

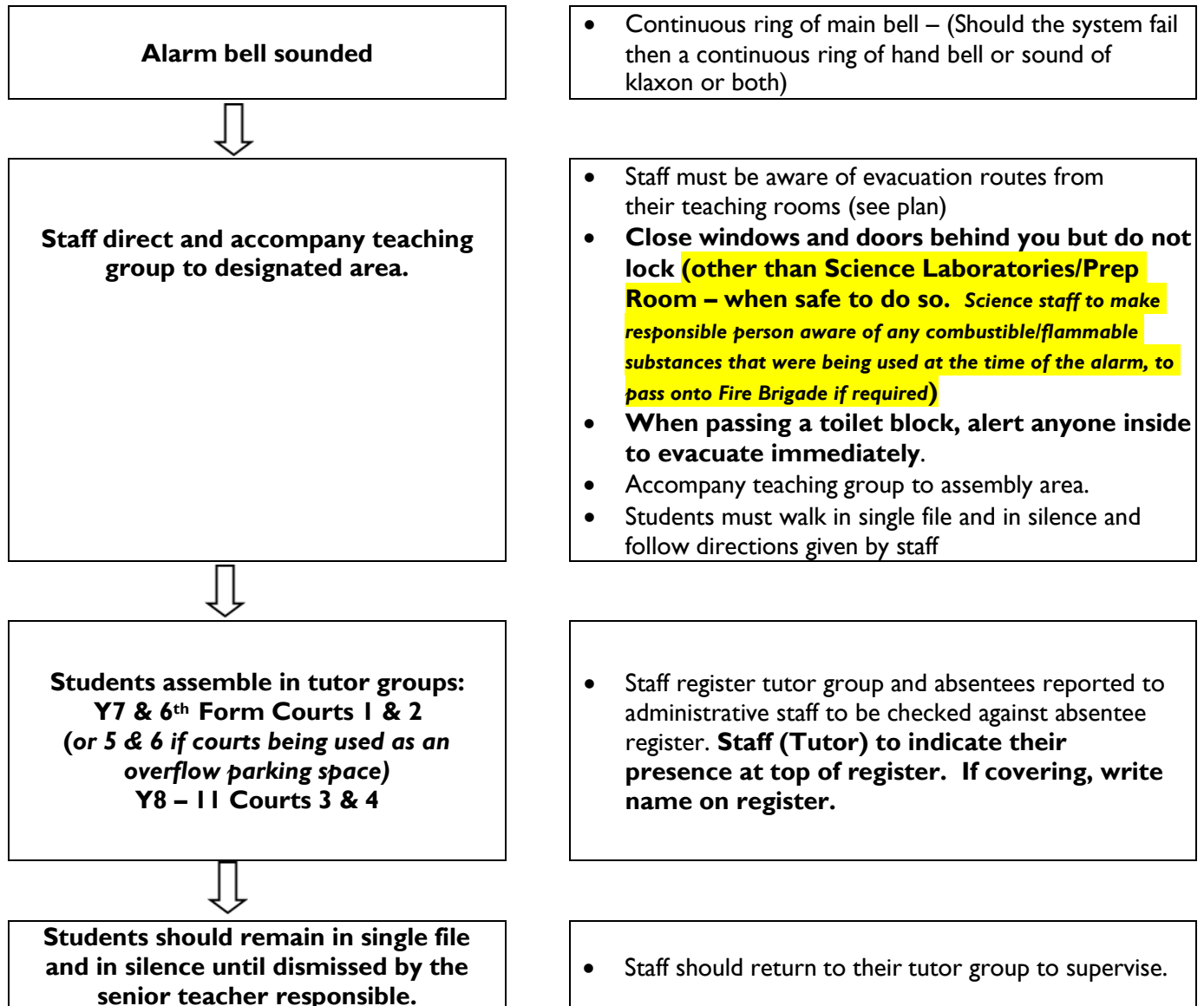
St John's Marlborough
EVACUATION PROCEDURE
2023-2024

Revision	Status	Date	Title of Reviewer	Purpose/Outcome
		31/1/20	BJones – SBM	Update Staff Allocations
				Addition of ExamsEvacuation
		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 I&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
		July 23	BJones - SBM	Updated for start of year
		Sep 23	BJones – SBM	FloorPlan/Route Map updated
		Dec 23	BJones – SBM	Floorplan/Route Map Updated Addition of Evening Floorplan/Route Map Update of Staff Allocations

