

Emergency Evacuation
Procedures
And
“Stay Put” Alarm

(Shortened Version)



Gillingham School

Hardings Lane
Gillingham
Dorset
SP8 4QP

Red text indicates changes made since the June 2015 version of this document.

Revised :- 6th February 2013, 9th October 2013, 10th September 2014, 17th June 2015,
4th October 2016

Please find below, a shortened version of the School Emergency Evacuation Procedures. Detailed Fire Risk Assessments, Emergency Plans for the individual buildings, SEN pupils, etc. can be found in the Staff Handbook or Site Management Office.

Please make yourself aware of these details and ask M.Lavis or A.Jenkins (snr) if you are unsure of any aspect of the instructions, etc.

Fire Evacuation routes should be displayed in **every** room.

Emergency Evacuation Procedures as issued to staff :-

Emergency Evacuation Procedures:

- **ALWAYS OBEY THE ALARM**
- **NEVER QUESTION IT**
- **EVACUATE BUILDING SILENTLY**

Evacuation:

You will hear a prolonged ringing of the School bell.

When alarm bell sounds, class instructed to stand silently, leave building through nearest exit (refer to notice on wall), keep in single file, remain silent - leave possessions. Walk to large (x4) tennis courts. Keep to the centre of paths avoiding buildings.

All staff members with school issued private personal radios (walkie talkies) should ensure that their radio is tuned to channel 4.

Duties and Identities of employees with specific responsibilities

MLa (LL to sub)	Bring loudspeaker (MLa's office) Queue organisation & overall i/c; Liaise with AJ/caretakers via walkie-talkie Report any caretaker absence to Helen D. Report unexpected absences to Site Team, A.J. and fire Brigade.
MdS	Ensure proper evacuation and silence from Science and mobiles.
LL	Queue control and back up STu.
JCa	Ensure free and speedy movement along roadway. Queue control (yrs 7-11). Report unexpected absences (students/tutors) to MLa/LL.
TG & NC	Queue control (Sixth Form). Ensure silence is maintained when pupils and staff are entering courts and registering. Report unexpected absences (students/tutors) to MLa/LL.

STu	Ensure proper evacuation and silence in quad area.
JH	Ensure proper evacuation and silence outside Creative Arts block.
Helen D & Finance Team (Not Sarah B)	Bring checking information, mobile phone, medical bag & registers. Check presence of IT Technicians, Administrations staff, Library staff, Technicians, daytime cleaners and Cover Supervisors.
KBr	Ensure silence is maintained when pupils and staff are entering courts and registering. Assist Roxy in checking presence of visitors, supply teachers and non tutors.
Alex S:	Liaise with A.J, Site Management Team and Fire Brigade.
Roxy / Helen	Collect Year 12/13 signing in & out books. Bring Visitor/Staff/Pupil sheets. Bring Staff Absence folder. Bring Sims list of pupil absences and/or registers. Check presence of visitors, supply teachers and non tutors. Check absent staff and visitors (with Year Heads/KBr).
Sue Jesson	Bring Radio Check Medical Room. Bring late slip box. Bring Sims list of pupil absences and/or registers.
Reprographics Technicians & Data Team	Bring Sims list of pupil absences and/or registers.
Janice Lucas	Check presence of classroom assistants.
Kiran Welford	Check presence of lunchtime supervisors.
Canteen Supervisor	Check presence of canteen staff.
N. Partridge	If safe, turn off oxygen and acetylene gas cylinders before evacuating.
Site Management Team:	Ensure builders / outside contractors have conformed with agreed procedures. Liaise with AJ (when on site) over location of alert; Stand at appropriate school entrance to prevent visitors from entering the site and to direct emergency services. Check cause/alarm board and liaise with all Site Team members and Fire Brigade. <i>Site Management Team & AJ should confirm their presence & safety to MLa/LL via walkie-talkie.</i>

J.McGeoch, Contact Site team to confirm safety and report that tablets have been taken to the assembly area, check Lower School area is evacuated and then patrol the Hardings Lane entrances to ensure security of site.

