



EVACUATION PROCEDURE

St John's Marlborough

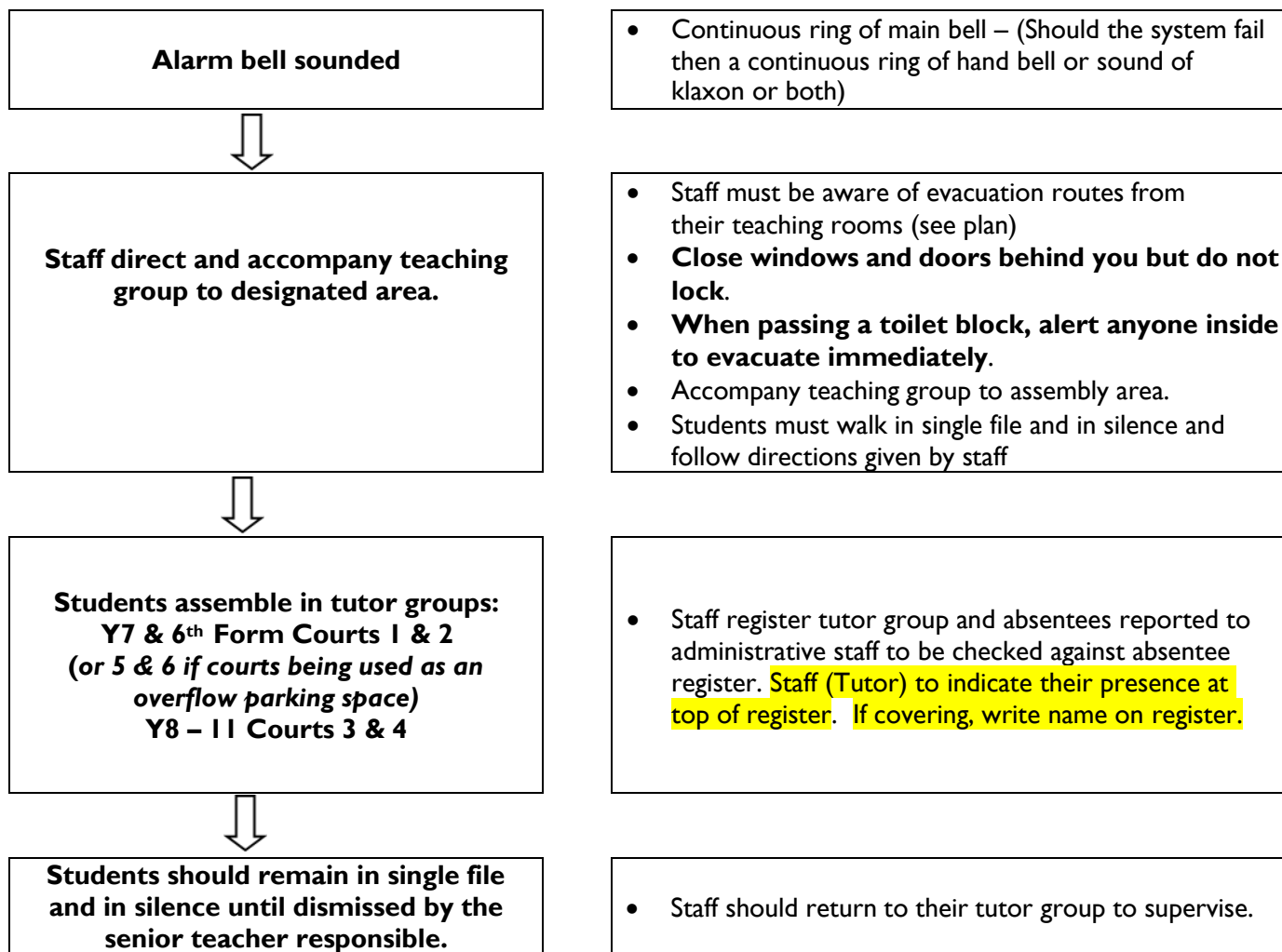
2022-2023

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
		27.7.21	BJones – SBM	Update for 21/22
		4.10.21	BJones – SBM	Addition of extra SStaff
		20.10.21	BJones – SBM	Update to Section 1&5
		July 22	BJones – SBM	Update all sections Addition of Evacuation Route Plan
		Nov 22	BJones - SBM	Update of staff allocations
		Mar 23	BJones - SBM	Update of staff allocations
		June 23	BJones - SBM	Update of time relating to school day events Change to out of hours assembly point Update of requirement for all Staff to be registered

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I.0 Emergency Evacuation for Teachers/Students – 07:30 – 16:30



Any member of teaching staff not teaching or assigned to a tutor group for that day should report their presence to the Cover Supervisor (NaomiS) (Courts 1 & 2 or courts 5 & 6 if courts 1&2 being used as an overflow parking space) to be registered.

