

Emerson Park Academy



EVACUATION PROCEDURE

Date: July 2025

Review Due: June 2026

1. Preface

This document is an integral part of the Academy's Health and Safety procedures and is applicable to all staff (teaching and support staff), contractors, visitors and students. The purpose of this procedure is to ensure all buildings are evacuated quickly, safely and everyone on the premises is accounted for in the event of an emergency. This applies during the normal school day, before and after the school day, during holiday periods when the buildings may be occupied and during lettings to members of the public.

Additional procedures apply when examinations are taking place and these are detailed in Appendix A of this procedure.

Refer to Appendix E of this procedure for individual staff Roles and Responsibilities.

2. Evacuation Signal

The alarm signal to evacuate the buildings is a continuous siren and will be sounded in the event of an emergency. In some areas, the audible siren is supplemented with a flashing beacon. Activation of the alarm can be manual, triggered at a fire alarm call point or automatically triggered by smoke detectors situated around the buildings. Once the alarm is activated, some Fire Doors will automatically close. An automatic signal will be sent to the alarm monitoring station who will alert the Emergency Services. Members of the SLT and the Site Team should switch their radio to channel 13.

3. Evacuation Procedure

Upon hearing the alarm signal, **EVERYBODY** must evacuate the buildings, silently and in an orderly fashion by the nearest safe exit. Fire Exit signage indicating the shortest exit route is visible in all corridors and lobbies. Where a room has its own Fire Exit Door, these doors should be used. Everybody should proceed to the Assembly Point in the main playground.

4. Assembly Point

The Assembly Point is the main playground adjacent to the car park.

- Students should line up in alphabetical order by form class. Form tutors will be issued with a hardcopy register which they should complete and return to their Head of Year indicating any students unaccounted for. Students should remain silent throughout.
- Teaching staff without forms and all support staff, contractors and visitors should assemble in silence at the corner of the main playground by the car park adjacent to F2. Staff registers will be taken by Mr Oakins (Fire Marshall 2)
- Visitors will be checked in accordance with the visitor's book by Mr Oakins (Fire Marshall 2).
- Catering and Cleaning contractors will report to the assembly point and the supervisor (or appointed deputy) will confirm to Mr Oakins (Fire Marshall 2) that all their staff are accounted for.

In the event the main playground adjacent to the car park is not accessible, everyone should proceed to the Astro pitch.

Roles and Responsibilities

ALL STAFF

- If you discover a fire or any other emergency evacuation, activate the nearest fire alarm point.
- You should familiarise yourself with this evacuation procedure.
- You should be aware and identify your nearest and quickest evacuation route from any classroom where you are teaching or office where you are working.
- You should evacuate the building immediately upon hearing the alarm.
- On leaving a room, close the door behind you ensuring all students have left the room.
- **DO NOT** stop to collect any personal belongings.
- **DO NOT** attempt to tackle the fire or cause, unless you are trained and it is safe for you to do so.

TEACHING STAFF

- If possible, teaching staff should close any open windows before exiting the classroom and closing the door.
- Appoint a responsible student to lead the class to the assembly point.
- Follow behind the class having closed the door to the classroom.
- Escort the students and leave the building by the nearest available fire exit.
- Calmly enforce discipline upon the class:
 - **Walk, don't run**
 - **Proceed in single file**
 - **Silence**
 - **Ensure class remain between appointed student and teacher at the rear**
- Having escorted the class to the assembly area, instruct them to assemble in their form group in alphabetical order.
- Take up your further responsibilities as a **Form Tutor**.
- If you are not a **Form Tutor**, report to Mr Oakins (Fire Marshall 2).

FORM TUTOR

- After escorting your teaching class to the assembly area, you should join your form.
- Ensure form groups line up in alphabetical order in single file.
- Obtain paper register from Head of Year and call the register.
- Mark on register as follows:
 - / = present
 - A = absent (absence known about)
 - O = absent from assembly area but should be present (unaccounted for)

If a student was present for an registration but due to leave the school (e.g for a dental appointment) and is not present when taking the paper register, **DO NOT** assume their absence is due to them leaving the school for the appointment. You must mark the register with an O (unaccounted for). Any official absence will be confirmed from the Student signing in/out book.

- Return the completed register to your Head of Year highlighting any students unaccounted for.
- Return and stand at the head of your form, ensure silence is maintained and await further instructions.
- In the event that the evacuation was an exercise or a false alarm, forms will be dismissed in rotation by Mr Hope (Fire Marshall 1).
- Ensure the form group remains quiet so that instructions can be heard.

