

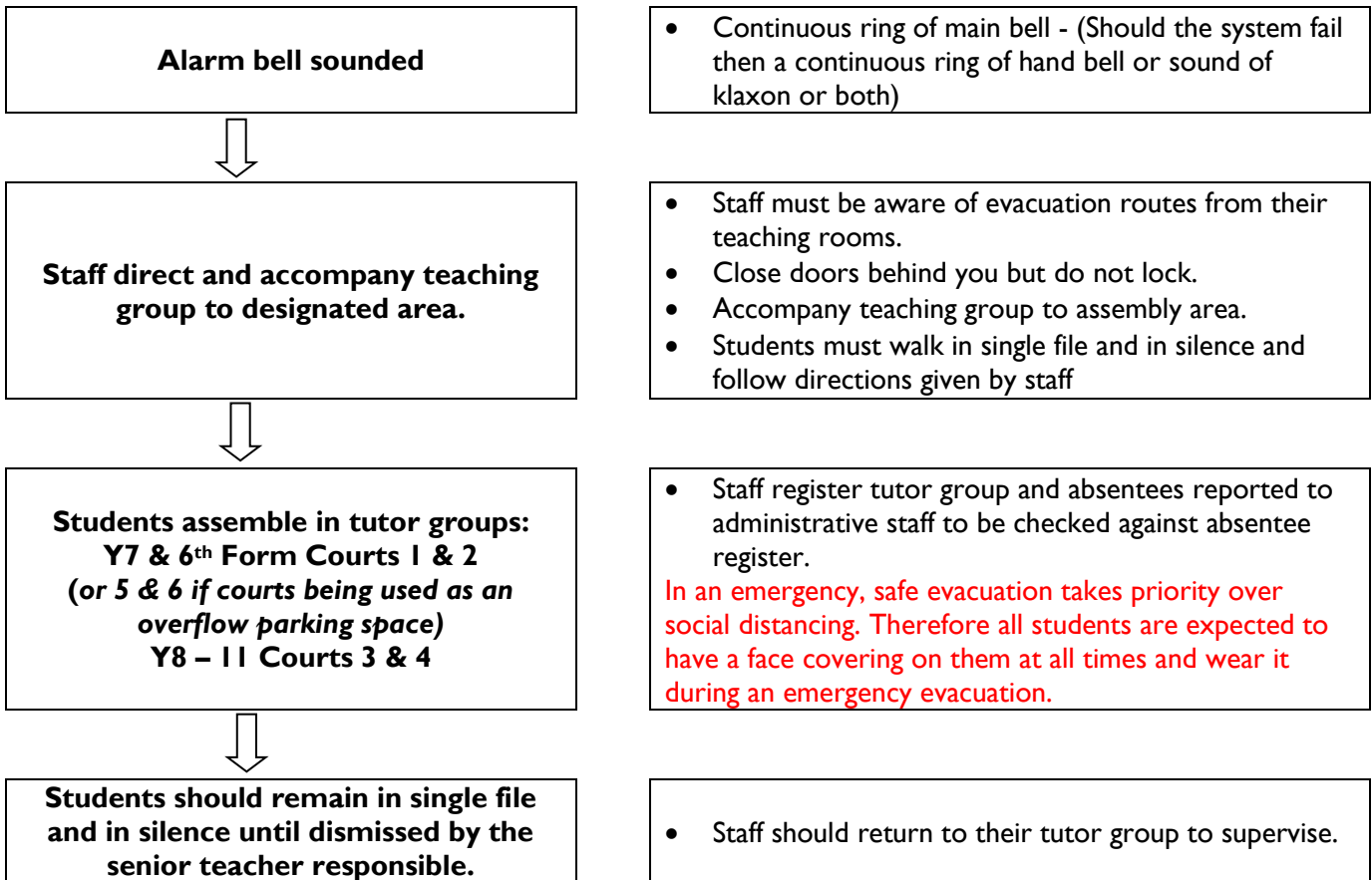
**EVACUATION PROCEDURE**  
St John's Marlborough

Revision	Status	Date	Title of Reviewer	Purpose/Outcome
		31/1/20	BJones – SBM	Update Staff Allocations
				Addition of Exams Evacuation
		7.9.20	BJones -SBM	Update for 20/21