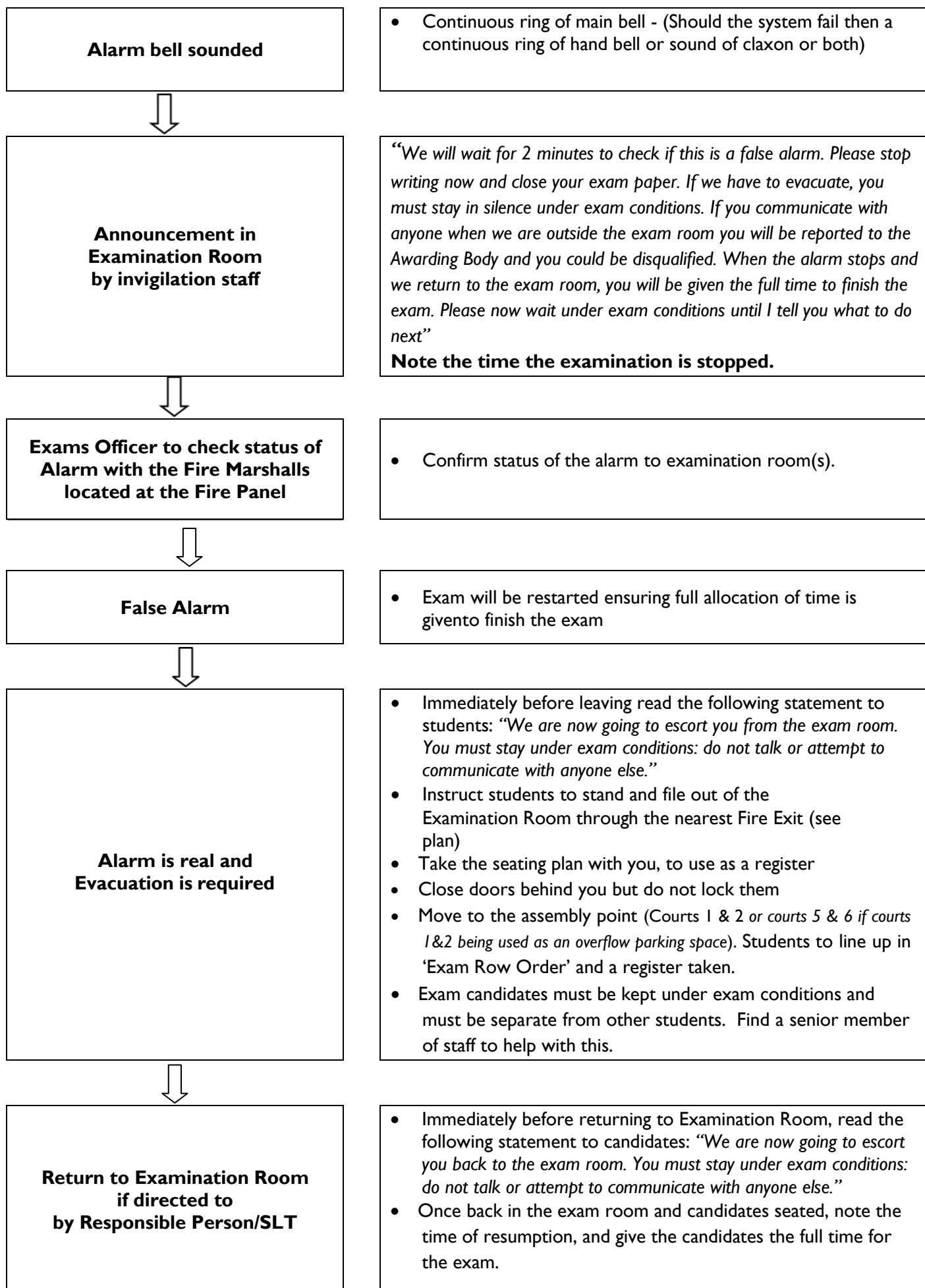
2.0 Emergency Evacuation – Support Staff (Names in brackets are the reserve for the first named duty staff)