- Students will be advised where to proceed to following dismissal.

HEADS OF YEAR

- Proceed to the Assembly area and collect paper registers (Year Staff Register and Pupil Register) from the Attendance Officer (Mrs Savage)
- Distribute Pupil Registers to form tutors.
- Complete the Year Staff Register for your forms
- Return completed Year Staff Register to Mr Oakins (Fire Marshall 2)
- Return completed Form Registers to Mr Hope (Fire Marshall 1)
- Assist Mr Hope (Fire Marshall 1) in confirming presence of all students.

OFFICE STAFF

Receptionist (Mrs Gareth / Mrs Haseldon)

- Collect and take the Staff Register, 'Staff Early Leavers' book, Visitors book, Student signing in/out book and escort any students from the medical room and 'runners' to the Assembly Point.
- Pass the 'Student signing in/out' book to Mrs Savage. (Attendance Officer).
- Pass the Staff Register, 'Staff Early Leavers' and visitors books to Mr Oakins (Fire Marshall 2)
- Mr Oakins will deputise either in Mrs Gareth's or Mrs Haseldon's absence.

Pastoral Administrator (Mrs Sargent)

- Provide a copy of the cover timetable to Mr Oakins (Fire Marshall 2).
- Assist Mr Oakins (Fire Marshall 2) in accounting for cover staff.

Attendance Officer (Mrs Savage)

- Collect and take paper registers to the Assembly area.
- Distribute registers to Heads of Year.
- Collect the 'Student signing in/out book from Mrs Gareth or Mrs Haseldon.
- Assist Mr Hope (Fire Marshall 1) in accounting for students.

Office Manager (Mrs Beney)

- Assist Mr Oakins (Fire Marshall 2) in accounting for support staff and visitors.

▪ **CHILD PROTECTION OFFICERS**

(Ms Blaize, Miss Heatley, Miss Dolyak, Miss Edwards) will Assist Mr Hope (Fire Marshall 1) in accounting for students.

SITE TEAM

- Mrs Tonks (Fire Marshall 3) will proceed to the nearest fire panel and identify the location of alarm trigger.
- Using a radio set to channel 13, confirm the location of the alarm trigger.
- If safe to do so, proceed to the alarm trigger location and determine the required response.
- Notify Fire Wardens by radio of findings and proceed as instructed.
- Reset any alarm activation point when advised to do so by Head teacher.
- Mr Morris / Miss Loughlin / Mrs Snellin will deputise for Mrs Tonks (Fire Marshall 3) in her absence.
- Mrs Tonks / Mr Morris / Miss Loughlin / Mrs Snellin will collect the Contractors signing in/out book and take it to Mr Oakins (Fire Marshall 2).

FIRE MARSHALL 1 (Mr Hope)

- Mr Hope is designated Fire Marshall 1, Mr Maguire will deputise as Fire Marshall 1 in his absence.
- Collate the registers returned from the Heads of Year.
- Fire Marshall 1 is responsible for identifying any 'unaccounted for' students and reporting to Fire Wardens.
- Fire Marshall 1 will be assisted in his duties by the CPO and HoY's.
- Notify individual form tutors when to dismiss their students following an exercise or false alarm, indicating where the students should proceed to.

FIRE MARSHALL 2 (Mr Oakins)

- Mr Oakins is designated Fire Marshall 2, Ms Blaize will deputise as Fire Marshall 2 in her absence.
- Collect the Staff Register, 'Staff Early Leavers' and Visitors books from the Receptionist and Contractor's book from the site team.
- Complete the staff register for all staff (other than Form Tutors and confirm all visitors and contractors are accounted for.
- Collect and collate staff registers from HoY's for Form Tutors.
- Liaise with the Contractor Supervisors to confirm all of their staff are accounted for.
- Fire Marshall 2 is responsible for identifying any 'unaccounted for' staff and visitors and reporting them to Fire Wardens.
- Fire Marshall 2 will be assisted in her duties by the Office Manager.
- Notify staff, visitors and contractors when to dismiss following an exercise or false alarm.

