

Emergency Procedure In Case of Fire During Normal School Hours

Section A: Fire

If a fire is discovered, the person discovering the fire shall:

1. Evacuate any persons from immediate danger.
2. Raise the alarm by initiating the fire alarm system.
3. Proceed with the following general evacuation procedure.

Having evacuated the area and raised the alarm, the person discovering the fire may attempt to extinguish it using nearby fire-fighting appliances if they are absolutely certain that so doing does not place them at any risk. **Note:** Every room in the school has on display a Fire Notice showing which Exit should be used and giving information on Alarm Buttons, Extinguishers and Hoses.

If the alarm is raised in the case of a real and confirmed fire the fire service will be contacted and the caller will confirm that a fire is in progress.

On hearing the fire alarm, all persons must leave the building and assemble on the yards (Refer to lining up plan). This point will be known as the assembly area/point. Teaching staff shall:

1. Instruct all persons within their immediate area to move in a quiet and orderly manner to the assembly point via the stipulated routes as indicated by Fire Exit notices throughout the college.
2. **Where a class is on the B or C floors accompany any person under their supervision who has problems with mobility to the lift and ensure that they reach the ground floor safely.**
3. Check any adjoining toilets, storerooms or other accommodation for persons.
4. When they are satisfied that their areas of responsibility are clear, they will proceed to the assembly point.

In order to carry out the evacuation operation efficiently:

1. Persons will leave belongings behind (nothing should be carried).
2. No person will push, run or talk either within the building, nor when making their way to the assembly point.
3. **For classes using the stairwell by the ICT rooms (stairwell C), upon exit of the building they should make their way to the assembly area by walking down past the technology rooms through past the labs and around to the yard.**
4. **For students using the remaining stairwells A and B exit should be via the rear entrance.**

During the evacuation the Leadership Group will station themselves at appropriate points on the evacuation routes to ensure orderly and free flow of persons making their way to the assembly point.

Mr Weston/Mr Read will bring to the assembly point the Staff Timetables with VI Emmaus lessons clearly highlighted.

Mrs S. Clark, Mrs S. Eley, Mrs E. Eyre will bring to the assembly point:

1. The most recent statutory morning Register of Pupils.
2. The Visitors Book/List
3. The "Out of School Book".
4. The Emmaus registers to distribute to Emmaus tutors.
5. Emergency contact details for Parents/Carers

Mrs Sedgwick will bring out copies of individual care plans.

Note: A member of the PE department will be responsible for maintaining a list of students who are out of school and passing same on to Mrs Talbot in the event of an evacuation.

Checking of School Buildings.

The following persons will check the given areas in the school to ensure full evacuation and **report to Mrs Talbot/Mrs Waugh** when they are all clear. **Persons checking the B and C floors should make their final stop at the lift to inform the attendant that the floor is clear. It stands for the stairwell to start your clearance from. You should meet another member of staff on your way approaching from the opposite side of the building. If you don't please carry on with your clearance. Remember the last stop is to inform the lift attendant that the floor is clear.**

Do not walk towards an area that you perceive to be a danger to you.

Ground Floor:	Mr Watson (3), Mrs Skellern (3),
Middle Floor:	Mr Edwards (1), Mr Allen (1), Mr C. Challinor(3), Mr Johnson(3), Miss Nicholson (3)
Top Floor:	Miss Dubois (3), Mrs Kavanagh (3), Miss Young (1), Mr Pate (1)
Music Block Hall, Chapel, BS Chapel and Stage	Miss Bennett, Mr Moss, Mrs S Barker, Mrs K White, L. Rushton
Pentecostal Building	Mrs Sowter-Allen, Mrs S. Crawford, Mr J. Beardmore
Gym/Changing Rooms / Playing Fields	Mr Mayer, L. Kettrick, L.Wright, A. Alcock, R. Moore, Mr Morris
Science Block	Mrs Potts, Mrs Rolfe.
Kitchens/Dining Area	Mrs. Shaw, Mrs D. Wood
MFL Block	Mrs Walklate, Mrs A. Taylor, Ms Vincent
Digital Hub	Mr Palmer

- Note: Emphasis should be on **effective sweeping of the building** to ensure that everyone is out.
- The following person (s) will stand by the front gate to prevent access to the main building. – **Mrs Robson.**
- **Mrs Rowley** will position themselves outside near the new locker room / sci block exits (side path) to supervise pupil egress.
- All members of staff are responsible for ensuring that once the alarm has been sounded no person enters or re-enters the building.
- **Mr Williamson, Mr Baskeyfield** will try to determine from where in the building the alarm was activated. The alarm will not be deactivated until it is certain that there is no danger to occupants of the building.