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

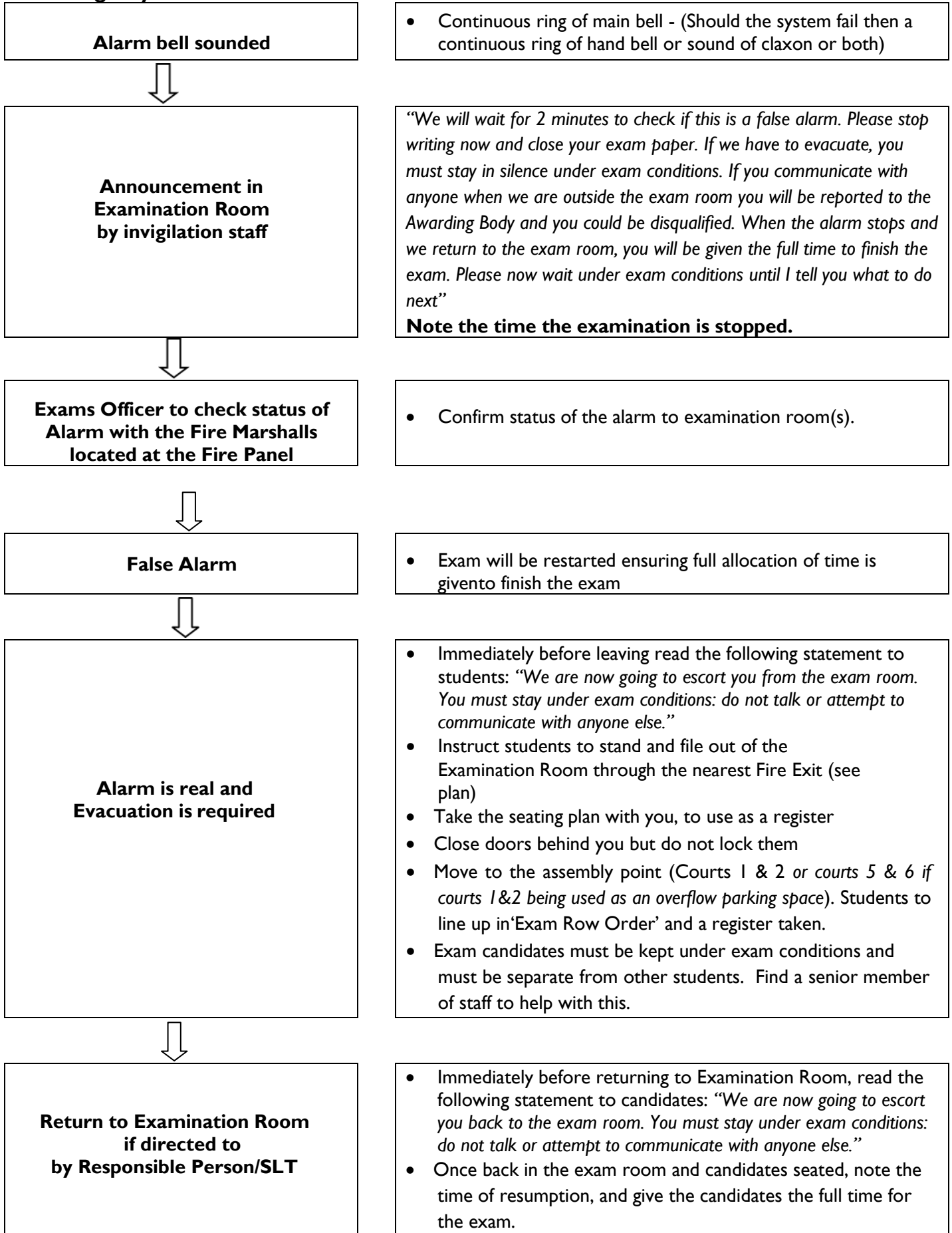


Any member of teaching staff not teaching or assigned to a tutor group for that day should report their presence to the Cover Supervisor (NaomiS(LuluA)) (Courts 1 & 2 or courts 5 & 6 if courts 1&2 being used as an overflow parking space) to be registered. Teaching Staff should line up A-Z as directed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

