

**EMERGENCY EVACUATION PROCEDURE**

**May 2019**

**IN THE EVENT OF AN EMERGENCY EVACUATION**

In the event of a fire or other emergency requiring evacuation, the following instructions must be followed:

Sound the nearest fire alarm. Staff and students should familiarise themselves with the location of the various alarm panels around the building.

The Fire Brigade will be called out automatically immediately as the alarm is raised.

In case of other emergency the Headteacher or designated person must be informed and the emergency services will be contacted.

Close windows and doors and switch off any gas or electrical appliance ONLY where this can be done quickly and safely. The priority is to leave the building quickly and safely.

The use of fire fighting equipment **must not** put yourself or others at risk, and priority must be given to sounding the alarm.

Evacuate the building using the nearest available exit. Staff and students should familiarise themselves with the location of fire exits around the building, in particular those routes which are not in regular use.

The assembly point for the college is the informal hard standing play area in front of the multi-use games area. Do not congregate on the pavement outside the college or elsewhere which will prevent other people from getting out and the Fire Brigade from getting in. Follow the fire exit signs. Once outside of the building follow the directions of the Fire Marshalls to the assembly point.

Coloured vests will be worn by those with responsibility as Wardens or Marshalls.

**FIRE DRILL**

A fire drill is required once each college term. On hearing the sounding of the alarm ALL staff, students and visitors must evacuate the building calmly, but quickly. The following points should be noted:

* Do not stop to collect bags, coats etc.
* Do not obstruct the main exit routes. The assembly point for the college is the hard standing informal play areas in front of the multi-use games area at the rear of the building.
* Do not attempt to enter / re-enter the building whilst the alarms are activated. The Headteacher or Deputy will let you know when it is possible to re-enter the building.
* Appropriate arrangements must be made for disabled staff and students. A Personal Emergency Evacuation Plan will be drawn up for individual disabled users of the building.
* All teachers / support staff in lessons should calm the class and explain that everyone will be leaving the building as a group.
* Before leaving the classroom the teacher in charge must tell students to **WALK** in single file towards the nearest available exit.

**If safe to do so, when passing, staff will:**

* Check toilets
* Staff teaching in PE / Dance Studio will check changing rooms and toilets

Walk the students to the assembly point. Assemble your PD group in alphabetical order in your House at the railings.

Register your PD group on the sheet provided. House Leaders will give these out and collect them back in. You must stay with your PD group until dismissed.

Teachers who are not registering a PD group during the fire drill must report to the designated admin person at the assembly point.

Support/admin/welfare/canteen staff must report to the designated admin person. Staff not accounted for must be reported to Alison Hodgson or another member of the SLT if Alison is absent who will in turn inform the Headteacher.

Names of students not accounted for must be given to the House Leaders who will inform Alison Hodgson or another member of the SLT if Alison is absent, who will in turn inform the Headteacher.

[See additional notes] for **Registration Procedures**.

**FIRE ALARM TESTING**

The alarm system is tested regularly by Engie FM (BSF/PFI Contractor). Any changes to these arrangements will be communicated accordingly.

**GENERAL FIRE PRECAUTIONS**

Do not prop or wedge open fire doors. These must be kept shut at all times.

Do not move or tamper with fire-fighting equipment.

Electrical equipment should not be left switched on overnight, unless designated to be permanently connected (eg fridges etc).

Ensure electrical equipment is correctly connected. Do not use electrical equipment which has not been safety checked or has failed a safety check (failed equipment must be disposed of as soon as possible).

Do not store combustible or flammable material in corridors and entrance areas

The college operates a smoke free policy

Do not block exit routes

Report all hazards and faults to FM Heldesk

There will be three fire drills a year (one per term)

**EMERGENCY EVACUATION PROCUEDURE NOTICE**

All PD Tutors should induct new students into the fire procedure as part of their induction programme.

All new members of staff are inducted into the fire procedures as part of their induction programme and must sign the Fire Instruction Training / Induction Register.

Visitors to the college sign in at main reception where their attention is drawn to the fire procedures displayed.

**EXAMINATIONS**

At the start of each examination candidates are advised of the emergency evacuation routes and procedures. Candidates must leave in silence and remain silent at the assembly point until the end of the examination period.

