



EMERGENCY EVACUATION PROCEDURES

1. On discovery of a Fire

- Raise the alarm - see section 2
- Evacuate the building - see section 3
- Report what you know to the Bursar, Heads PA or duty caretaker. They can be contacted via walkie talkie channel 6 or at the reception area. Do not re enter the building go round the outside to reception

2. Fire Procedures

Immediately you discover a fire or one is reported to you, you should sound the alarm. The first priority is to evacuate the building and the second to extinguish the fire if it is possible to do so without danger.

Details of the fire procedure are posted in every classroom; staff should check these regularly and report to the Site Manager if they are missing.

Students have been instructed that in the event of a fire, the procedure outlined below will be followed.

- 1) Sound the alarm by breaking the glass of the nearest fire alarm call point
- 2) Notify the nearest adult where the fire is

Instructions on how to raise the alarm are posted by each fire alarm point.

Individual members of staff are expected to know where the nearest alarm point is to their working location and to familiarise themselves with the best escape route and alternative escape routes from their working location.

In the event of an emergency evacuation or drill there are 11 Staff Fire Register Groups each has a nominated monitor with responsibility for verifying staff in the group are present; individuals must make themselves aware of both their Group and the responsible person - see 'Fire Registers' Section 7.

Visitors and contractors will be instructed in the fire procedure by their host when they arrive.

3. Emergency Evacuation of the Building

When the Fire Alarm sounds (a very long continuous bell) **EVERYONE** must evacuate the building by the nearest exit and go to the assembly point on the tennis courts by the swimming pool. Details as follows:

Students

- Appliances in use in the classroom should be switched off where possible e.g. cookers, Bunsen burners etc. IT equipment should be left running.
- Students are to be **led** out of the room under the direction of the teacher after she/he has checked that the route is clear.
- Bags, books and belongings must be left in the classroom (unless the fire alarm goes at changeover times)
- Windows and doors should be closed where possible
- Students should walk in an orderly manner and not run

Students unable to move quickly and easily around the building, either because of temporary or permanent disabilities will have been the subject of a risk assessment by their Head of School and arrangements made to account for them in the event of an emergency evacuation.



Staff

Some support staff have specific roles in the event of fire detailed in section 12. All other staff must evacuate the building, report to their Group Fire Monitor and follow instructions from the Headteacher. Under no circumstances should anyone re-enter the building before the Headteacher has informed them that it is safe to do so.

4. At the assembly point

Students and Tutors

- Students line up in form tutor groups in register order **in silence** on the tennis courts by the swimming pool
- Tutors will receive their register from the office staff and check their own tutor group are all present.
- On completion of their register tutors report to the relevant Heads of School/Lead Tutors on the presence of their tutor group and return their register to the Office Staff present
- The Heads of School/Lead Tutors will report to the Assistant Headteacher Student Well Being as soon as all their tutors have reported to them on the state of their tutor group.
- Tutors should wait with their tutor group until they are told by the Heads of School/Lead Tutors that they may return their group to the building

All Other Staff

Staff should model the behavior that is expected from the students by assembling in an orderly fashion under their appropriate fire group sign and **remaining silent** until they are given the all clear.

- Fire Monitors (named below in section 7) collect relevant clipboard with register from office staff
- Staff (with the exception of form tutors) must report to their nominated fire monitor as they arrive at the assembly point and ensure they are marked as present.
- Staff who do not normally register a class will be requested to take the register for absent staff by the Heads of School/Lead Tutors.
- Kitchen staff - the Executive Chef will report to the Bursar or Office Manager and may return with staff to their work area if it is a practice or accidental drill. This ensures safety in the cooking area.

NOBODY WILL ENTER THE SCHOOL UNTIL IT IS CLEAR AND STAFF ARE INSTRUCTED TO DO SO

5. Fire Safety

- Staff should not put themselves in any danger by trying to put out a fire.
- Under no circumstances should staff attempt to enter the premises to locate a missing person.
- Any missing persons will be identified and the fire crew will be alerted (section 9)

6. Emergency Evacuation folder contains

School timetable

Additional blank missing student/adult forms

Plan of school indicating potential hazards e.g radio active cupboard, paint storage, chemical storage

Car registration list

FERR (Fire Evacuation Routine & Record Book)



7. Fire Registers and Reporting

Students

Fire Monitor	Report to	Reports on
Year 11 Tutors	Mike Hogan (Acting Head of Upper School)	All pupils in Year 11 tutor groups
Year 10 Tutors	Rob Mackinnon (Lead Tutor Upper School)	All pupils in Year 10 tutor groups
Year 9 Tutors	Steph Sandy (Acting Head of Middle School)	All pupils in Year 9 tutor groups
Year 8 Tutors	Sarah Jones (Head of Lower School)	All pupils in Year 8 tutor groups
Year 7 Tutors	Stephanie Jones (Lead Tutor Lower School)	All pupils in Year 7 tutor groups

Pupil Summary – Heads of School / Lead Tutors report to Jamie Ribolla Assistant Headteacher Student Well Being

Exams

During public exams special arrangements are in place to ensure that students remain in “exam conditions” during an emergency evacuation.

- An Exam Attendance Register will be used to check students.
- Lead Tutor – Upper School will liaise between the exam muster point (quite area for candidates in Hall and separate area on playground for candidates in Gym) and the main assembly point and inform JR that the Year 11's are accounted for and inform the Receptionist that the invigilators are accounted for.
- Invigilators will remain with the students.

Study Leave

- A sign-in sheet from student services will have a record of all Yr11's on-site.