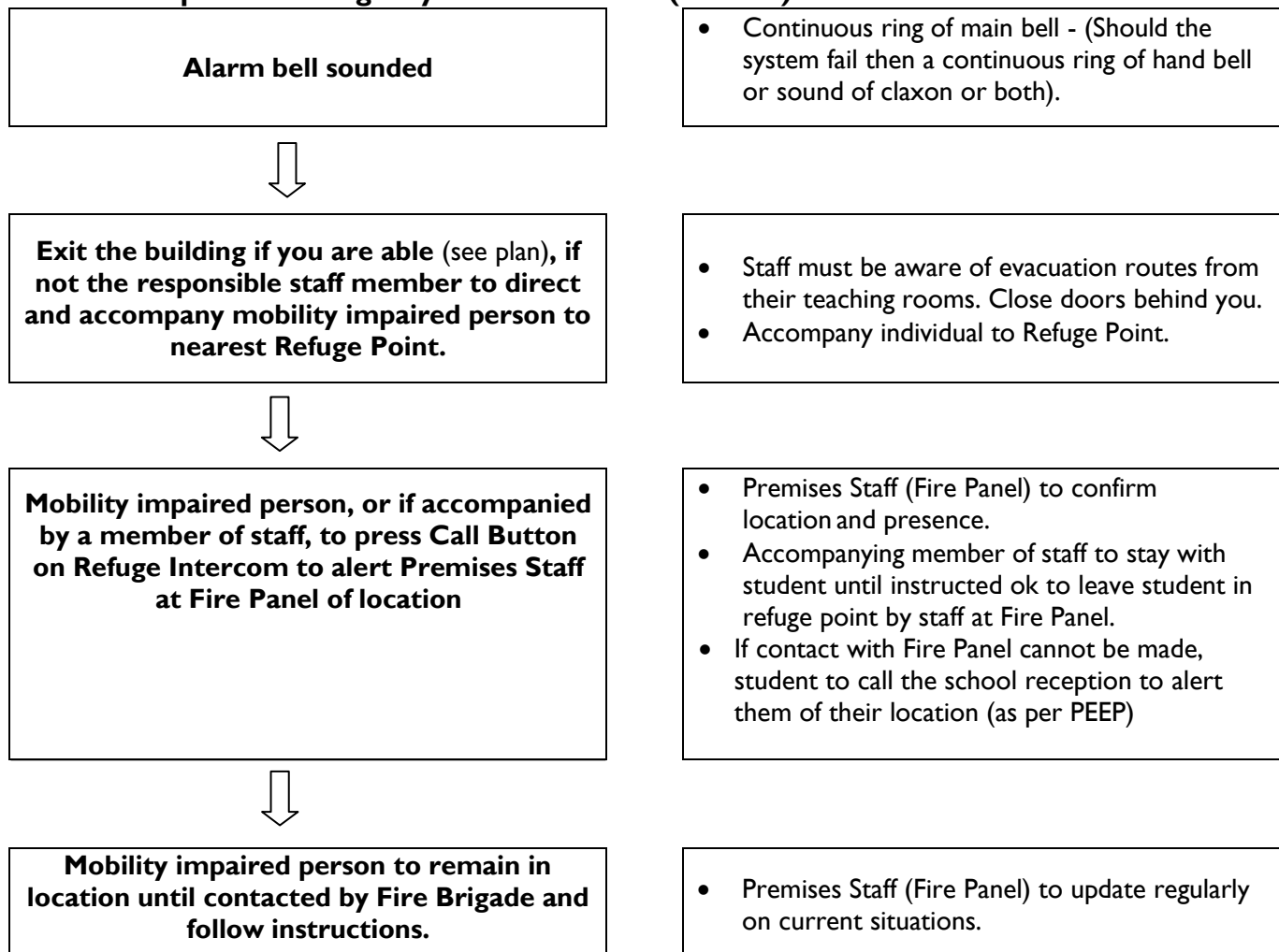
2.0 Emergency Evacuation - Staff not with a class – 07:30 – 16:30 (Names in brackets are the reserve for the first named duty staff)