**COMMUNITY USE AND OTHER USERS**

**Engie FM** staff shall take responsibility for their own fire and emergency evacuation procedure.

**Visitors** must sign in and out at main reception.

**CLC** staff will follow their own procedure for evacuations.

**Community visitors** should have means of alerting the fire service by having access to a mobile phone. The college does not take responsibility for the emergency evacuation procedures of community and other outside organisations using the building outside of college core hours.

**FIRE FIGHTING EQUIPMENT**

Following the Fire Risk Assessment it has been recommended that staff do not use the fire fighting equipment unless they have been specifically trained to do so. Fire notices are posted in communal areas around the college.

**REGISTRATION PROCUEDURES**

Staff Roll Call

**HOUSE LEADERS** should report to the **designated admin person** (yellow vest) **and then collect the PD boards** from the trolley to distribute to PD tutors.

**HOUSE LEADERS** then collect REGISTERS from Attendance Staff and distribute them to their PD Tutors.

**WENDY GERRARD** will collect YEAR 11 PD REGISTERS from Attendance staff and distribute them to PD Tutors.

**HOUSE LEADERS** should then report back to the **designated admin person** (yellow vest) which PD Tutors are present for their HOUSE (including PD Cover persons).

**TEACHERS and COVER SUPERVISORS** who do not have a PD group should report to the **designated admin persons** (yellow vest) who will be stood at the front of groups. Then support PD Tutors with groups.

**SUPPLY/AGENCY STAFF** to report to the **designated admin person** (yellow vest) who will be stood at the front of groups.

**SUPPORT STAFF** should assemble near the bike shelters in their respective groups, i.e. canteen and welfare staff; TA’s; admin/curriculum support. Groups should stand together and **listen and respond** to their name on the roll call by the **designated admin persons** (yellow vest).

**VISITORS** should assemble near the bike shelters and report to the **designated** **receptionist** (yellow vest).

**Designated admin persons** will report to the Admin Team Leader AHO/WGE that staff registers/roll call are complete.

**FIRST AIDER** – **Tracey Barrett** should stand at the front with first aid kits. Any other First aiders once they have finished with any designated duty should stand with **Tracey Barrett** at the front.

**Designated admin persons:**

PD Tutors – **Karen Preston –** assisting with and in case of absence- **Elaine Winrow**

Cover Supervisors/Supply/ Agency Staff/Student Placement/Governors – **Marian Stewart** - in case of absence - **Elaine Winrow**

Teaching Staff/House Leaders/SLT/Teachers – **Stephanie Hodson** – assisting with and in case of absence – **Kimberley Hodson**

Admin Support/Canteen & Welfare – **Tracy Pickering** – assisting with and in case of absence – **Natasha Taylor**

Curriculum Support/Teaching Assistants – **Lesley Riley** – assisting with and in case of absence – **Nicola Baker**

Visitors – **Mandi Marley/Admin Team** – If another Admin Team Member is on main reception at the time of the alarm they will hand the visitor book to Mandi Marley at the meeting point. If Mandi is absent whoever is covering her at the time of the alarm will cover this. If that admin team member has another designated duty, the person who is down to assist will do that designated duty.

**Student Registration**

Statutory registers are a legal document. They must be taken and recorded in SIMS during the first 10 minutes of Period 1 and Period 5.

Students who arrive late to college will sign in at the Attendance Pod.

In the event of a fire the attendance laptop will be taken by the Attendance Team to the assembly point.

Students will assemble alphabetically in PD groups and be registered by the PD Tutor. If a member of the PD group is unaccounted for the PD Tutor must inform their House Leader, who will inform Alison Hodgson. Alison Hodgson will then inform the Headteacher or the Deputy who in turn will inform the fire officer in attendance.

It is the House Leaders responsibility to report that all students in their house PD groups are accounted for.

PD Tutors and House Leaders must manage the behaviour of their groups whilst they are on their way to and from the assembly point and whilst assembled.

The Headteacher will be informed of any persons – staff, students, teachers or visitors - not accounted for and will inform the fire officer in attendance.

The Headteacher or the Deputy will advise when the assembled groups can be dismissed. Students must be dismissed in an orderly manner and escorted back into the building when advised that it is safe to do so.