



## EMERGENCY EVACUATION PROCEDURES

### **Out of School Hours:**

**Term Time – Monday – Friday 00:00-08:00 & 16:00-24:00, all day Saturday & Sunday**

- It is the duty of anyone discovering a fire to operate the nearest FIRE ALARM. (If it is safe to do so, a small fire should be put out using the appropriate fire extinguisher.)
- On hearing the Fire Alarm, the group leader(s) will ensure that all members of their group leave the school buildings to the Assembly Point, which is by the SCULPTURE AT THE FRONT OF THE BUILDING.
- Parents/carers/individuals must make their own way directly from the building by the nearest exit. They should not look to collect their children etc.
- Each group should assemble together at the Assembly Point, The Leader(s) present should ensure that all those attending their activity are present at the Assembly Point.
- The Receptionist will investigate the Fire Control Panels and advise the Site Team and any senior staff on duty as to the whereabouts of the fire.
- The Receptionist will take control and will be the central point for all communications. They will phone 999 to advise the Fire Brigade of the situation and wait outside the Main Entrance to meet them.
- The receptionist will also take charge of the situation at the Assembly Point on Sports Field. All Staff, visitors, contractors should report directly to the Assembly Point on Sports Field and when they have been checked off, wait as a group at the Assembly Point on Sports Field.
- Any unaccounted-for absences will be investigated if possible; if necessary a sweep will be made of accessible parts of the building.

### **Site Team Responsibilities.**

If only 1 member on duty will monitor the fire alarm panel and call refuge system.

If 2 members on duty 1 will monitor the fire alarm panel and call refuge system. If possible the second member will investigate the cause of the alarm and update as necessary.

### **PLEASE NOTE:**

- All users should be aware of the importance of signing Out/In at Reception during the school day, so that valuable time is not lost searching for someone whom we think is unaccounted for
- All evacuations should be carried out in SILENCE so that any instructions that need to be given can be clearly heard by everyone.
- Evacuation Routes are clearly displayed in all areas, including Classrooms and Offices. Please inform the Campus Manger if there is a room/area where this is not the case.