Site Manager/ Asst. Site Manager/Site Supervisor (JamesW/ChrisH/MarkC/LeanneD(Brigid))	<ul style="list-style-type: none"> Attend fire panel to ascertain location of fault. Radio other team members to investigate and report findings. Update Responsible Person (SLT leading evacuation) Communicate with any students in refuge points (LD/BJ)
Groundsman – JamesP	<ul style="list-style-type: none"> Go to lower car park to prevent movement on/off site. Direct the fire brigade accordingly.
Administrative Staff 1 (Receptionist on duty) TinaC/FenellaF	<ul style="list-style-type: none"> Await call from Alarm Monitoring Service (reception emergency phone) to confirm alarm situation. If instructed by Premises Staff at fire panel call 999 and request the Fire Brigade. (If the emergency phone in reception is not answered the Alarm Monitoring Company will send the Fire Brigade). Move to designated area if it is necessary to leave the building.
Administrative Staff 2 LesleyA/ShirleyW/PaulineM-T	<ul style="list-style-type: none"> Go to front of the building. Supervise those unable to make it to the assembly point.
Administrative Staff 3 (Attendance Officers) Y7-11 SallyF/Y12&13 VickyC-M/(a Keyworker) Principal's PA JoL(CathyS)	<p>Collect:</p> <ul style="list-style-type: none"> Evacuation folder – containing tutor lists. IPad to access Inventory System. <p>Move to designated area (Courts 1 & 2 – Y7 & 6th Form or courts 5 & 6 if courts 1&2 being used as an overflow parking space). (Courts 3 & 4 – Y8 – Y11). Check tutor groups off using folder and IPad Confirm with responsible person.</p> <p>Collect:</p> <ul style="list-style-type: none"> IPad to access Inventory System and move to designated area. Check all Support Staff, Sansum & Pabulum Staff and Visitors.
Administrative Staff 4 (Year Group Register checks) (ShonaGG to cover any absences as req) Y7 SallyK(KimM) Y8 OliviaH(AlishaS) Y9 VickyB(KarenS) Y10 JenD(FionaH) Y11 ZoeH(KateH/HazelC(not alternate Fridays) /ShonaGG) Y12/13 VickyC-M(MarkC)	<p>Collect:</p> <ul style="list-style-type: none"> Tutor folders from Attendance Officer (SallyF Y7-11/VCM Y12/13). Hand out tutor lists. Collate absences from Tutors and report back to Attendance Officer.
Administrative Staff 5 (Medical Staff) GillianD(RebeccaM/LeanneD)	<p>Evacuate Medical Rooms</p> <ul style="list-style-type: none"> If possible patients to register with their tutor groups and GD to move to assembly point (Courts 1 & 2 or courts 5 & 6 if courts 1&2 being used as an overflow parking space). If unable to join their tutor group, GD to confirm names of patients to Attendance Officer.
Administrative/Support Staff/Visitors	<p>Report to assembly point (Courts 1 & 2 or courts 5 & 6 if courts 1&2 being used as an overflow parking space). Close windows, office and corridor doors behind you but do not lock. When passing a toilet block, alert anyone inside to evacuate immediately. (see plan)</p> <p>Non-designated staff to assist colleagues with above. If designated staff not in school other staff be pro-active and cover their duties. All Support Staff to report to Principal's PA(CathyS) to be registered.</p>
Principal's PA JoL(CathyS)	<p>To check IPad for all Support Staff (including ancillary support staff – Peri teachers), Pabulum, Sansum and Visitors at assembly point and register their presence. Confirm with responsible person – Note anyone not present but shown on system as signed in and report to responsible person.</p>
Catering/Cleaning Staff	<p>Report to designated area. (Courts 1 & 2 or courts 5 & 6 if courts 1&2 being used as an overflow parking space). All staff and report to Principal's PA(CathyS) to be registered.</p>
DT Technicians SamS(KClarke/CHorsell)	<p>Report to assembly point and report to to Principal's PA(CathyS) to be registered. DT Technicians to attend rear gate and prevent visitors entering or leaving the site. Direct the emergency services as required if access attempted at this point.</p>