At the Assembly Point:

1. Pupils will line up, in silence, in their Emmaus groups. The yard area behind the Pentecost building will be supervised by Mr Bullock.
2. **Visitors (to include any VI formers) will report to Mrs S. Clark / Mrs S. Eley / Mrs E Eyre.**

3. **Non-teaching staff shall report their presence to Mr P. Weston (positioned outside the staff room). The exception are teaching assistants (report to Mrs S. Lowe), SEN staff (report to Mrs S. Davies), lab techs (report to Mrs S. Lowe).**
4. Teaching Staff who **do not have a Y7 to 11 Emmaus group** will report their own presence to either to Mr Weston or Mr Young. All Y7-11 Emmaus tutors will report to their Head of Year / Lead Pastoral Lead. HOY / Lead Pastoral Lead will report the presence of their own teams to the assigned member of the admin team who will then report registers complete and year team presence to Mrs S.Eley/ Mrs S. Clark/ Mrs E Eyre. **Mr Bullock (Y10), Mrs Rooney (Y11,12,13) and Mr Waugh (Y7, 8 and 9) to supervise this process.** If Mr Weston/Mr Read have a member of staff missing they will ask staff in their department / telephone the VI Form to enquire if they are in the VI Form building. When all staff are accounted for Mr Weston/Mr Read will report same to Mrs C Talbot.
5. Every Y7 to 11 Emmaus Tutor will collect an absence list from their assigned admin team member. Every Emmaus tutor present at the assembly point will collect their Emmaus list.
6. **Mr Waugh (lower yard) / Mr Bullock** (upper yard) will collect all unclaimed Emmaus lists, (teacher off site or otherwise engaged) and assign them to any teacher who is not already engaged in checking pupil names and numbers. **Both will inform Mrs Talbot of the presence or otherwise of Pastoral Leads in their areas (Mr Bullock upper yard, Mr Waugh lower yard)**
7. **Teachers** will check names / numbers of pupils against the Emmaus list.
8. a) If all pupils are accounted for, the teacher will return the Emmaus list to the HOY. This signifies that all pupils on that Emmaus list are present and correct.
b) If an absence is noted they should report it to their Pastoral Lead (or member of the Leadership Group if the PL is absent) in order to ascertain if the student is on the morning's absence list or is simply missing. Checks need also to be made by the Head Pastoral Lead against other records held by Mrs S. Clark/Mrs S. Eley/Mrs Eyre e.g. late arrivals etc. If any pupil is missing this will be reported to Mrs C Talbot/ Mrs Waugh or in their absence Mrs Rooney / Mr Waugh, immediately, and they will take whatever course of action they see most fitting to try to ascertain the whereabouts of the missing persons.
c) The teacher will then return to the group of pupils and ensure that all pupils stand in order and in silence; and await further instructions.
9. All completed Emmaus lists to be given to the year group's assigned admin team member.

Year 7	Mrs Sedgwick
Year 8	Mrs Keeling
Year 9	Mrs Povey
Year 10	Mrs Hill
Year 11	Mrs Mycock (4 days) (Friday, Mrs E.Eyre)
Substitute	Mrs S Clark
10. The assigned admin person for each year group will return the registers and notify Mrs C.Talbot of the completion of the registers and the presence or otherwise of year team members.
11. Mrs S Eley/Mrs E Eyre/ Mrs S. Clark will notify Mrs C Talbot / Mrs Waugh if everyone is or is not accounted for upon receipt of all Emmaus lists.
12. Mrs C Talbot to check that the LG are out of the building.
13. The following members of staff or their deputies as listed below will report to Mrs C Talbot on the whereabouts of their staff.

- a) Mrs Davies / Mrs T. Horleston – SEN team
- b) Mrs S Gerrity, Mrs L Smith – Lab technicians
- c) Sharon Lowe, S. Hurst, J. Roberts – Cover supervisors

There are times during the year when other students visit the college. A list of these children must be supplied to Mrs Talbot so that they can be “signed” in to the building.

During the months of June and July there are many times when Year 6 students from primary schools visit the college. It will be the policy of the college that these students be registered as follows:

a) Y6 Induction Day

In the hall in their Year 7 Emmaus groups both am and pm. Year 6 students will line up on the yard next to the Y7 area. Year 6 students will be registered by the person from Painsley in charge of them at the time of the alarm. Admin staff will have prepared the Emmaus lists prior to the visits.

b) For all other Academy Activities

In the rooms they use as a base for the day. The person organising the event will formulate group lists before the commencement of the event and hand them to Reception/Mrs C Talbot. Each person in charge of a group will be handed a copy of their own group list to use as a register (any member of the group with mobility issues will be highlighted to the teacher in charge). Occasionally primary students unexpectedly arrive or groups get changed around. The person in charge of a group will make changes to their list accordingly so that at all times they are in possession of an up to date list of the students in their care.

In the event of an alarm the students will line up on the yard in these groups and be checked off by the person in charge of them. Organisers of the events will pass to Mrs. C Talbot the names of the teachers involved so that their own Emmaus registers can be allocated to someone else.

Further notes:

1. **All trip organisers must leave a list of the staff and the students attending the trip** and the times and dates of the trip, with Mrs C Talbot. Mrs C Talbot to ensure that these lists are immediately available in case of an evacuation and to ensure that the admin team know where the lists are kept.
2. **If students are taken across to the VI Form in a lesson / event which is not normally timetabled then the reception staff must be informed of this so that the whereabouts of all students can be accounted for.**