



St. Edward's Church of England Academy

Emergency Evacuation Procedure 2023 - 2025



St Edward's
Church of England
Academy

The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17



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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.



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.



- 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