

# ITALIA CONTI CHISLEHURST

## FIRE / EMERGENCY EVACUATION PROCEDURE

The emergency evacuation procedures are outlined below and the site map gives a visual impression of the arrangements. The aim is to make the exit process quick and safe and for there to be minimum disruption to lessons in the event of a fire alarm. ***It is important that all staff make themselves familiar with these procedures.***

The alarm system is zoned and will only sound in individual buildings - therefore, evacuations will only be local. For example, 'top' or 'bottom' site. If the fire alarm sounds in your building the Site and Premise team will contact the relevant emergency service. "Backstage" volunteers will be designated to 'man' all gates to stop people entering the School.

### **PROCEDURES:**

In the event of a fire alarm sounding, staff must lead the class they are teaching outside and leave by the nearest exit. A quick head count must then be taken when you have reached safety and then muster at Assembly Point 2. Class teachers should line up their classes and take a head count register based on the register taken in the lesson.

Assembly Point 2: On the school sports field facing the tennis court fence

## **Staff duties in the Event of Fire / Emergency Evacuation.**

The signal to evacuate a building as a result of an emergency is the continuous sounding of the Fire bell system.

### **What you must do.**

**Clear** the classroom.

**Leave** as quickly as possible closing the classroom door behind you. Do not lock your classroom

**Lead** your class from the building using the nearest safe exit.

**Line** the class at the correct assembly point and count the number of students and ensure they wait quietly for further instructions.

**Tackle** the fire if you judge it safe to do so and you feel confident that it is within your capabilities. **Ensure** that the nominated Fire Marshal / Senior Teacher is aware of any missing students. **Do not** return to the building. **Monitor** the building to ensure others cannot enter the building

A nominated person identified as the Faculty or Department Fire Marshal will have contacted the Site & Premise Team telling them of the Emergency / Evacuation and the need to call the Emergency Services.

Teaching Assistants, "Backstage" Volunteers, Parents and Guardians, and those not teaching must leave the building immediately. They must support the class teachers by monitoring the back of the lines formed by the students at the assembly point.

## **Staff duties in the event of an Emergency**

In the event of an emergency the following staff will undertake the duty in the areas noted. If two staff are identified, the first name is the lead. The second name should take over should the lead person be away from the relevant area.

### **Staff Member**

Joe Acres & Mark Hollidge

### **Duty**

Check Maths Block rooms are clear - Studios 7 – 12. Ensure no re-entry

### **Staff Member**

Yvonne Jackson, Maria Smith, Carly Townsend & Jeremy Cave

### **Duty**

Check Canteen, Main Hall (Studio 1), Toilets, Pupil Reception, Conference Room (Studio 5), Main Entrance are clear and ensure no re-entry

### **Staff Member**

Darren Tough, Lauren Taylor-Baker, Charlie Tough & Sara Ferguson

### **Duty**

Check Gyms (Studios 2 & 3), Outside Sports Hall, Male & Female Changing Rooms, Allen Studio (Studio 4) are clear and ensure no re-entry

**Then... ensure the lines are orderly outside at the assembly point and to act as liaison between staff and premises team. Most senior member attending must liaise with staff to ensure the buildings are completely clear.**

<p>Fire Marshall</p>	<ul style="list-style-type: none"> <li>· Please check the areas you are responsible for above</li> <li>· After the area is clear vacate the building</li> <li>· Support fellow colleagues to ensure students remain calm in their lines</li> </ul>
<p>Classroom Teacher</p>	<ul style="list-style-type: none"> <li>· All teachers with classes must ensure they take their class to the relevant assembly point.</li> <li>· Line up the students in an orderly manner and check all students are present (head count)</li> <li>· Inform a senior member of staff if any student is missing</li> <li>· Keep your line in an orderly fashion until you are given the all clear to return to the building / classroom</li> </ul>
<p>Teaching Assistants</p>	<ul style="list-style-type: none"> <li>· If you are working within a classroom please accompany the class teacher and support them in the duties above.</li> <li>· If you are working with a small group outside a classroom please take your group outside and follow the Classroom Teacher instructions above</li> </ul>
<p>Backstage Team &amp; Volunteers / Parents</p>	<ul style="list-style-type: none"> <li>· Clear the building immediately and go to the relevant assembly point, waiting outside the building</li> <li>· If you are a Fire Marshall please ensure you go to the relevant position indicated above</li> <li>· Support teachers by standing at the back of the student lines – make sure students remain in their lines in a calm and orderly manor</li> <li>· Remain outside until the all clear has been given</li> <li>· Ensure you are the last to enter the building to facilitate a calm entry</li> </ul>