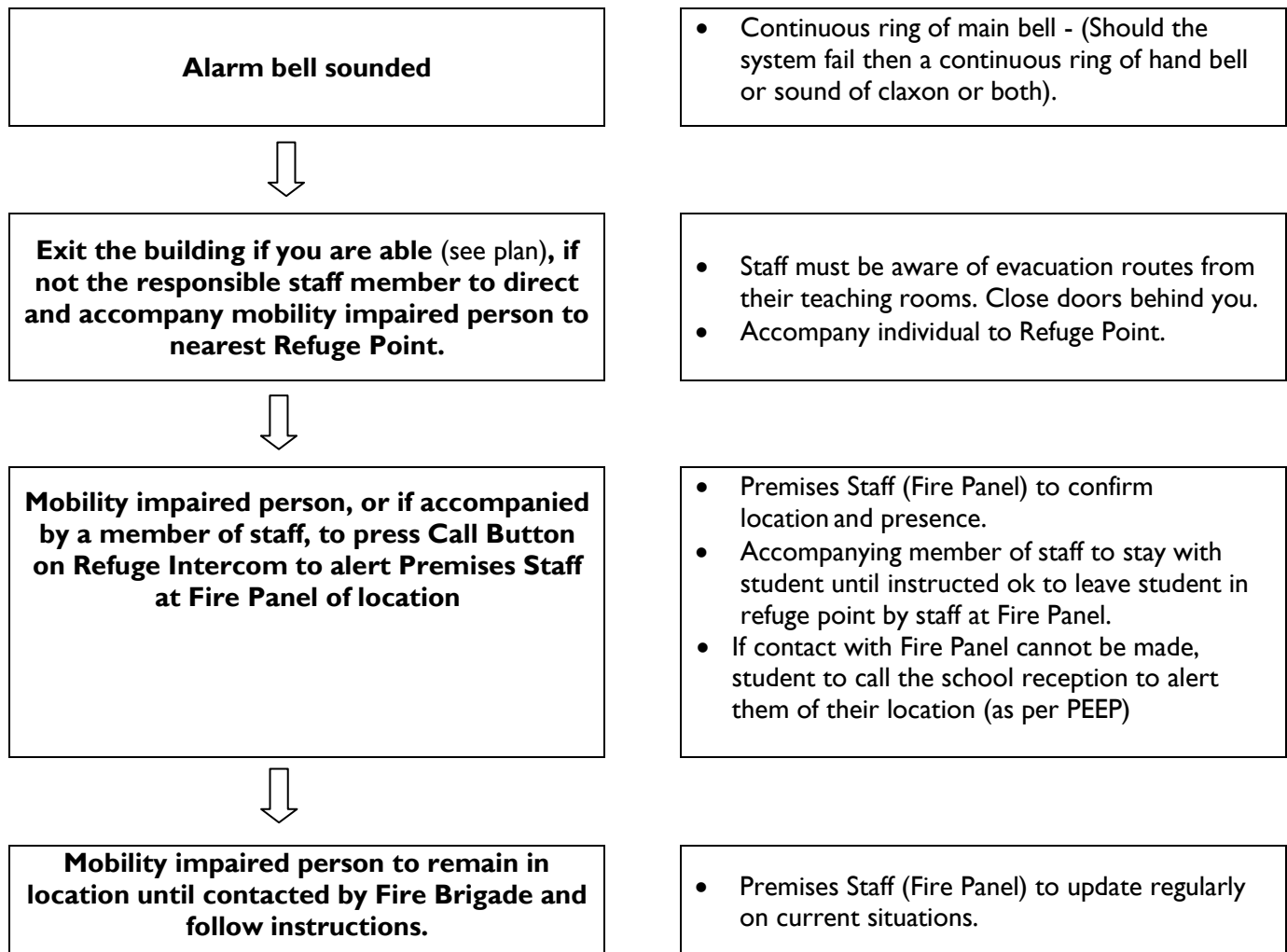
2.0 Emergency Evacuation – Support Staff (Names in brackets are the reserve for the first named duty staff)

Cover Supervisor(Brigidj)	To check IPad for all Teaching Staff not assigned to a tutor group and register their presence. Confirm with Attendance Officer those staff registered as Tutors. Confirm register of Teaching Staff with responsible person – Note anyone not present but shown on system as signed in and report to responsible person.
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3.0 Emergency Evacuation of Public Examinations

