



# Details of Evacuation Procedures

## Upon discovering a fire

Sound the fire alarm

## Upon hearing the fire alarm sound

The safe evacuation of the premises is an absolute priority. All staff and pupils should leave the building by their nearest emergency exit and assemble at the designated area. Everyone must move quickly and purposefully without running. Windows and doors must be closed and all belongings left behind. In the designated area, all groups must wait according to the signage. Nobody must re-enter the building until the Officer in Charge gives this instruction.

## When the alarm sounds:

**Site staff** - go to the alarm panel and take appropriate action and understand the alarm location.

**Office staff** – take the fire box outside and follow evacuation procedure.

**Site staff**- identify the source of the alarm and liaise in deciding what action should be taken.

**Corina or in absence Graham** – go to the assembly area as **Officer in Charge**.

**Graham** (07793 316515) & **Corina** (07413 153911) Paul (07894 662033) - communicate via mobile phone

## Checking Safety of Pupils:

**Kellie** – hand the clipboard and high viz jacket to the **Officer in Charge (Corina or Graham)**.

**Kellie** – hand registration cards to **Learning Leaders**.

**Form Tutors** – take register and report back to **Learning Leaders**. Learning Leaders should take the register if a tutor is absent.

**Learning Leaders** – report back to **Kellie**

**Kellie** – report back to the **Officer in Charge**.

**Tutors and Learning Leaders** – keep pupils calm and quiet

**Sarah** – stay with and supervise any pupils sitting exams or back-up office staff

## Checking Safety of other site users:

**HCL, ESC, (and other site users)**

**Representative** – check all are present. Report directly to **Officer in Charge**.

## Checking Safety of staff and visitors (including visiting contractors & volunteers):

**Paula/Max**– check that all staff are present. Report to the **Officer in Charge**.

**Iona** – check that all visitors are present. Report to the **Officer in Charge**.

**Learning Partners** - where possible, stand altogether in a group.

**Iona, Sarah and Max act as back-up to Paula or Kellie**

**Medical equipment:** Max will collect this and, in her absence, Iona.

Once the all-clear is given, teachers and learning partners are responsible for ensuring pupils enter the building calmly and quietly. The Officer in Charge should be the last person to enter the building.