

## **ACTION TO BE TAKEN IN CASE OF FIRE OR OTHER EMERGENCY**

In case of fire, or any other such emergency it is the first duty of all **teachers and staff** to look after the children.

### **1. ALARM**

Anyone discovering an outbreak of fire or any other such emergency should sound the nearest fire alarm **without hesitation**. Below is a list of the locations of all the fire alarm points in the school.

#### **Vestibule**

Test switch adjacent to main entrance

#### **Main School Area**

Gym entrance

Door leading to ramp from school kitchen

Dining Hall adjacent to Emergency door

#### **Rooms F13/14 G8/9**

Adjacent ground floor entrance

Adjacent upper floor area

#### **Ground Floor Corridor**

Adjacent boys' entrance

Outside Room G10

Adjacent girls' entrance

Main verandah adjacent boiler house door

#### **Upper Floor Corridor**

Adjacent to interior entrance to Room F1

Home Economics' Corridor

Top of stairs to main staffroom

Top of main staircase opposite entrance to Science area

Adjacent to link door F2/3/Business Studies

#### **Science and Craft Block**

##### **Ground Floor**

Adjacent to entrance to Room G7

Opposite entrance to Room G16

Adjacent to exit to Clean Technology Room G14

Adjacent to stairs' entrance to Biology Laboratory F11

##### **Upper Floor**

Top of stairs outside Chemistry Laboratory - Room F7

Opposite Physics Laboratory - Room F8

Adjacent to stairs' entrance to Biology Laboratory F11

#### **Humanities**

##### **Ground Floor**

Adjacent to main entrance

Adjacent to Pottery Room outside exit door A3

Adjacent to side door

##### **Upper Floor**

Top of staircase

Adjacent to entrance H4

#### **Library Block**

##### **Ground Floor**

Adjacent to each of main entrances

## **Upper Floor**

Both ends of the corridor, adjacent to the entrances

### **Temporary Classrooms**

#### **Rooms M2/M4**

One inside the porch of each room

### **Sports Hall**

Adjacent to main entrance

Outside ladies' office

By each Emergency Exit

### **Rooms G7**

Adjacent to main door in vestibule area

### **ICT Suite**

In corridor next to G20

### **Corridor Linking ICT Suite and CDT**

## **2. CALLING THE FIRE BRIGADE**

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade. The Office Staff, on hearing the fire bell, should immediately call in the Fire Service. The person who discovers the fire, if possible, should confirm with the Office the outbreak and location of the fire.

## **3. EVACUATION**

On hearing the alarm everyone must leave the premises by the designated safe route if possible and report to the pre-determined assembly point. A teacher should supervise the exit of the students. During the evacuation a search must be made of the area by the person designated to ensure all persons have left the premises. Where possible, doors and windows must be closed. The teacher named in brackets is the designated deputy.

- a) Science and Technology Block - Head of Science (Key Stage 3 Science Co-ordinator)
- b) Science/Home Economics Rooms F1, F2, F3, F4, F5, F6 and Upper Corridor Toilets - Head of Home Economics (Business Studies)
- c) Main Corridor - Head of English (Second in English Department)
- d) Sports Hall - The Senior PE Teacher at the time teaching in the Sports Hall
- e) Room G7 at the rear of the school and the verandah toilets at the end of the school - Head of Textiles
- f) Medical Room, Heads of Year Office and Upper Toilet area - Headteacher (Deputy Head)
- g) Toilets on the Verandah by the CDT rooms - teacher who is in Room G16/G17 at the time
- h) Music, Music Practice Rooms, Gym - Head of Creative Arts (PE teacher teaching in the gymnasium)
- i) Mathematics Department - Head of Mathematics
- j) Humanities Block - Head of Humanities (Head of History)
- k) Administration Block, ie Hall, Communal Area, Vestibule, Photocopying Office, Head and Deputy Head's Office, Secretary's Office - Headteacher or Deputy Head
- l) Library Block - Head of Modern Languages (Second in Languages Department)
- m) Rooms G8/G9 - teacher in F13/F14 (teacher in F13).

## **4. ROLL CALL**

A roll call against the attendance register and signing out book must be taken to ensure that all students and staff are accounted for. It is the responsibility of the office staff to ensure that the attendance registers and signing-out book are available in the assembly area. They will be distributed by Heads of Year to Group Tutors. In the event of a Head of Year being absent, the person designated as understudy to the Head of Year (ie Head of Faculty) will carry out the distribution. The Headteacher or Deputy in charge must then be informed of students and staff not accounted for. APT & C Staff should report to the Headteacher or Deputy in charge. In the event of an emergency occurring when classes are either at the playing fields, or out of school, Mr Read will inform the Heads of Year of these classes and the staff involved.

In the case of a fire at lunchtime, all children in the school are to leave by the nearest safe exit and proceed to the designated safe assembly area. Supervisory and non-teaching assistants must ensure that no children

remain in the school by checking their allocated areas, then report to the Headteacher or his Deputy on the playground.

#### 5. **FALSE ALARM PROCEDURE**

Even if it is found immediately that the alarm is false, all students and staff must still proceed to the playground area as though the alarm is genuine. This is to avoid confusion and possible accident, caused by students pressing back into school at the same time as others may still be trying to get out.

When an alarm point “glass” has been broken, the alarm can be switched off at the central point, the “glass” replaced and the system reset. The keys to switch off the alarm are with Mr Blake and/or the Caretaker.

#### 6. **SUPERVISION OF STUDENTS**

##### **Assembly:**

Students are to assemble in Tutor Groups. Each group should form two alphabetical lines of girls and boys and be silent as the Tutor completes the roll call. In order to maintain an orderly atmosphere in which instructions can be heard and acted upon, supervision of the students is the responsibility of **all** staff.

Heads of Faculty will go to their designated year group and occupy the area at the back of the Tutor group lines, maintaining quiet and keeping students in their designated lines.

Staff without Tutor groups are also designated to Year groups to maintain order as follows:

##### **Dismissal:**

Once the “all clear” is announced after a drill or broken alarm, the Headteacher will dismiss those teachers who are teaching first, except for members of the Senior Management Team. Along with staff who are not teaching, the Senior Management Team will remain with the students for two minutes, allowing teachers time to return to their rooms, ready for their groups. Year groups will then be dismissed one at a time under the supervision of senior staff and, non-teaching colleagues and teachers who are free that period.

**TEMPORARY CLASSROOMS**