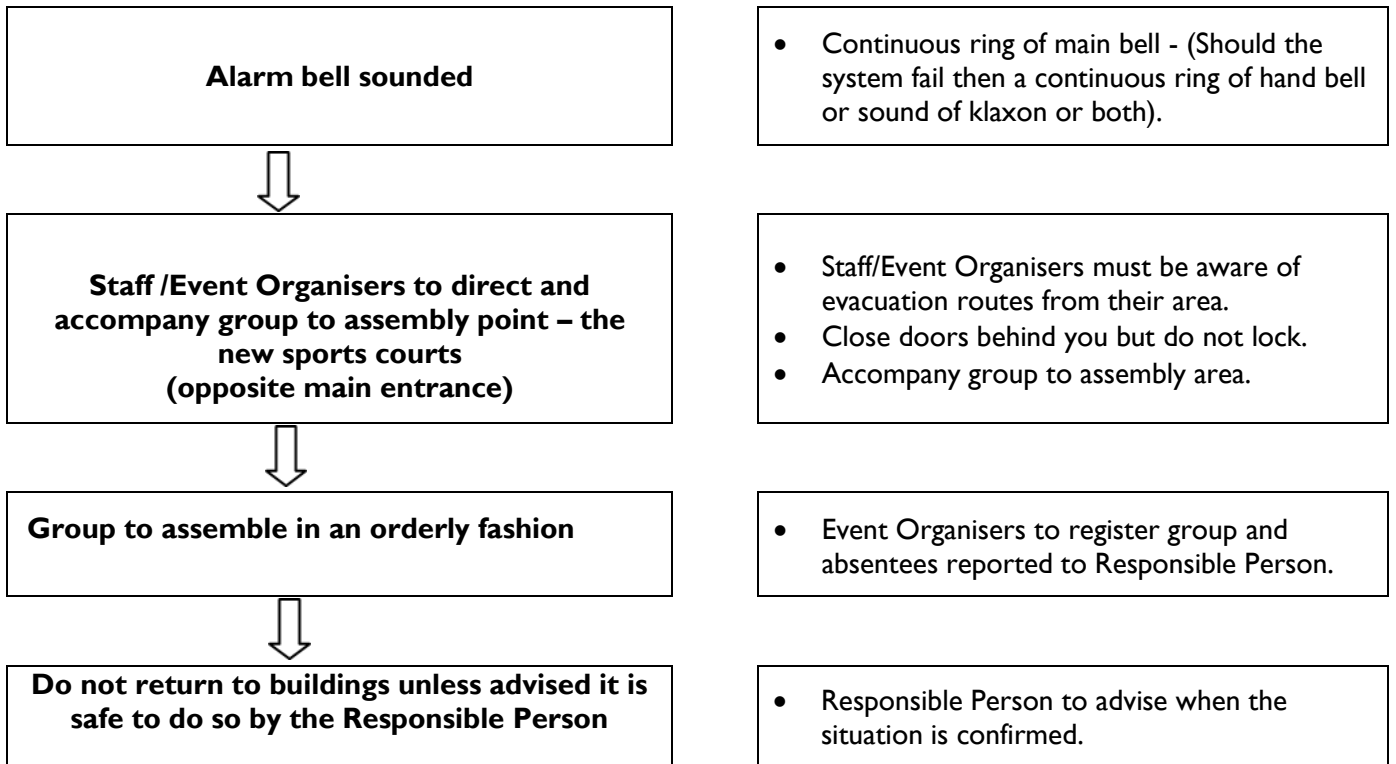


4.0 Person Specific Emergency Evacuation Plan(P.E.E.P)



Out of School Hours Activities (from 16:30 (16:00 Fridays))

Should the alarm sound during an activity being held out of normal school hours please report to the area designated by the Appointed Person (Premises Supervisor).	<p>A Risk Assessment will need to be completed and approved by person responsible for ALL out of hour's activities (See <i>School Evening or Out of Hours Event Procedure</i>).</p> <p>Site Manager to ensure there are no health and safety issues in the areas being used, e.g. Cleaning/maintenance work being carried out.</p> <p>A register/signing in sheet should be available for those taking part in the activity.</p> <p>A Health and Safety Briefing is to take place prior to each activity advising attendees where to report to in the event of an evacuation and the nearest exit route.</p> <p>The Appointed Person should ensure all attendees are accounted for, and in the event of an emergency be prepared to contact the Fire Brigade.</p>
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Emergency Evacuation – Out of Hours School Event

