



Policy	Evacuation
--------	------------

Committee	Date of Ratification	Review Date/term	Staff Responsible	Circulation
F&R	Spring 2020 (amended June 2021)	Spring 2023	Operations Director	File Shared staff Website

The school has a detailed Risk Register which the Governing Body uses to monitor and measure the impact of its decisions as well as informing its planning.

The Risk Register also includes the School's Policy Statement for Risk and Opportunity Management.

To ensure that Risk Management permeates the working of the Governing Body, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the "likeliness" and "impact" level for the appropriate risks.

The safety of all students, staff and visitors at Orleans Park School is paramount. The Headteacher and nominated staff will ensure procedures are in place for the safe evacuation from the school of students, staff and visitors.

Staff Responsibilities

Information and training will be provided by the Operations Director to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process).

- How to raise the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- Assembly points and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Information will be given to staff once every year prior to a practise drill being carried out.

Protective Equipment - Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage. Extinguishers should only be used by staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures

Regular inspections of fire safety equipment, exit routes etc will be carried out. Any defects or shortcomings should be brought to the attention of the Operations Director. The Premises Manager will be informed and will ensure the arrangements for replacement or replenishment.

The Premises Manager, Operations Director and Link Governor for health and safety in the school will complete a fire risk assessment and will review this annually, the latest version was completed in June 2019.

Fire alarm tests will take place **weekly**. An evacuation exercise will take place at least **once a year** and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests. The Operations Director responsible for health and safety will act as an observer.

Weekly visual checks will be carried out by the Premises Team to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Checking that the exit routes are free from obstruction and are left unlocked.

Reporting all defects to the Operations Director who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier GDT and will be recorded on each extinguisher.

Fire evacuation/alarm activation log book - record be kept when alarms are activated.

Action if a fire is discovered/suspected

1. Any adult who discovers a fire, or who thinks there may be a fire, must sound the fire alarm. This is done by breaking the glass plate on the fire alarm switches and is a continuous high-pitched ring. If possible, they will inform Reception or a member of the SLT that the alarm is a genuine one. Students must report to a member of staff.
2. All staff that have access to a walkie-talkie should change to Channel 2. If possible, the fire marshal and fire wardens should wear their high vis gilets.
3. The Finance Manager, HR Manager or Finance Administrator must check the Fire Panel and let the premises team know where the Fire Alarm has been activated.
4. On confirmation of a fire, the Premises Manager or a member of the SLT should telephone the fire brigade.
5. When the alarm sounds the building must be evacuated (see below for details).
6. In the case of a false alarm. The bell will be stopped within 3 minutes.

Evacuation procedures

1. The alarm is a continuous high-pitched ring. When the alarm is sounded all buildings must be evacuated.
2. If you are teaching a lesson, ensure the students leave the classroom quietly and exit the building through the nearest fire exit (please check the attached list).
3. Students must leave bags in the classroom.
4. Do not lock doors.
5. Reception staff to ensure the small side gate is open.
6. Please actively supervise students as they make their way to the field to be registered. Students must be quiet and behaving sensibly at all times.
7. Lifts must NOT be used.
8. Students must assemble on the field in their Tutor groups and in register order. (KS3 left the field behind St Mary's. KS4/5 far side of field). Where a tutor is absent at registration then the staff who replaced them must take a register on the field.
9. HOY must collect registers from the Attendance Officer, issue to Tutors, collect on completion and return to the Attendance Officer.

10. **All Staff, with the exception of Tutors, must report directly to the people indicated below, who will be located at the top of the ramp to the rear of the Sports Hall.** After reporting to the appropriate person, they must move to the artificial cricket wicket on the field and wait quietly until told it is safe to return to the building.
11. Wheelchair users and students with mobility difficulties must move, with their LSA, to the car park next to the Astro turf. The SENCO will send an LSA to report directly to the Fire Marshal.
12. Premises Staff - One member of the team to front gates and one to the rear fire gate. Report to the Fire Marshal once in position. All staff on Channel 2.
13. Once all staff and student lists have been collected, the Fire Marshal and Headteacher will make any decisions regarding:
 - a) Whether people are unaccounted for;
 - b) If there is an actual fire and where it is;
 - c) Whether to go and check other parts of the school.

