



Emergency Evacuation Procedures for staff - Fire

Last Review: September 2022

Next Review: September 2023

At Patcham High School we are committed to being a school for all and consider ourselves a proactive community who promote inclusivity and celebrate diversity. We are an Anti-Racist School who endeavor to create an environment which allows all our pupils and staff to thrive and learn from each other's differences; experiences, cultures, backgrounds, identities and abilities. It is our intention to ensure that all students are supported to be proud of themselves, respect each other and ultimately succeed as young adults. We are particularly conscious of the need to ensure the identities of those from minority groups are acknowledged and celebrated in every field, at all times, every day whether students of colour or LGBTQ+ we have an overall aim of providing equal opportunities for all by having One Team and One Dream.

Action on discovering a fire

1. SHOUT FIRE and SOUND THE ALARM by operating the nearest 'break glass' switch.
2. Exit the building through the closest door.

EVACUATION PROCEDURE

On hearing the emergency alarm:

1. If not teaching
 - a) Exit the building by following the green fire exit signs to the closest door.
 - b) Assemble on the main field between the rugby posts.
 - c) Line up students and staff in designated position (ref: **Emergency Procedures Plan**).
 - d) Wait in silence to register groups.
2. If teaching
 - a) Instruct your class to leave the room and follow the green fire exit signs to the nearest exit.
 - b) Books and bags should be left in the room.**
 - c) Check that all students have exited the room.
 - d) Exit the room, removing any stops, closing the door and leaving it unlocked.
 - e) Assemble on the main school field.
 - e) Students are to line side by side in alphabetical order in their designated positions (ref: **Emergency Procedures Plan**).
 - f) Students are to wait in silence to be registered.

To ensure buildings are clear, named non-teaching staff will check designated areas (ref: **Emergency Procedures Key Responsibilities**) prior to making their way to the nearest exit.

It is essential that all staff and students are assembled in silence on the field within 5 minutes of the emergency alarm sounding.

Taking the register:

1. (Teachers will bring their printed tutor registers to the field).
2. The Attendance Manager will hand out registers to Heads of Year (for tutors who do not have a tutor register). The AM will wear a high visibility jacket. (and stand to one side of the field.)
3. The Heads of Year will hand out registers to Tutors who do not have a register. The Heads of Year will wear a high visibility jacket.
4. Tutors will register students in their group. If a student is known to be missing this will be reported immediately to the Heads of Year. (HoY will immediately report to Jess Gamain.)
5. Tutors will raise their hands on the satisfactory completion of their register.
6. Designated staff (ref: **Emergency Drill Key Responsibilities**) will register staff in their group. If a member of staff is known to be missing this will be reported immediately to the Attendance Manager.
7. **Staff and students will wait in silence for further instructions from SLT.**

Emergency Procedures Plan - Rugby Pitch											
Andi & RR Staff	11 ML	11 TLR	10 JP	10 NM	9 SH	9 ESA	8 SHR	8 SAP	7 FRE	7 MMG	
Support staff	10 HWE (LB)	11 LCY (JL)	10 STW	10 MCO	9 IJM	9 PAH	8 GWI (AR)	8 HPA	7 MCN	7 RD (LB)	
Teaching staff (not tutors)	11 GAF	11 HKF (CH)	10 GB	10 GEG	9 TGU	9 OIJ	8 MFA	8 MMA	7 RES (KW)	7 MGO	
TAs, Mentors, Coaches	11 EF (VF)	11 EMD (AM)	10 AHI	10 NNR	9 JOW	9 JCV	8BCL	8 BWB (VF)	7 SDO	7 SR	
Kitchen & Cleaning Staff	Y11 RIR/AAM/MZO/SLT		Yr10 ELN/JGR SLT		Yr 9 CJV/JWI SLT		Yr8 CGA/CJF SLT		Yr7 HEM/HB SLT		
Facing the bottom car park JMK / MW											

Emergency Procedures Key Responsibilities

Liaising with Emergency Services	Di Bonner
Leading and co-ordinating evacuation procedures	Mark Warner (when absent, Mike Newman)
Distributing Year Group registers	Jess Gamain (when absent, Lauren Mutimer)
Distributing Tutor Group registers	Year Group Leaders (when absent, Advocates)
Visitors' Register from Main Reception (IT to supply list to Duty Receptionist)	Duty Receptionist
Taking Tutor Group registers	Tutors (when absent, supply teacher)
Taking Support Staff register	Zoe Kent
Taking Teaching Staff register	Becca Parry (Cover Supervisor)
Taking TA, Mentor and Coaches register	Angela McKenzie (when absent, Nelu McEvaddy)
Taking Catering & Cleaning Staff register	Julie Whelan & Kate Knee
Clearing top floor Warmdene: <ul style="list-style-type: none"> The bridge Disabled toilet Prep Offices Offices 	Ruth Thompson-Heath
Clearing bottom of Warmdene: <ul style="list-style-type: none"> Disabled toilet Gents toilet SEN Office Small workrooms 	Sarah Merriman
Clearing Main Building: Staff toilets & Staffroom	Elise Holmes
Clearing Main Building: Conference Room, Meeting Room & Disabled Toilet	Sarah Tobli
Clearing Main Building: <ul style="list-style-type: none"> Canteen Kitchen 	Julie Whelan and Kate Knee
Clearing Main Building: <ul style="list-style-type: none"> Maths Toilets Girls/Boys/Staff 	Eve Koutoumpa (One other nominated Maths coach)

Important : All Key Responsibility holders to report to MW that their section of the building has been cleared. This is to be done in person or on radio.

EMERGENCY PROCEDURES: Dynamic Lockdown



Action for acts of aggression against the school.

Lockdown: prevents teachers and students moving into danger areas and preventing attackers accessing the school.

In the event of an incident at school the following procedures will be put into action:

1. Alert

- Public Address system announcing **LOCKDOWN**
- Dedicated lockdown alarm **10 consecutive short bursts on the school bell**

2. Decide

- Decide whether to **run or hide** in a secure location e.g. the classroom

3. Act

If you decide to Run:

- Follow a safe route
- Take all the students in your care, and within your proximity, with you
- Leave belongings behind

If you decide to Hide:

- Lock and barricade the room that you are in
- Stay out of view: hide under desks for example
- Be aware of your exits
- Be quiet, phones should be put on silent
- Move everyone away from the door

4. Inform

As soon as possible the police must be called ... **call 999.**

6. Manage

If you are hiding, remain where you are until receiving instructions from the police or a senior member of staff.

RUN



HIDE



TELL