T.Richardson, S.Gill
L.Randall & J. Hatcher IT technicians who are in the IT office at the time of an evacuation alarm to take tablet/s to the assembly area and log on to SIMS to check any unexpected absences. (If possible, two tablets should be taken). Remaining technicians to report to Helen D.

Creative Arts Tech Report to Helen D then patrol the School Lane entrance to ensure the security of the site.

Staff checking that areas of the school are evacuated :-

Lower School	-----	N.Hall, J. McGeoch, H. Coates & H.Scriven
Humanities	-----	A. Moore, T.Harrison & L.Hedderwich
Mathematics	-----	H. Marke
Design	-----	N.Hann & J.Merry
Science	-----	L.Bennett & A.Moorse
Creative Arts	-----	LCarey & K.Lane
Languages	-----	P.Alborough
Multi Purpose Hall	-----	S.Hann
Z1 – Z3	-----	A.Craig
Z6 – Z10	-----	E.Perren-Chant
Z11 – Z14	-----	S Counsell
Z15 – Z18	-----	M. Littleton
Z19 – Z21	-----	A. Monaghan

Assemble in tutor groups (see plan). Year Heads collect registers from Administration staff. Year Heads distribute registers to tutors and collect when registration complete - Year Heads report to Deputy Headteacher MLa, Sixth Form Tutors report to Head of Sixth Form . Year Heads please substitute for absent tutors, help control lines and help check apparent absences.

After evacuation, no attempt must be made to re-enter until permission has been given by Fire Officer or Headteacher.

Notes:

At beginning of year, refer to Fire Notice for nearest exit to rooms you teach in. Prepare a second route. Do this at the beginning of cover lessons also.

KNOW YOUR SCHOOL.

It is staff's responsibility to choose a safe route to the tennis courts Use common sense to decide whether there is time to shut windows and doors. Staff not teaching, especially subject heads and senior staff, please check that toilets, changing rooms and classrooms are empty. Staff teaching remain with your class and conduct to assembly area checking adjacent cloakrooms en route.

- If using exit opposite E7 check that exit from quad is safe;

- Never lock a room with pupils inside;
- If you suspect a fire - first ring alarm bell. School Office responsible for calling Fire Brigade. Advice from the Fire Brigade is that staff should not tackle the fire;
- Pupils line up in tennis courts and remain silent. Pupils line up in alphabetical order;
- ICT Technicians to ensure that Hardings Lane entrance to School Site is monitored to prevent access by members of public;
- Creative arts Technician to ensure that School Lane entrance to School Site is monitored to prevent access by members of public.

Procedures for Non-Evacuation:

- Reviews of security and safety in school suggest that an additional strategy should be in place that should there be an incident effecting the immediate outside environment, staff and students are kept as secure as possible;
- On the ringing of 5 bells, staff and students are to remain in classrooms. Windows and doors are to be closed. Lessons should continue unless further instructions to abandon are issued;
- Staff and students on the school fields are to make their way to the nearest safe classroom as soon as possible;
- LL, STu, KBr and MLa (whoever is available) will assemble to co-ordinate further procedures;
- The decision to return to a normal situation will be conveyed by means of the loud hailers, which are located in the Humanities Building, Science Block and Deputy Heads Office;

Visitors

All visitors to the School site should report to reception where they will be asked to sign in and wait for the person they are visiting to meet them. The only visitors on the school site who may not be accompanied by a member of staff will be building contractors or County Hall officials who will be met by the Site Management team or a senior member of staff who will instruct the visitor about all relevant Health and Safety issues including fire evacuation procedures, etc.

Please make yourself familiar with the Fire/Emergency Evacuation plans for the various school buildings. These can be found in the Health & Safety folder in shared resourses. This folder can't be accessed by pupils and does contain confidential information.



A. Jenkins