No-one must re-enter the building until they are told that it is safe to do so.

During national examinations

The invigilator must take the following action

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room to the corner of the Sports field nearest to the rear of St Mary's School
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates must be advised to close their answer booklet.
- Candidates should leave the room in silence
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send it to the relevant awarding body.

	Personnel to be accounted for.....	Report to Fire Marshal (Adam Gladstone) <i>Located at the top of the ramp to the rear of the Sports Hall</i>
Administrative Assistant to Learning Support /LSA Manager /SEN Teacher	LSAs (list can be collected from HR Manager - support: Finance Officer, Louise Wapshott)	
Attendance Officer (Nicola Busby) - If absent - Fran Offord or Julie Malak	All Students and Tutors	
Student Records /Admissions Administrator (Gill Spiers)	All Teachers (including trainee teachers) who are not Tutors	
Catering Manager - to report to HR Manager	All catering staff	
Receptionist	The following are accounted for: <ul style="list-style-type: none"> ● Visitors/Contractors (Anyone wearing a red lanyard should be directed to the Receptionist) ● Governors 	
Human Resources Manager (Eluned Davies) (Support: Finance Officer, Louise Wapshott)	Admin Support Staff Supply/Cover Staff Staff who have signed out	
Premises team (by radio-channel 2) (Seugnet Grobler)	Premises team at their posts Other Premises Team on site Wheelchair users and associated LSAs	

Alarm at break/lunch/before school:

- All staff should help with clearing the school and the flow of students to the designated registration points on the school field. We will follow the same assembly and registration procedures as outlined above.

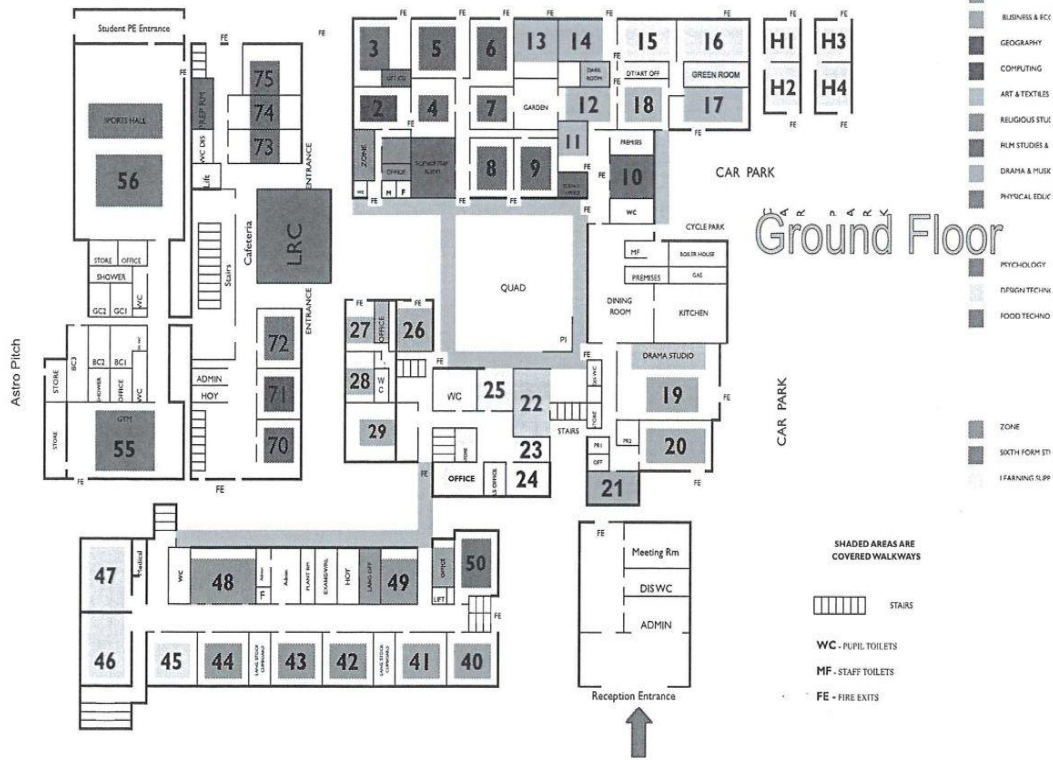
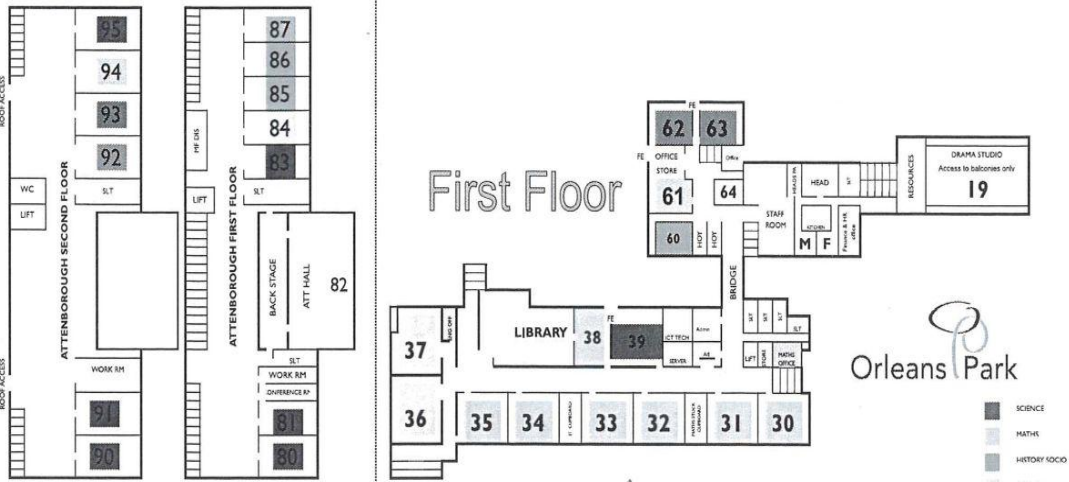
Alarm after school:

- All staff should help clear the school. Those not returning must let someone know they are leaving the site; those returning must make their way to the assembly point.

These evacuation routes are recommended however always consider safety first.

Rooms	Fire Exit
2, Toilets	Main entrance doors to block
3	Fire exit door
Prep room, 7	Main entrance doors
4	Fire exit door to Zone corridor
5,6	Fire exit door to veranda
8,9	Fire exit door
10, 11, 12, TYS office, Student toilets	Via corridor and external door to Quad
13	Fire exit door
14, 15, Art & DT offices	Fire exit door of room 14
16, 17 & 18	Fire exit door to veranda
19, 21, Music practice rooms & office	Via corridor and main entrance external door
20	Fire exit door
22	Fire exit door to main entrance
24, 25, 26, student toilets, 29	Via corridor & external door to upper playground
27	Fire exit door
28	Via corridor and external door to Quad
62, 63, Office	Via History stairs and external door to Quad
60, 61, 64 & offices	Via LS Staircase & external door to Quad
30, 31, 32, 33, 34, offices	Via nearest staircase and Fire exit door
40, 41, 42, 43, 49, offices	Main entrance
34, 35, Library, 38	Via library staircase leading to main door
44, 48, toilets	Fire exit doors
26	Fire exit doors
46, 47, 36, 37 & office	Fire exit door bottom English stairwell
H1, H2, H3, H4, & office	Fire exit doors to field

Staff/Sixth Form Gym	Fire exit doors
Gym	Fire exit doors
Sports Hall	Fire exit doors
Sports change rooms/toilets/offices	Fire exit doors to Astro
Dining room	Fire exit doors
Kitchen	Fire exit doors
Premises	External door
70, 71, 72, offices	Fire exit door by Room 70
LRC, Cafe	Main entrances
73, 74, 75, Science Prep, toilets	Fire exit by Room 75
80, 81, conference room, staff workroom 1	Fire exit door by Room 70
Attenborough Hall (82)	Fire exit door by Room 70 or 75
83, 84, 85, 86, 87, 90, 91, 92, 93, 94, 95, Offices & Staff Workroom 2	Fire exit door by Room 70 or 75
Reception block, Reprographics & Offices	Via nearest exit and around to playground



Everyone must evacuate and move to the Sports Field at the rear of the school