Site Manager/ Asst. Site Manager/Site Supervisor (JamesW/ChrisH/MarkC/BradW/LeanneD(BrigidJ/AlexW)	<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)
Science Technician – AndyM/JoeP	<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/Y 12&13 VickyC-M/ (a Keyworker) Principal's PA JoL(CathyS/LuluA)	<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/Phone App 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) (AlishaS to cover any absences as req) Y7 JenD(KimM) Y8 AlishaS (tbc) Y9 OliviaH(KarenS) Y10 SallyK(FionaH) Y11 VickyB/(HazelC (not alternate Fri) 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/ Contractors	<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) 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/LuluA) to be registered. Support Staff (including contractors) should line up A-Z as directed in courts 1&2.</p>
Principal's PA JoL(CathyS/LuluA)	<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 Contract 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 to report to Principal's PA(CathyS/LuluA) to be registered. Support Staff (including contractors) should line up A-Z as directed in courts 1&2.</p>
DT Technicians SamS(KClarke/CHorsell)	<p>Report to assembly point and report to Principal's PA(CathyS/ShonaGG) 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 rear gate.</p>
Cover Supervisor NaomiS(LuluA/BrigidJ)	<p>To check IPad/Phone App 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. Teaching Staff should line up A-Z as directed in courts 1&2.</p>

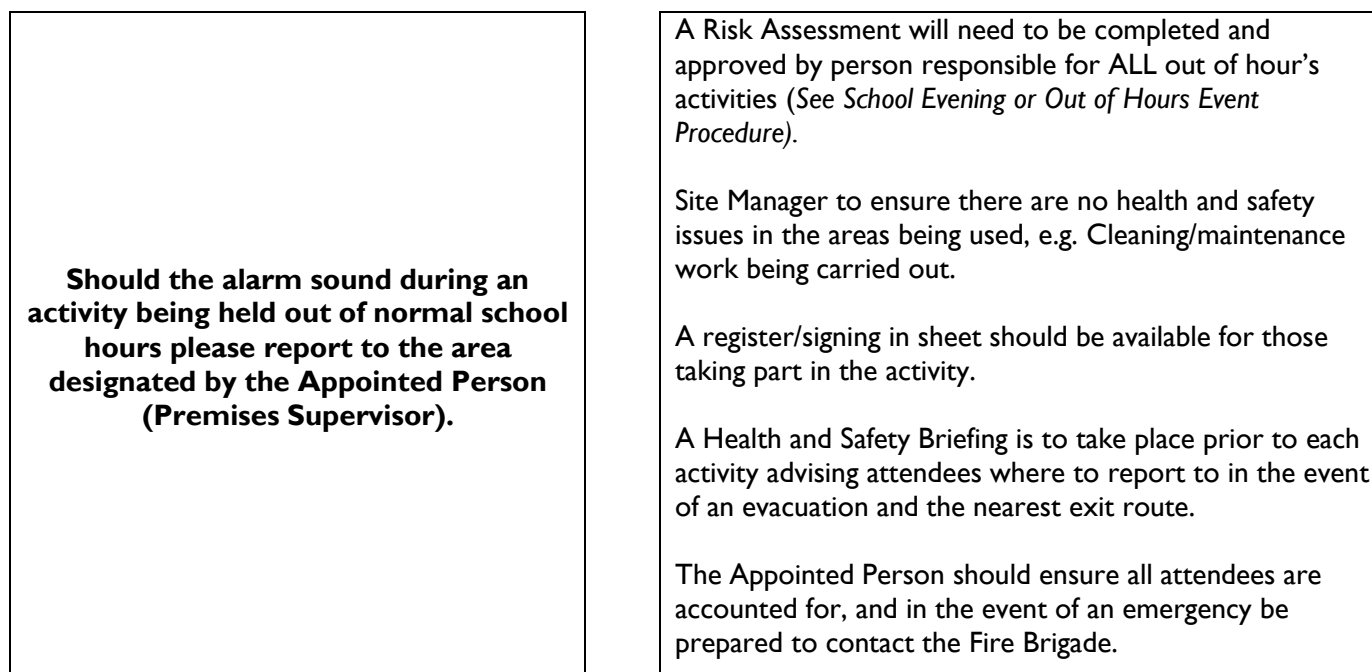
3.0 Emergency Evacuation of Public Examinations