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## 1.0 Emergency Evacuation for Teachers/Students



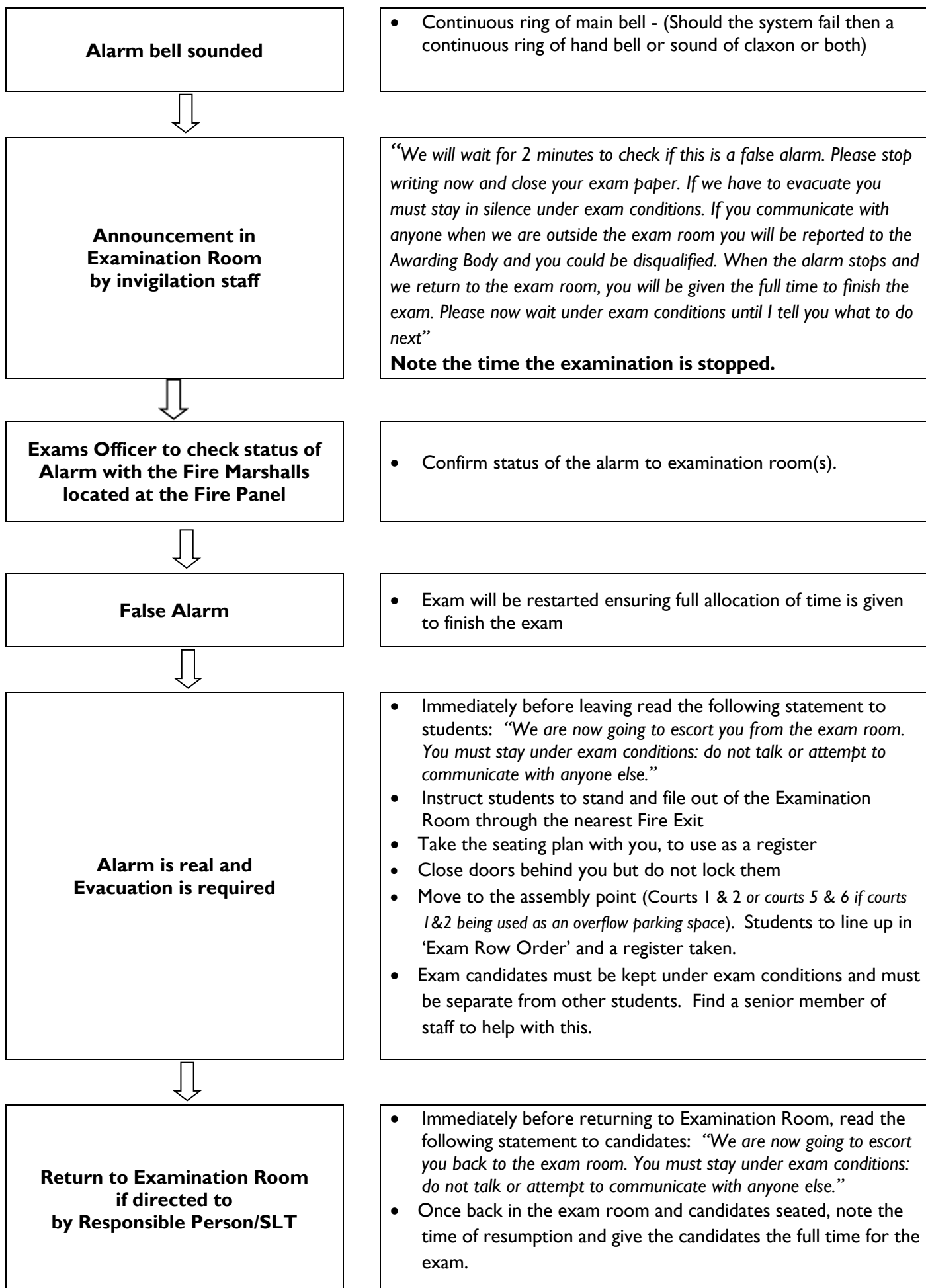
Any member of staff not teaching should report their presence to the administrative staff / senior member of staff responsible and volunteer assistance.