FIRE MARSHALL 3 (Mrs Tonks)

- Mrs Tonks is designated Fire Marshall 3, Mr Morris / Miss Loughlin / Mrs Snellin will deputise as Fire Marshall 3 in her absence.
- Identify the alarm trigger location and investigate if safe to do so.
- Reset the alarm activation point and panel on instruction from Head teacher.
- Record the event in the Fire Safety Book.

FIRE WARDEN

- The Head teacher is a designated Fire Warden; the Deputy Head teacher will deputise as Fire Warden in their absence.
- Confirm with the Site Team the source of the alarm trigger.
- During examinations only, notify the Invigilators in the Main Hall/Gymnasium/LRC of the need to evacuate or not.
- Liaise with the Site Team and Deputy Head teacher in determining the required response to the alarm trigger.
- Notify the emergency services as required.
- Be the point of contact for and liaise with any Emergency Services personnel.
- Report any 'unaccounted for' persons to the Emergency Services.
- Notify Fire Marshall 1 and Fire Marshall 2 when to dismiss the staff and students.
- Following the evacuation process, ensure a report is filed in the Fire Safety Book summarising the details of the evacuation.
- Review the evacuation with the SLT and determine any further actions or changes are required.
- Present the Evacuation report to the Board of Directors at their next meeting.

5. Evacuating (Old) H Block

In order to ensure the safe evacuation of the Old H block (Humanities), students and staff in Rooms OH1, OH2 and OH3 should exit the building by the fire exit door in OH2. Students and staff in Rooms OH4 and OH5 should exit the building through the Fire Exit door in OH5. Students and staff in the Careers Office, rooms OH6, OH7, OH8, OH9 and OH10 situated on the first floor, should exit the building through the fire exit doors next to OH10, and make their way to the Assembly Point, which is the main playground adjacent to the main car park.

It is critical to the safety of all, that staff calmly enforce discipline upon the students by ensuring the following:

- **Walk, don't run**
- **Do not crowd or push the person in front of you**
- **Proceed in single file**
- **Silence**
- **DO NOT take any personal possessions with you.**

On exiting the building, students should be escorted by staff and proceed directly to the Assembly Area without entering any other buildings. Staff should then instruct the students to line up alphabetically in form order.

6. Evacuating (New) H Block

In order to ensure the safe evacuation of the New H block (Humanities), students and staff in Rooms 1, 2 and 3 should exit the building by the fire exit door towards the Music block. Students and staff in Rooms 4 and 5 should exit the building through the main entrance doors of the H block, or use the nearest available exist if blocked. Students and staff in Rooms 6 should exit the building using the side entrance near the stairwell, but if the fire is in the stairwell area, then exit the building using the main entrance doors of the H block.

Students and staff in the Board/Conference room, and those in Rooms 7,8,11 and 12 situated on the first floor, should exercise **EXTREME CARE**, when evacuating the building by going down the stairs and through the fire exit door towards the Music block. Employees in the staff room should exit the building using the side entrance near the stairwell, taking extreme care when going down the stairs.

Students and staff in Rooms 9 and 10 should exit the building by the fire exit door towards the Music block and make their way to the Assembly Point, which is the main playground adjacent to the main car park.

It is critical to the safety of all, that staff calmly enforce discipline upon the students by ensuring the following:

- **Walk, don't run**
- **Do not crowd or push the person in front of you**
- **Proceed in single file**
- **Silence**
- **DO NOT take any personal possessions with you.**

On exiting the building, students should be escorted by staff and proceed directly to the Assembly Area without entering any other buildings. Staff should then instruct the students to line up alphabetically in form order.

7. Radio Communications

In the event of an emergency arising and the alarm sounding, all SLT and members of the Site Team should change their radio to Channel 13 (Emergency). Particular attention should be given to any messages transmitted as students or members of the public may be close to a radio and overhear the conversation. Staff should respond calmly so as not to portray a state of panic to others.

8. Sounding the Alarm

This evacuation procedure will most likely be used in the event of a fire or planned evacuation drill. On hearing the alarm, you must evacuate the building even if there are no signs of smoke or fire as the alarm may have been sounded in response to a different emergency situation.

9. Document Review

This document will be reviewed at the beginning of every term and following any significant change to the buildings. The most current copy will be available on the Staff Intranet and should be reviewed regularly by staff to ensure they remain familiar with this procedure and their responsibilities.

Alarm activated during an Examination

Staff and students not involved in an examination should follow the normal procedures.