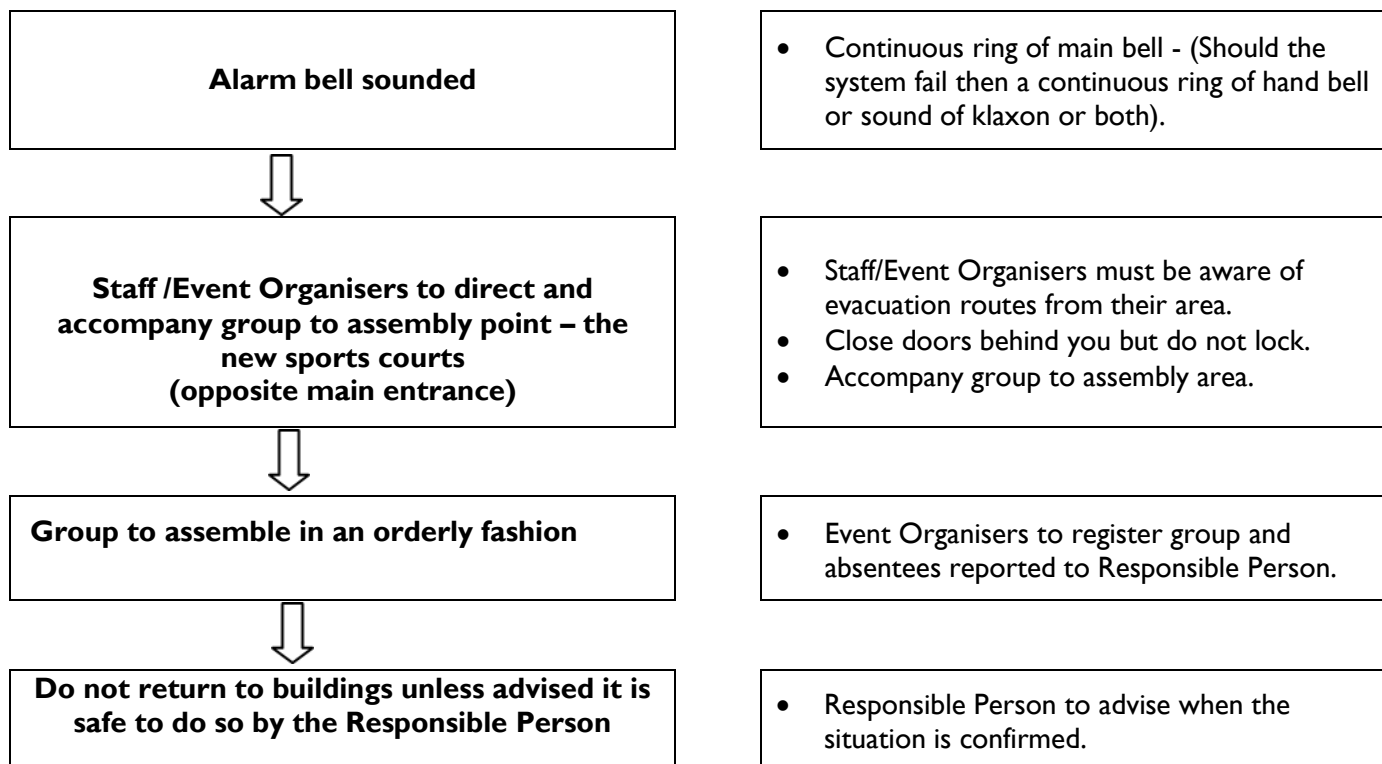


4.0 Person Specific Emergency Evacuation Plan(P.E.E.P)



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





Emergency Evacuation – Out of Hours School Event

Site Manager/ Asst. Site Manager/Evening Premises Supervisor/Community Host JamesW/ChrisH/MarkC/BradW/ 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 16.30 (16.00 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
Cleaning Contractors	<ul style="list-style-type: none"> • Evacuate 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 • If alarm sounds during early morning unlock or evening lock, evacuate as above and call Site Manager (James Worby) to report alarm and seek guidance. • The Fire Brigade should attend. Do not enter or re-enter building until told safe to do so.

General Evacuation Plan