## 2.0 Emergency Evacuation – Support Staff

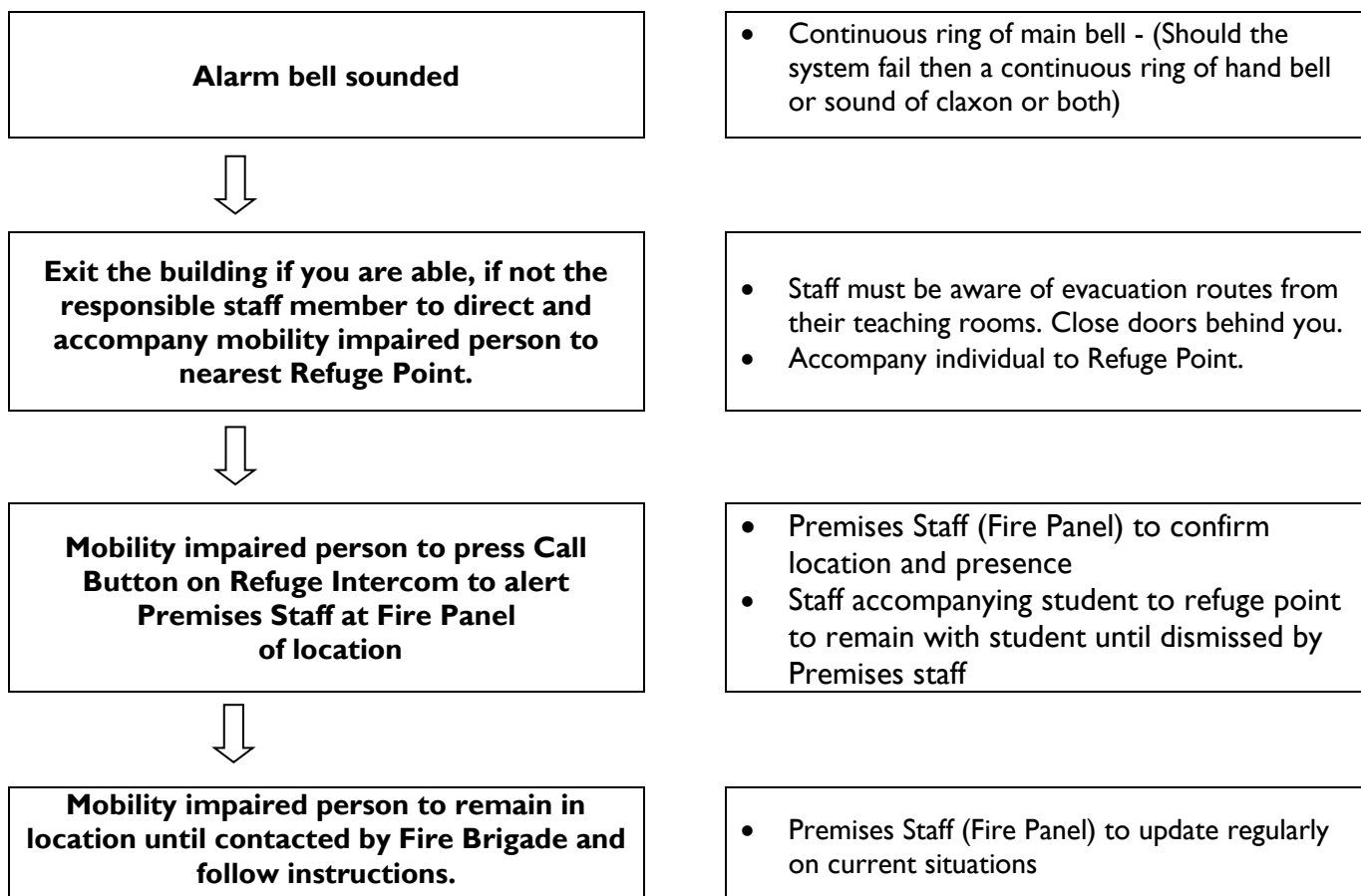
Site Manager/ Asst. Site Manager JamesW/ChrisH/PaulW/BrigidJ	<ul style="list-style-type: none"> <li>Attend fire panel to ascertain location of fault.</li> <li>Radio other team members to investigate and report findings.</li> <li>Update Responsible Person (MJC or other SLT)</li> </ul>
CIC/Groundsman/ Housekeeper JamesP/AngieB/ClaireH	<ul style="list-style-type: none"> <li>Go to lower car park to prevent movement on/off site.</li> <li>Go to gate at rear entrance to prevent movement on/off site</li> <li>Direct the fire brigade accordingly.</li> </ul>
Administrative Staff 1 (Receptionist on duty) TinaC/VickyB	<ul style="list-style-type: none"> <li>Await call from Alarm Monitoring Service (reception emergency phone) to confirm alarm situation.</li> <li><b>If instructed by Premises Staff at fire panel call 999 and request the Fire Brigade.</b> (If the emergency phone in reception is not answered the Alarm Monitoring Company will send the Fire Brigade)</li> <li>Move to designated area if it is necessary to leave the building.</li> </ul>
Administrative Staff 2 ClaireH Cleaning Supervisor	<ul style="list-style-type: none"> <li>Go to front of the building.</li> <li>Visually check that the mobile Changing Rooms have been evacuated and confirm by radio to person responsible</li> <li>Supervise those unable to make it to the assembly point</li> </ul>
Administrative Staff 3 (Attendance Officer) HollyH/KimM  Principal's PA JoL/HelenC	<p>Collect:</p> <ul style="list-style-type: none"> <li>Orange Evacuation folder and cover sheet</li> <li>Absence lists</li> <li>Signing in/out sheets</li> <li>Lists of students on trips</li> </ul> <p>Move to designated area (Courts 1 &amp; 2 – Y7 &amp; 6<sup>th</sup> Form or courts 5 &amp; 6 if courts 1&amp;2 being used as an overflow parking space) (Courts 3 &amp; 4 – Y8 – Y11) Check tutor groups off using folder Confirm with responsible person</p> <p>Collect:</p> <ul style="list-style-type: none"> <li>Visitors' book, move to designated area</li> </ul>
