which could place employees or pupils in danger, **SOUND THE ALARM.**
- **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself at risk even with the smallest fire. (or other emergency). **Never** attempt to move burning objects
- Ensure that the appropriate emergency services are summoned. **DIAL 999** and state clearly the address where the fire is.

All Teaching Staff Responsibilities

It is the duty of all teaching staff to initiate and control orderly and silent movement from the buildings; to ensure that all windows are closed in the rooms they have occupied; that pupils take no bags etc. with them; and that the door is closed (**but not locked**) when the room is empty. All stairs can be used during an evacuation.

After evacuation, each form tutor will be issued with the register from their Head of Year in the playground and call the roll noting down any absences. **Heads of Year** (or their deputies) will collect the registers and report immediately to **Mr. Stanlake (or another member of SLT in his absence)** the fact that all pupils in their section of the school are accounted for, or the names of missing pupils. All staff issued with school mobile phones to have them on their person.

All staff to ensure pupils are silent during roll call.

Fire Warden Responsibilities

Having arranged the evacuation of any boys in their charge, these members of staff will be responsible for checking the whole buildings of the school to ensure that nobody remains inside.

For deputation purposes and added safety, they will operate in pairs, and the areas of responsibility will be as follows:-

Mrs. Wales & Mrs. L Price	School Office, admin corridor & staff toilets, Crush Hall area
Finance office staff	Finance office and female sixth form toilets
Mrs Brooks & Mr Salt	All rooms on the upper corridor
Mr. Taylor & IT Apprentice	All rooms on the lower corridor & pupils' toilets (not DT, Art, Food) but to include Science labs if Science technicians absent
Mrs. Berry & Mrs. Ball	Science Labs and prep rooms
Mr Loewenthal / Mrs. Workman	All DT, Food Technology and Art rooms and downstairs staff toilets
Users	Pavilion, Gymnasium and Sports Hall,
Mr P Newman	S1, S2, S3 & all toilets.
Mrs. Wasley	The Main Hall, Stage and Drama Studio
Mr. Whittaker	Music room, Recording Studio and practice rooms
Kitchen Manager & MDS	Dining Room, The Kitchen, and kitchen changing/ utility rooms
Mrs. James & Mr Sayers	Engineering block
Mr. Biggs, Mrs. Price & Mrs. Attwood	The JJCC
Duty Caretaker Julian Burchett / Peter Cresswell	Report to the Estate Manager at the Fire Control Panel, identify the source of the fire and accompany her to meet the Fire Brigade on the Drive.
Mrs. Baldwin	Meet with Duty Caretaker at the Fire Control Panel, identify source of the fire and meet Fire Brigade on the Drive. The fire alarm will be switched off only on the recommendation of the Fire Officer. Open communication with Deputy Head
Mrs. Williams / Mrs. Green	Report to Mr. Stanlake (or SLT member i/c) concerning the safety of any Cleaning Staff, visitors or Workmen who are on the School premises

It is important that every room should be checked, cleared, and all windows closed, including those rooms usually regarded as private. The above named staff will report to the Deputy HM or SLT member i/c that their areas have been checked and the safety of all persons accounted for.

In the case of a practice fire drill the alarm will be switched off on the orders of the Headmaster, or in his absence, the Deputy Headmaster.

The Deputy Headmaster (or SLT member i/c) will receive Fire Control Sheets from Heads of School and building checks to determine that the building has been safely evacuated. He will liaise with the Estate Manager about the location of the fire/alert and report to the Headmaster. He will liaise with the Headmaster, Estate Manager and attending Fire Officer about dismissing the school and returning to the building when assured that all is safe, or otherwise in the event of a fire

Assistant Heads, Heads of Year, together with form staff, are responsible for maintaining good order and should proactively supervise the behaviour and noise levels of their tutees.

Tutors should remain with their Tutor Groups at all times

All Non-Tutors & Supply Staff should report to the Office Staff to collect registers for any groups whose Tutor is absent or join the back of a tutor group and help in the maintenance or good order.

The building may only be re-entered upon the specific instruction of the Senior Fire Officer. It is strictly forbidden to return to the building for any other reason, until his permission has been obtained.

Office Staff Responsibilities

- A. Collect registers, signing out book, sick room register, games lists
- B. Locate mobile phone and megaphone
- C. Distribute registers to form tutors: Mrs. Wales – Years 10 – 13; Mrs. James – Year 7 - 9

Evacuation of the Main Hall

The evacuation of the school hall, for example during Assembly or school event is as per the separate procedures which are posted in the Main Hall.

EXTREME EMERGENCY PROCEDURE

SHOULD the class bell ring continually, a lock down of the school will be in operation. All staff are to secure all entrances to the room by whatever means they can and move pupils away from the door and out of sight from any viewing windows into the room. Short bursts of class bell ringing will indicate an all clear and normal operation of the school will resume.