



St Edward's
Church of England
Academy

Emergency Evacuation Procedure

RECOGNISE • **E**NCOURAGE • **S**TRIVE • **P**REPARE • **E**MPATHISE • **C**HRISTIAN • **T**EAMWORK



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The Vision for Education within a Church of England Academy

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England's vision for education as we meet the challenges and take the opportunities offered by the present situation. It is not simply for Church schools but, recognising the Church of England's involvement in education over many centuries, seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward's Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church's vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian, with the promise by Jesus of 'life in all its fullness' at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but set them in a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

- Wisdom
- Hope
- Community
- Dignity

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.



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St Edward's Church of England Academy Ethos and Values

The ethos and values of St Edward's Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and do, which is encompassed in the word 'RESPECT'.

Each letter links to the Academy motto – *Learn for Life*

'Learn for Life'

- **R**ecognise and **E**ncourage - everyone's potential, individual skills and talents
- **S**trive to be the best we can be
- **P**repare for the challenges of life
- **E**mpathise - promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust
- **C**hristian – a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward's and beyond
- **T**eamwork – an environment where we work together so we can all achieve our potential



1. When the fire alarm sounds (a continuous beep), follow the procedure detailed below:

- The **Principal** will make their way to the Fire Assembly Area (Year 8 large playground) with his/her pupils if teaching in a class.
- **Teaching Staff** will accompany their pupils, who will walk in silence and single file, to the Fire Assembly Area (Year 8 large playground) via the nearest, safe Fire Exit indicated by the fire arrows. Staff will ensure that the classroom door is closed after they leave and that no pupils return to the classroom. Each member of staff should escort their class from middle.
- **Pupils** should assemble at the Fire Assembly point in register order according to their tutor group and house, **facing the field**.
- **House Tutors** are responsible for checking pupils against their registers and identifying any that are absent from the line. This information will then be given to **Heads of House** who will cross reference it against the absentee register.
- **Head of House** pass the completed list to the **Office Staff**.
- When this is completed, both **House Tutors** and **Heads of House** should stand at the back of the pupils.
- **Disabled persons** will be accompanied by their host to the Assembly Area if possible; if on the first floor, they must wait at the designated 'safe' areas, and wait for assistance. Although the main priority for the class teacher is to accompany the rest of their class to the assembly point, they must ensure that strategic staff are made aware of any pupil waiting for safe egress from the premises.

NOTE: In bad weather, a decision will be made by the Vice Principal whether to complete a head count. He will then inform the Heads of House of this decision, who will in turn inform the House Leaders. Heads of house will compare final numbers with officially registered numbers.

2. Action following the discovery of a fire:

- Close the door on the fire and activate the nearest break-glass call-point.
- Advise the **Principal/Fire Officer/ Office Staff** and report the site and nature of the fire via a phone call.
- Evacuate the building and make your way to the Fire Assembly Area as detailed in Action 1 above.



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3. Summoning the Fire and Rescue Service:

- The person finding the fire will report its site and nature to the Principal/Fire Officer/Office Staff via a phone call.
- The Fire Officer - (deputy – Site Technician), will be responsible for contacting the Fire Brigade if it is ascertained that there is a fire and meet them on arrival to pass on any relevant details.
- The Principal – (deputy – Vice Principals), will be responsible for dismissing the school when it is certain that all children and staff are present and accounted for, and it is safe to do so.
- If it is established that the alarm has been activated accidentally, the office staff should be informed immediately **the fire drill must still be complete.**

4. Instructions for Staff:

- Office staff to print off copies of a register detailing **absences** at 9.30am and 2.00pm depending on the times of fire.
- Office Staff to print off staff register and raise the school site barrier upon activation of the fire alarm.
- Office staff to take the following information to the assembly point: **all tutor group lists, absences and registers, the Visitor's book and staff signing-in sheet, authorised absence register and full staff list.**
- Office staff should determine which route to take out of the building after checking the fire panel.
- Systems Officer - (deputy – Office Staff) to lock the front door to prevent additional visitors entering the school.
- Systems Officer - (deputy – Office Staff) to check the alarm panel to ascertain the site of the fire and inform the Fire Officer.
- Principal to go directly to the fire assembly point to supervise pupils assisted by Vice Principals.
- Heads of House to collect appropriate tutor groups and absence registers from office staff.
- Heads of House hand out tutor group lists to their House Tutors who will take the register for their group.
- When complete. House Tutors to return their registers to their Heads of House and report any pupils absent.



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- Heads of House to check absences against absence register and hand this information to the office staff.
- Office staff to report to Fire Officer when all tutor group lists are returned along with a list of any pupils not accounted for.
- Staff who are not currently teaching to go directly to the playground to assist where required.
- Mr Hutchinson to conduct a 'sweep' of the first floor to ensure that everyone has left and assist any pupils at refuge points out of the building.
- Principal to report to Fire Officer that the building is clear.
- Data Officer (Deputy – Vice Principal) to check the new block is clear and then report to Fire Officer that the building is clear.
- School Business Manager/Librarian/Finance Staff to conduct a sweep of the ground and then report to Fire Officer that the building is clear.
- Heads of house to supervise evacuation onto the playground, ascertain if all House tutors are present, and ensure that their registers have been taken out.
- Supply staff to be responsible for the tutor groups of the absent House Tutors they have covered for.
- All staff without duties, to line up in the yard in front of The Bowling Club.
- Finance Staff (Deputy – Finance Staff) will complete the staff register and then compare it with the print-off register. Once completed this information will be given to Fire Officer of any staff who are not accounted for.
- School Office Manager (Deputy – Office Staff) will complete the visitors register check and report any visitors who are not accounted for to the Fire Officer.
- Catering Manager to report to Finance Staff (Deputy – Finance Staff) that all kitchen staff have evacuated the building.
- All other adults on the school premises, including contractors, should assemble with staff and await instructions.
- Senior staff to stand in front of the pupils.
- Fire Officer to report to Vice Principal, once everyone is accounted for.

SILENCE IS ESSENTIAL DURING THE DRILL