Administrative Staff 4 (Year Group Fire Marshals) Y7 SallyK/KimM Y8 SylvieM/TinaS Y9 MelH/KarenS/ShaneW Y10 KateH/HazelC Y11 LauraO'B/FionaH Y12/13 – VickyC-M/MaggieB	<p>Collect:</p> <ul style="list-style-type: none"> <li>Tutor folders from Attendance Officer</li> <li>Hand out tutor lists</li> <li>Collate absences from Tutors and report back to Attendance Officer</li> </ul>
Administrative Staff 5 (Nurse) JackieR/HelenC	<p>Evacuate Medical Rooms</p> <ul style="list-style-type: none"> <li>If possible patients to register with their tutor groups and JR/HC to move to assembly point (Courts 1 &amp; 2 or courts 5 &amp; 6 if courts 1&amp;2 being used as an overflow parking space)</li> <li>If unable to join their tutor group, JR to confirm names of patients to Attendance Officer.</li> </ul>
Administrative Staff	<p>Report to assembly point (Courts 1 &amp; 2 or courts 5 &amp; 6 if courts 1&amp;2 being used as an overflow parking space)</p> <p>Non-designated staff to assist colleagues with above</p> <p>If designated staff not in school be pro-active and cover their duties</p>
HR Administrator JoL/HelenC/KimJ	<p>To check list of all ancillary staff and visitors at evacuation point.</p> <p>Confirm with responsible person</p>
Catering Staff	<p>Report to designated area. (Courts 1 &amp; 2 or courts 5 &amp; 6 if courts 1&amp;2 being used as an overflow parking space)</p> <p>Line Manager to check their staff and report to HR Administrator or responsible person</p>
Support/Technicians SamS/TinaW	<p>Report to designated area.</p> <p>DT Technician to attend gate at the rear entrance and prevent visitors entering the site.</p> <p>Direct the emergency services as required.</p> <p>Report to HR Administrator.</p>
Administrative Staff	<p>Report to designated area. Line Managers to check their staff and report to HR Administrator.</p>