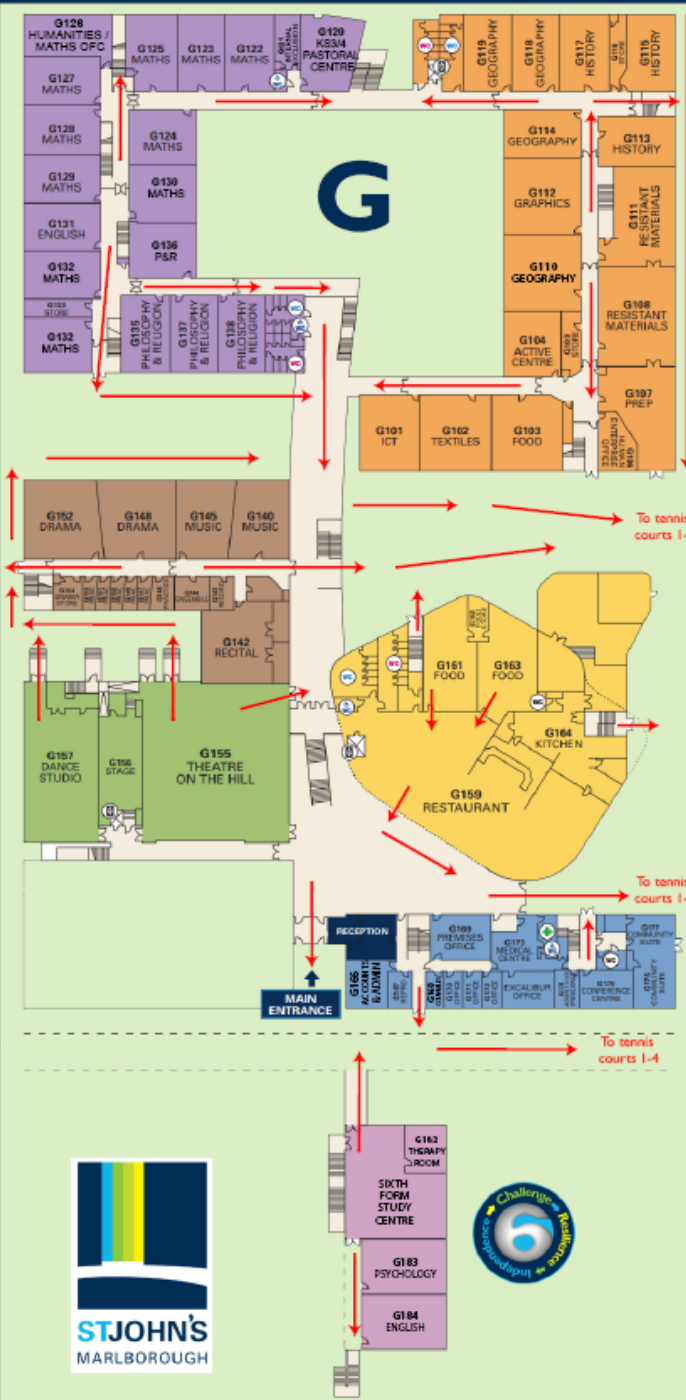
Site Manager/ Asst. Site Manager/Evening Premises Supervisor/Community Host JamesW/ChrisH/MarkC/Evening/Weekend Staff	<ul style="list-style-type: none"> • Attend fire panel to ascertain location of fault. • Transmit location to SLT member on duty, if any.
For school events, Principal/SLT member on duty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

LEVEL 0 - LOWER GROUND FLOOR



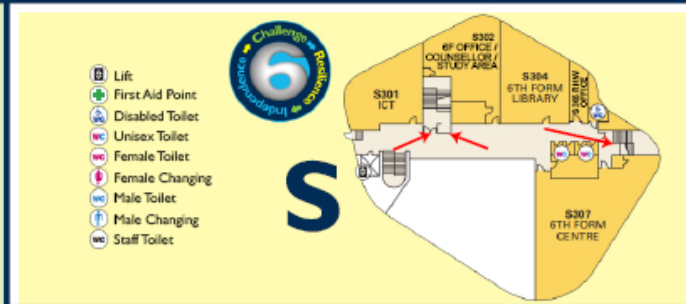
LEVEL 0 - LOWER GROUND FLOOR

LEVEL 1 - GROUND FLOOR



LEVEL 1 - GROUND FLOOR

LEVEL 3 - SECOND FLOOR



LEVEL 3 - SECOND FLOOR

LEVEL 2 - FIRST FLOOR



LEVEL 2 - FIRST FLOOR

