

CROWN HILLS COMMUNITY COLLEGE

EMERGENCY EVACUATION PLAN SEPTEMBER 2017

A continuous ringing of the fire bells signals a fire alarm.

IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm point
- Arrange for someone to ensure the fire brigade has been alerted. This should be automatic on the fire bells sounding, but must be checked
- Close all doors and windows around the source of the fire if possible, but only if this can be done safely. You must not endanger yourself or others in these actions
- Leave the building by the nearest accessible exit and proceed to the Assembly Area

ON HEARING THE ALARM

- Immediately leave the building by **THE MOST DIRECT SAFE ROUTE**
- Close all doors as you leave but do not lock them. Ensure that students and others leave the building in a quiet and orderly manner
- **DO NOT USE THE LIFTS**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- **DO NOT STOP TO COMPLETE 'NEARLY FINISHED' WORK**
- Make your way immediately to the Assembly Area
- Report to the Fire Brigade Officer or person in charge, any information relevant to the emerging situation such as:
 - The precise location of the fire (if known)
 - Whether any person normally working in the building is known to be absent or elsewhere
 - Which rooms have been successfully evacuated
 - Await further instructions for safe return to work

EVACUATION DRILL

FIRE ALARM AND EMERGENCY EVACUATION IS DISTINGUISHABLE BY ONE CONTINUOUS BELL.

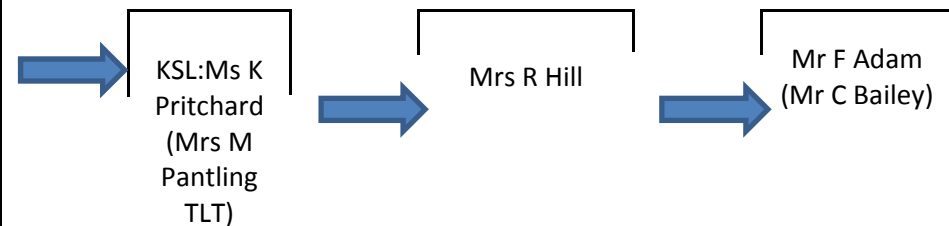
**ALL STUDENTS, STAFF & VISITORS to congregate around the perimeter of the
FIELD FACING THE SCHOOL**

Our
priority is
to ensure
that:

**All members of the school community are evacuated from the building calmly and safely. Everyone is aware of the
procedure for evacuating the school building in the event of a fire alarm**

FIRE EVACUATION REPORTING

7C	Mr S Marston	Year 7 > registers are complete, tutors present and report to Key Stage Leader (K Pritchard) > (M Pantling - Fri) who in turn reports to R Hill that all staff and pupils are present.
7R	Mrs F Nagdi	
7O	Ms R Sandom (Imm.Fr)	
7W	Mr M Valera	
7N	Ms F Bradshaw	
7A	Mr H Parmar	
7H	Mr T Bushby	
7I	Mr G James / Ms H Surtee	
7L	Ms C Wilson	
7S	Mr J Stafford	
7U	Ms M Ashkir	
TAC 7:Ms K Pritchard(Not Fri)		
Mrs M Pantling TLT		
Mrs. S Malley TLT not Tues		
Mrs F Preston HOF		
Mrs L Glasby HOF Not Wed /Fri pm		

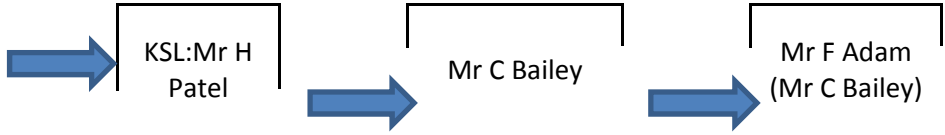


8C	Ms L Foulds	Year 8 > registers are complete, tutors present and report to Key Stage Leader (H Patel) who in turn reports to D Keast that all staff and pupils are present.
8R	Mr Z Sabat	
8O	Mrs N Newton	
8W	Ms S Marchenay (Imm.Fr)	
8N	Ms J Bamkin	
8A	Ms R Cover	
8H	Ms B Parra	
8I	Ms J Murby	
8L	Ms Z Razak	
8S	Mr D Varley	
8U	Ms F Aziz	
	TAC 8/9: Mr H Patel	
	SLT Link:Mr D Keast	
	Ms A Tong TLT	
	Mr J Stretton HOF	
	Ms N Brown HOF	