(Staff without a line manager present report to Personnel Administrator)

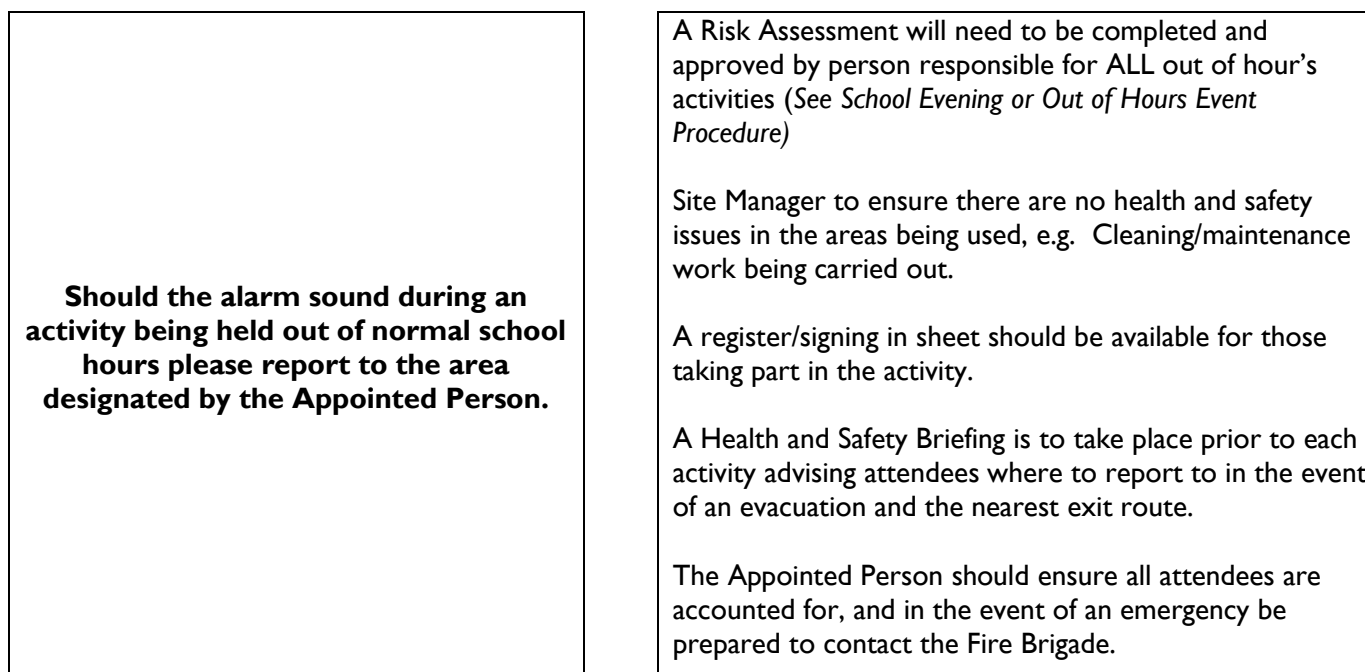
### 3.0 Emergency Evacuation of Public Examinations