Examinations in the Main Hall/Dining Area/Gymnasium/Sports Hall

- Upon hearing the Alarm signal, candidates should stop writing and remain seated in silence, following the instructions given by the Invigilators.
- If safe to do so, the candidates should remain seated until the cause of the alarm has been determined.
- The designated Fire Warden will inform the Invigilators (via Ms Blaize or Mrs Whiting) if a full evacuation is required or not. The examination will then either resume in accordance with existing procedures, or the areas evacuated as follows:
- The Assembly point for staff and examination candidates in the Main Hall, Dining area and Gymnasium is the rear car park, adjacent to the Sports Hall and Technology block.
- Invigilators must collect the examination register and escort the candidates to the Assembly point in single file where they will line up in row order.
- All examination question and answer papers and other materials must be left on the examination desk.
- Invigilators should calmly enforce discipline upon the candidates:
 - **Walk, don't run**
 - **Proceed in single file**
 - **Remain silent**
 - **Do not collect any personal belongings**
- Ms Blaize will proceed to the rear car park and take the register if required to do so (following a full evacuation).
- Any candidates or staff unaccounted for will be notified to the Fire Warden.
- Candidates must remain silent throughout the evacuation.
- The designated Fire Warden will notify Ms Blaize when it is safe to re-enter the building.

Examinations in the LRC (Learning Resource Centre) or rooms other than the Hall

- The Assembly point for staff and students involved in an examination **not** held in the Main Hall, Dining area and Gymnasium is the grass area between the main playground and car park.
- Invigilators must collect their examination register and escort students to leave the building by the nearest available fire exit.
- All examination question and answer papers and other materials must be left on the examination desk.
- Invigilators should calmly enforce discipline upon the candidates:
 - **Walk, don't run**
 - **Proceed in single file**
 - **Remain silent**
 - **Do not collect any personal belongings**
- On arrival in the Assembly area, invigilators and candidates must report to Ms Whiting.
- Candidates **should not** join their form groups.
- Ms Whiting will take the register and identify any candidates or staff

‘unaccounted for’

- Any candidates or staff unaccounted for will be notified to a Fire Warden.
- Candidates must remain silent throughout the evacuation.
- A Fire Warden will notify Ms Whiting when it is safe to re-enter the building.
- Ms Blaize will deputise for Ms Whiting in her absence.

Appendix B

Alarm activation before or after the end of the school day. (This procedure is applicable before 8.50 am and after 3.10pm)

This procedure is used to determine if all staff, students, visitors and contractors are accounted for outside of the normal school day by ‘sweeping’ the buildings.

- On hearing the alarm signal, Staff should leave the building immediately and report to the assembly point in the main playground.
- If supervising students, the member of staff should escort the students to the assembly point.
- Students being supervised on the field for after school events should remain on the field.
- Upon leaving any room, the member of staff should ensure the area is clear and close the door.

SITE TEAM

- Mrs Tonks will proceed to the nearest fire panel and identify location of alarm trigger.
- Using a radio set to channel 13, confirm the location of the alarm trigger.
- If safe to do so, proceed to the alarm trigger location and determine required response.
- Notify Head teacher / Fire Warden by radio of findings and proceed as instructed.
- Reset any alarm activation point when advised to do so by Head teacher.
- Mr Morris / Miss Loughlin / Mrs Snellin will deputise for Mrs Tonks in her absence.
- In the absence of the Head teacher, another member of SLT will be nominated as Fire Warden.

IN THE EVENT THAT A FULL EVACUATION IS REQUIRED

- Mrs Tonks will commence a sweep of the immediate area, working her way to the nearest Emergency Exit.
- The Head teacher or a Fire Warden will assign other members of the site team and SLT to ‘sweep’ other areas of the building, if safe to do so.
- When ‘sweeping’ an area, care must be taken to ensure all rooms, unlocked store rooms (including those within other rooms), toilets and communal areas are checked.
- Fire Wardens should be informed by radio as each assigned area is confirmed clear.
- Mrs Tonks will notify the Emergency Services and liaise with them once on site.

- Any candidates or staff unaccounted for will be notified to a Fire Warden.
- Candidates must remain silent throughout the evacuation.
- A Fire Warden will notify Ms Whiting when it is safe to re-enter the building.
- Ms Blaize will deputise for Ms Whiting in her absence.

Appendix C

Alarm activations whilst facilities are being hired by members of the Public.

Facilities may be hired by the Public after school hours, at weekends and during school holiday periods.