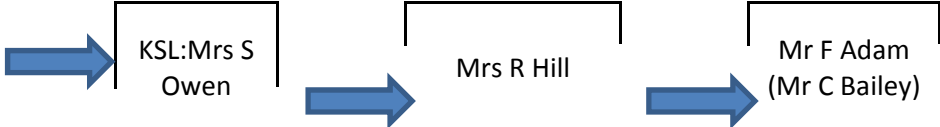
9C	Mr R Seedat
9R	Mr M Ali
9O	Ms J Butler (Imm.Fr.)
9W	Mr E Phillips
9N	Mr S Ismail
9H	Ms L Throop
9I	Mr I Khan
9L	Ms J Upton
9S	Mrs HM Boyce
9U	Ms S Yusuf
	TAC 8/9: Mr H Patel
	SLT Link:Mr C Bailey
	Ms A Tonkin TLT not Fri
	Mr R Allison HOF
	Ms J Smith HOF

Year 9 > registers are complete, tutors present and report to Key Stage Leader (H Patel) who in turn reports to C Bailey that all staff and pupils are present.



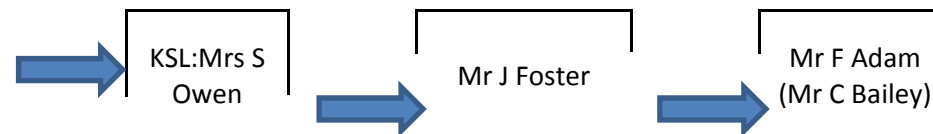
10C	Mr P Newbold
10R	Ms K White
100	Mrs L Baker (Imm.French)
10W	Mrs H Monk/Mr P Hollis
10N	Mr S Cook
10H	Mr D Williams
10I	Mr P Chander
10L	Mrs Z Patel / Mrs P Sagoo
10S	Ms H Botting/Mr N Francis
10U	Ms H Skemp
TAC 10/11: Mrs S Owen	
SLT Link:Mrs R Hill	
Mrs G Ramos TLT	
Mrs H Shaw HOF	
Mr J Hallett HOF	
Mrs M Ward HOF	
Ms M Mujkanovi(Int)	
Ms M Patel MPA (English Int.)	
Ms A Che (Maths Int.)	

Year 10 > registers are complete, tutors present and report to Key Stage Leader (S Owen) who in turn reports to R Hill that all staff and pupils are present.



11C	Mrs E Topley
11R	Mr Y Patel
11O	Mrs E St.Cricq (Imm.Fr.)
11W	Mr B Sutherland
11N	Mr J Giling
11H	Mrs S Allen
11I	Ms S Sisodia
11L	Mr S Ahmod
11S	Ms S Samuel
11E	Ms I Punia
11M	Mr R Kachhela
TAC 10/11: Mrs S Owen	
SLT Link:Mr J Foster	
Ms S A Duis TLT	
Mrs N Mohammed HOF	
Mrs L Roberts HOF	
Mrs D Dobney HOF	
Mr R Sheikh HOF	
Ms M Mujkanovic	

Year 11 > registers are complete, tutors present and report to Key Stage Leader (S Owen) who in turn reports to J Foster that all staff and pupils are present.



SLT/Principal Overall responsibilities of staff and pupils

Farham Adam (Principal)* > Overall responsibility for evacuation and return to school when it has been established that it is safe to do so.

Note: ***C Bailey** to cover any Senior Staff Absence. In the event that **F Adam** is absent, **C Bailey** to take **Overall Responsibility**.

If there is no absence **C Bailey** to support Senior Colleagues.

ALL SLT TO CARRY TWO WAY RADIO – CH1

Form Tutors **Form tutors** should make their way with their teaching class to the allocated congregation point.

They must collect their form group register from one of the **Office Staff** who will then provide additional support if required.

They must then wait for their form to arrive, if the class is not already there.

Line students up correctly in alphabetic order of the register.

Take the register and report to their respective Year Head that the pupils are all present.

The pupils must then be kept **silent** until all staff and pupils have been reported as safe and present.

After the emergency is over and if it is safe to re-enter the building, the form tutor must accompany their pupils back into the building and head them off towards their appropriate lesson.

Any pupil misbehaving at any time while under supervision of the form tutor must be reported to the Key Stage Leader responsible for that particular Year.

Non-form tutors **Non-form tutors** who are teaching a class, accompany that class to the muster point for the particular year they are teaching.

They must make sure that the pupils are placed in the correct area for checking by form tutors.

Remain calm and quiet > Lead by example

J Foster, D Keast, C Bailey, R Hill to report to F Adam everyone present via radio

Student Teachers – to report to **C Marvin**.

Cover

Supervisors **Cover Supervisors** – to report to **C Marvin**. Who in turn reports to **D Barnett** .

Support Staff **Support Staff** congregate on the field.

Key members of the Support Staff must collect relevant registers from **D Barnett**, check registers and return to **D Barnett**

ALL Staff once registered to assist Form Tutors.