# ACTION IN THE EVENT OF

# **FIRE**

**Or**

## **Emergency**

### ***FIRE ALARM***

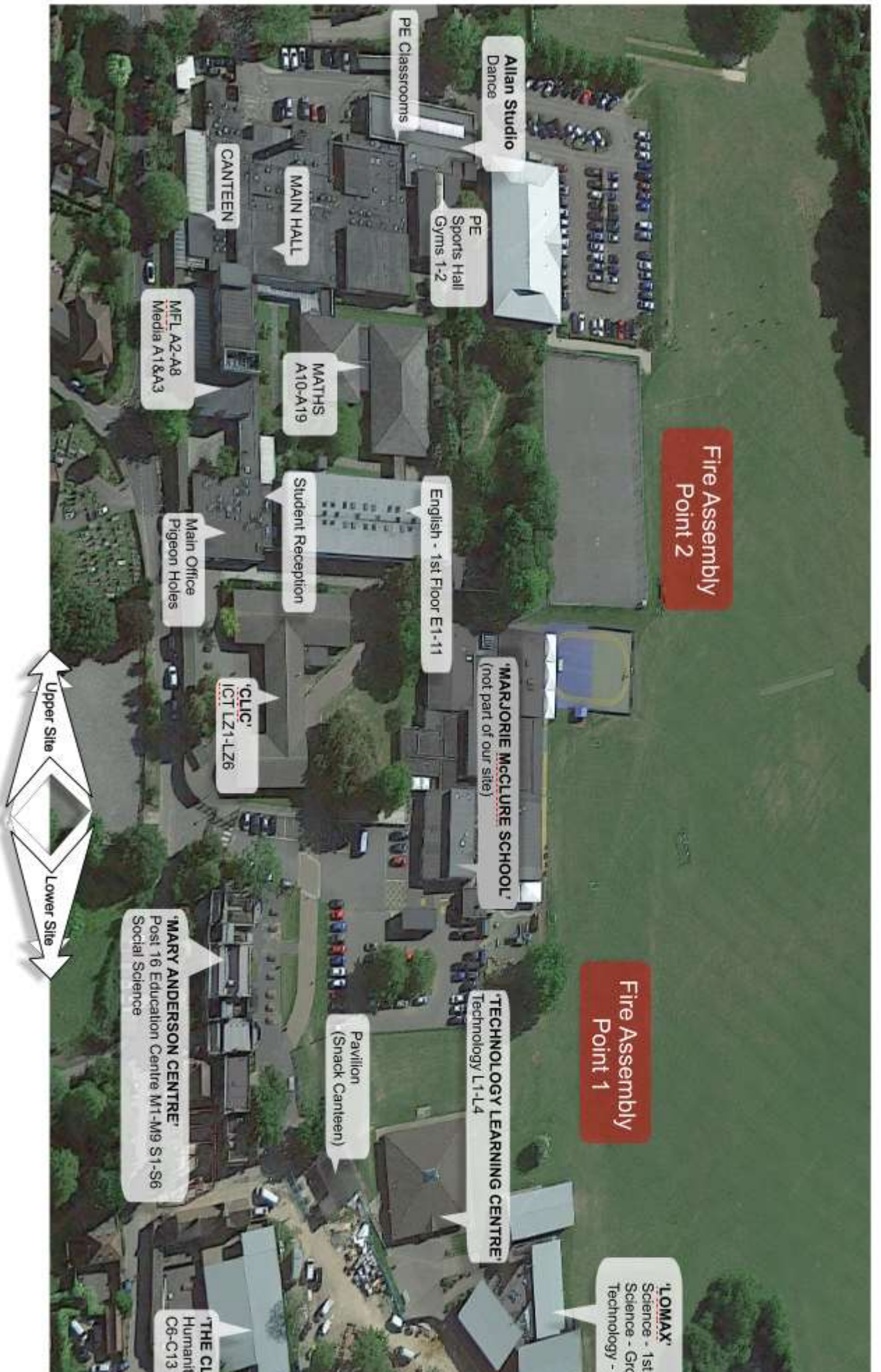
The warning of a FIRE EVACUATION / EMERGENCY will be a continuous ringing bell

### ***ACTION***

When the ALARM BELL is heard, pupils, staff and visitors will immediately evacuate the building through THE NEAREST SAFE EXIT.

Staff will lead and escort classes in an orderly manner to the assembly point.

For this classroom assemble ON THE FIELD FACING THE TENNIS COURT FENCE.



Fire Assembly Point 2

Fire Assembly Point 1