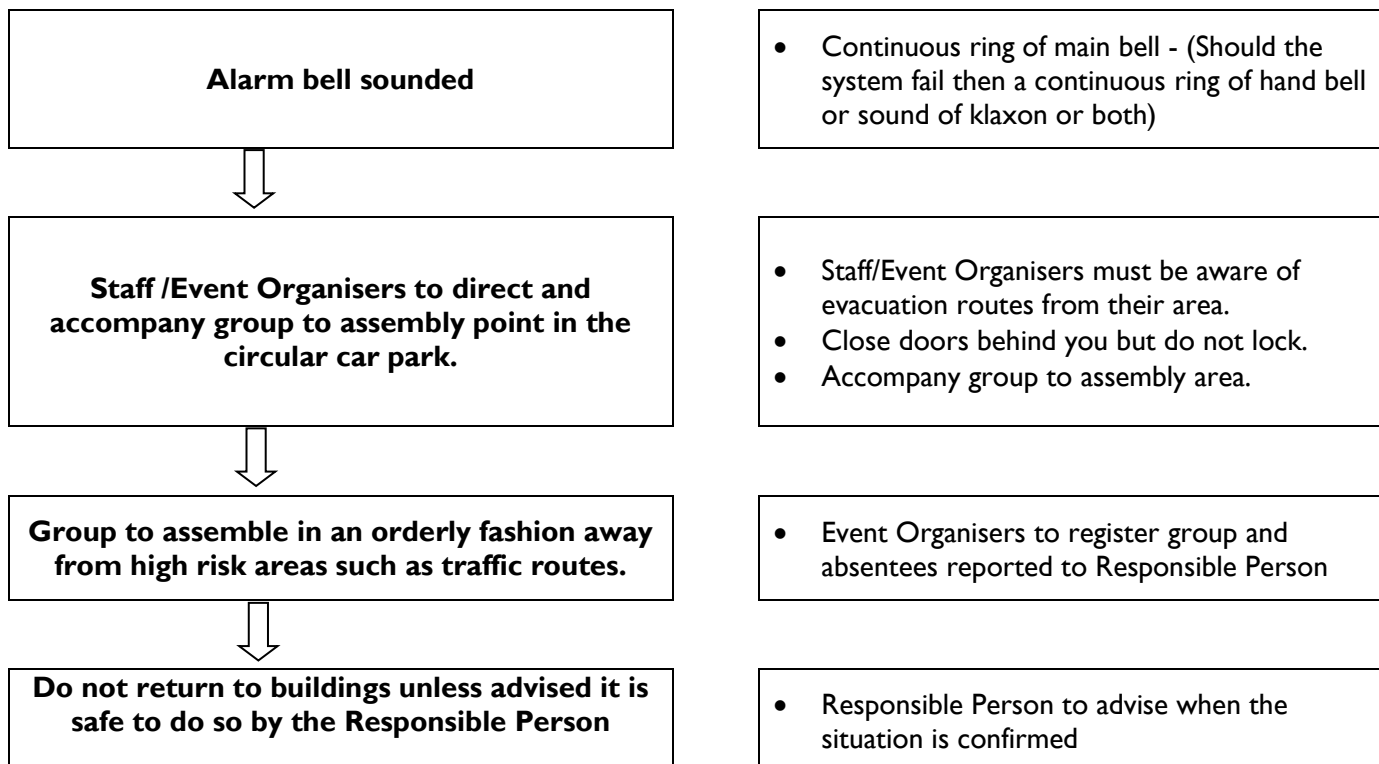
## 4.0 Person Specific Emergency Evacuation Plan(P.E.E.P)



## Out of School Hours Activities



## 5.0 Emergency Evacuation for Out of School Hours Activities



## Emergency Evacuation – Out of Hours

<p>Site Manager/ Asst. Site Manager/Evening Premises Supervisor/Community Host JamesW/ChrisH/RobertG/PeterA</p>	<ul style="list-style-type: none"> <li>• Attend fire panel to ascertain location of fault.</li> <li>• Transmit location to SLT member on duty</li> </ul>
<p>For school events, Principal/ SLT member on duty</p>	<ul style="list-style-type: none"> <li>• Always carry your radio. Lead SLT await instruction from Premises staff (Responsible Person RP) located at Fire Panel</li> <li>• Investigate source of alarm only if instructed by RP</li> <li>• Radio information to RP at Fire Panel and await instructions</li> </ul>
<p>Administrative Staff I (Receptionist on duty)</p> <p>Reception is not manned after 4.30pm (4.00pm Fri) or at weekends</p>	<ul style="list-style-type: none"> <li>• Await call from Alarm Monitoring Company to confirm alarm situation.</li> <li>• Alarm Monitoring Company will contact Fire Brigade if reception emergency phone is not answered. Evacuate to designated area.</li> </ul>
<p>Event Organisers</p>	<ul style="list-style-type: none"> <li>• Lead your group to the assembly point (circular car park)</li> <li>• Check for absentees as far as reasonably possible</li> <li>• Report to responsible person at Fire Panel if safe to do so</li> </ul>

## 6.0 Signing Sheet - St John's Marlborough, Evacuation Procedures

Signed .....

Dated .....