Once accounted for all TA's must support the student or Class they are attached to when first evacuated. If not attached they must support Yr 7 students congregated.

They should also assist with the smooth re-entry into the building of pupils ensuring that no one misbehaves on the way back.

C Patel check visitors (book/list from reception) report to **D Barnett** once having checked that all are accounted for and **Visitors** to be responsible for visitors to the school at time of evacuation.

Visitors with physical disabilities (including those on crutches and those whose mobility is temporarily impaired) Should make their way or be escorted to the nearest fire exit or safe point, if corridors are overly congested then they should hold back to avoid being knocked over.

DISABLED ALL DISABLED VISITORS MUST BE ACCOMMODATED AT SAFE REFUGE AREAS AND AWAIT INSTRUCTION.

VISITORS In the event of these Visitors being unable to leave the building then support staff should note the visitors name and location of visitors/pupils and report to **Dean Barnett**.

Emergency services informed of visitors/pupils locations if they are still in the building

Main Office Admin Office Staff > Print off paper based registers every AM

Staff Distribute registers to form tutors and collect after registration

Collate with appropriate **Key Stage Leader** that all registers have been completed

Attendance K Bishop to collect pupil signing out book / late book and report **F Adam**. **SLT** Yr link to check with **F Adam** and **K Bishop** any missing students.

C Patel to collect staff signing out book if required by **F Adam**.

All nominated members of Support staff recording staff to report to **D Barnett** that all support staff are present and accounted for.

D Barnett to report to **F Adam**.

TEMPORARY The Steward is to:

**MODULAR
BUILDING**

1. Ensure the hand gates to the rear of the sports hall are open to allow staff & students safe passage from the TMB / CLC to the congregation area.

CLC

2. Sweep the building to ensure everyone has vacated the building.

Pupils They should immediately stop work and **wait quietly** for instructions from their teacher

They should follow instructions from their class teacher as to where to go and how to get there

They should proceed to their muster point as a class **in silence**

They should **not stop at lockers** to collect anything

They should **not wait for friends**

They should **line up** in alphabetical order in the appropriate muster station

They should **wait in silence** while the register is being taken

They should remain in silence until they are dismissed and on their way back to their lesson

Pupils with physical disabilities (including those on crutches and those whose mobility is temporarily impaired) Should make their way or be escorted to the nearest fire exit or safe point, if corridors are overly congested then they should hold back to avoid being knocked over.

Staff will be made aware of the disabled pupils' location and will assist in the evacuation of these pupils.

In the event of these pupils being unable to leave the building then support staff should note the pupils name and location of pupils and report to **D Barnett**

GENERAL

Emergency services informed of pupils' locations if they are still in the building

Staff should escort their pupils out of the classroom **using the nearest available exit.**

Staff **should not stop** to pick up outdoor coats but should escort pupils out of the building in an orderly and quiet manner.

Staff should accompany their pupils to the muster point **keeping them in their sight at all times.**

All members of the school should exit the building **by the nearest means possible and under no circumstances enter the building again until told to do so by F Adam.**

Treat every alarm bell seriously even if you are expecting one.

Remember **our first priority is to get the children and ourselves out of the building** as fast as possible, with the minimum of fuss.

EXAMS Emergency Evacuation Arrangements for Exam Candidates:

The lead invigilator must explain briefly the procedure and escape route at the start of each exam.

The lead invigilator should make a note on the record of invigilation sheet of any student who would require help in the case of an evacuation of the exam room and make sure that there will be someone to call upon to assist with this.

If the fire alarm sounds, students must stop working and sit in silence.

The time will be noted on the record of invigilation sheet.

An invigilator will contact reception to ask if the exam hall needs to be evacuated.

If evacuation is not necessary, the exam can be restarted when the alarm has stopped. A note of the time should be noted on the record of invigilation sheet by the lead invigilator. Candidates should get the full amount of time.

If evacuation is necessary, students should leave in silence with the invigilators using the safest route. Nothing apart from the attendance registers and seating plans should be removed from the exam room.

No bags are to be collected.

An invigilator must check that all students present have evacuated the building.

Invigilators will escort the candidates to the assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area.

The exam room must be secured and the students informed that exam conditions still apply whilst assembling.

The separate congregation area for exams will be located at the rear of the Sports Hall (next to the cycle shelters).

Students must adhere to a no talking, conversing or interacting policy at all times.

If students are allowed to re-enter the building to finish the exam, the time should be noted on the record of invigilation sheet by the lead invigilator. Candidates should get the full amount of time.

If students are not allowed to re-enter the building, the exams officer will apply for special consideration for all students present for the exam.

All staff should assist in keeping the pupils quiet during any evacuation.