Anyone discovering a fire should activate the nearest Fire Alarm Call Point.

SPORTS FACILITIES

- Public using the outdoor facilities should remain at those facilities on hearing the alarm.
- Users of the Sports Hall should evacuate the building by the nearest available exit and proceed to the Assembly Point in the rear Car Park.
- All doors should be closed after exiting the Sports Hall.

OTHER FACILITIES

- Public using facilities in the main buildings should proceed to the Assembly Point in the main playground following the signage to the nearest fire exit.
- Doors should be closed after exiting the area.

The responsible adult in charge of their group hiring the facility is responsible for ensuring any facility they are using is clear and should close any doors on leaving the area. This person is also responsible for accounting for members of their group. Any member 'unaccounted for' must be notified to the Fire Marshall immediately.

SITE TEAM

- The most senior member of the site team present (including any Lettings Assistants) will appoint themselves as Fire Marshall.
- The Fire Marshall will proceed to the nearest fire panel and identify location of alarm trigger.
- If safe to do so, proceed to the alarm trigger location and determine the required response.
- If necessary, alert the Emergency Services and act as their point of contact.
- Contact Mrs Tonks as soon as possible and take guidance on how to proceed.

Appendix D

Alarm activations during school holiday periods or INSET training days.

This procedure is used to determine if all staff, students, visitors and contractors are accounted for on an INSET day or during the school holiday periods.

ALL STAFF, STUDENTS, CONTRACTORS and VISITORS are required to sign in and out when attending the site on a non-student day.

PLEASE NOTE: Not all Fire Exits may be in use during the holiday periods. Staff must inform the site team, in advance, of their intention to visit the site and the areas they will be working in so that the necessary Fire Exits may be opened.

- Staff must ensure all students under their supervision have signed in (and out) in the books located in the Reception foyer.
- Staff must notify any students under their supervision of the nearest available fire exit.
- On hearing the alarm signal, everyone should leave the building immediately by the nearest available exit and report to the assembly point in the main playground.
- If supervising students, the member of staff should escort the students to the assembly point.
- Upon leaving any room, the member of staff should ensure the area is clear and close the door.

SITE TEAM

- The senior member of the site team will proceed to the nearest fire panel and identify location of alarm trigger.
- Using a radio set to channel 13, confirm the location of the alarm trigger.
- If safe to do so, proceed to the alarm trigger location and determine required response.
- Notify a Fire Warden by radio of findings and proceed as instructed.
- Reset any alarm activation point and alarm panel when necessary.

IN THE EVENT THAT A FULL EVACUATION IS REQUIRED

- The senior member of the site team will commence a sweep of the immediate area, working their way to the nearest Emergency Exit.
- Other staff will be assigned to 'sweep' other areas of the building, if safe to do so.
- When 'sweeping' an area, care must be taken to ensure all rooms, unlocked store rooms (including those within other rooms), toilets and communal areas are checked.
- A Fire Warden should be informed by radio as each assigned area is confirmed clear.
- Mrs Tonks will notify the Emergency Services and liaise with them once on site.
- Mrs Tonks will appoint or assign a member of staff to collect the signing-in books and account for all staff, students, visitors and contractors at the Assembly point.

Appendix E

Role	Responsibility	Designated Person	Assisted in Duties by	Nominated person to deputise in their absence
Fire Marshall 1	<ul style="list-style-type: none"> • Collection of students registers from Heads of Year • Identifying any 'unaccounted for' students and reporting to Fire warden 	Mr Hope	Child Protection Officer Head of Year	Mr Maguire
Fire Marshall 2	<ul style="list-style-type: none"> • Collection of staff register, 'staff early leavers' and visitors' book from the receptionist, and contractors book from the site team 	Mr Oakins	Receptionist Office Manager	Ms Blaize
Fire Marshall 3	<ul style="list-style-type: none"> • Identifying and investigating the alarm trigger location and resetting the alarm activation point and panel when instructed to do so. 	Mrs Tonks	Members of the Site Team	Members of the Site Team
Fire Warden	<ul style="list-style-type: none"> • Confirming & liaising with the Site Team the source of the alarm trigger; • Notifying the emergency services as required; • Notifying fire marshalls 1 & 2 when to dismiss staff and students. • Reviewing the evacuation process with the SLT and determine any further actions or changes required. 	Mr McGuinness	Site Team Deputy Headteacher	Ms Blaize