Staff

Fire Monitor	Reserve Monitor	Reports on
Muhammad Uddin (ICT Technician)	Jordan Bailey	Group 1 Staff
Kim Hyde (Office Manager)	Yanina Brazier (Mon-Thurs) Helen Cleary/ Kim Langridge (Friday)	Group 2 Staff
Sarah Fielding (Special Needs Teacher)	Ilse Howe	Group 3 Staff
Caroline Cook (Lunchtime Team Leader)	Deborah Hearn	Group 4 Staff
Bridget Lye (Personnel Manager)	Ben Hobbs	Group 5 Staff
James Green (Lead Teacher)	Emma Brauer	Group 6 Staff
Sheila Middleton (Learning Zone Manager)	Eileen Power (Monday to Wednesday) / Janet Burgess (Thursday to Friday)	Group 7 Staff
Julie Woodley (Finance Manager)	Grace Davies	Group 8 Staff
Lesley Wilsdon (Teaching Assistant)	Kelly Pollard	Group 9 Staff
Bozena Miller (Teaching Assistant)	Kim McCartney	Group 10 Staff
Caron Feagan (Cleaner)	Nicola Buckland	Group 11 Staff
Joan Bugsgang (Receptionist)	Sarah Luterbacher (Monday to Tuesday) / Jenny Davison (Wednesday to Friday)	Visitors & Contractors



Staff Summary – Individual Group Fire Monitors report to Nicola Buchan Community & Business Dev Manager

8. Car park at the rear of school

The fencing surrounding the car park at the rear of the school will be locked during the school day. A padlock key has been provided in a breakglass box by the fire exits in the Leadership Conference Room, Studio 2 and Studio 3. In an emergency break the glass to access the key which is required to unlock the fencing surrounding the car park and proceed to the designated assembly point. The breakglass keys are only to be used in an emergency to unlock the fencing during the school day. At other times the fencing is unlocked. Caretaking staff and staff that usually use these rooms have also been provided with a key.

9. Missing People

In the event of students or staff not being accounted for PR or NB will record the name of the missing person and issue a missing student /adult checklist form to the form tutor / fire monitor for completion. These checklists can then be passed to the Emergency Services as appropriate.

10. Procedure for Obtaining Outside Assistance

- The emergency services will be alerted by a nominee of the Headteacher usually the Headteachers PA by dialling 999 and requesting the fire service. The message when asked by the operator is:
"Fire at Esher C. of E. High School, More Lane, Esher"
any questions the operator asks should be answered as far as possible. Do not ring off until the operator acknowledges that the call is logged.
- All fires must be reported to the Fire Service without delay even if it is considered a very minor outbreak.
- Outside of normal school hours the person discovering the fire will ring the emergency services.

11. Out of Hours Arrangements

The same principles apply

- Raise the alarm
- Evacuate the building

There is a requirement that a register is taken for attendance at all after-school clubs. This register should be taken to the assembly point in the event of evacuation.

There is a separate document outlining roles and responsibilities for hirers of the school premises.

12. Staff with Specific Roles

Finance Team Member	A member of the Finance Team will alert media studies when the main school fire alarm sounds enroute to the Assembly Point.
Admin Staff	Take the following to the Assembly Point Class registers and deliver to form tutors Fire Drill Report (5 copies) Staff Registers for collection by nominated staff Emergency evacuation folder Walkie talkie (leave one with Head's PA in the reception area.
Receptionist (in her absence to be covered by resources technician)	Take the following to the Assembly Point Visitor book Cover list Staff ticking in/out sheet Office Monitor to line up with their Tutor Group



Student Services Officer	<ul style="list-style-type: none"> ▪ Escort any students from the medical room to the Assembly point and ensure they join their tutor group for roll call or if necessary make alternative arrangements to ensure they are registered ▪ Take the Late book/Signing out book and the Yr11 sign-in sheet for students on-site between exams to the Assembly Point and liaise with Heads of School / Lead Tutors to ensure students are correctly accounted for
Bursar	<ul style="list-style-type: none"> ▪ Liaise with Head's PA, Duty Caretaker, Headteacher as necessary using walkie talkie on channel 6 ▪ Keep Headteacher informed.
Duty Caretaker	<ul style="list-style-type: none"> ▪ Investigate cause of fire alarm. ▪ Report cause to Headteachers PA & Bursar via walkie talkie ▪ Assess the situation <p><u>In the event of Fire</u></p> <ul style="list-style-type: none"> ▪ use fire fighting equipment if appropriate ▪ if in doubt, close the door and evacuate the building ▪ inform Bursar of your course of action ▪ go to front gate and await the fire brigade <p><u>In the Event of a False Alarm</u></p> <ul style="list-style-type: none"> ▪ Allow the alarm bell to continue ringing until building evacuated and all accounted for – approx 6 minutes then silence the bell and reset the fire panel ▪ Evacuate the building, go to the assembly point and inform the Office Manager that you are present.
Headteachers PA	<ul style="list-style-type: none"> ▪ Remain in reception area to deal with visitors, parcels, security etc. – in contact with muster point via walkie-talkie ▪ Liaise with Duty Caretaker via walkie talkie channel 6 <p><u>In the event of a fire</u></p> <ul style="list-style-type: none"> ▪ Contact fire brigade following procedure detailed in Section 6 below. ▪ Inform the Bursar that the fire brigade has been informed. ▪ Evacuate the building, go to the assembly point and inform the Office Manager that you are present. <p><u>In the Event of a False Alarm</u></p> <ul style="list-style-type: none"> ▪ Remain in reception area to deal with visitors, parcels, security etc. – inform the Office Manager that you are present via walkie-talkie.