



Evacuation of the school buildings

Emergency Evacuation Procedure 2019-2020

1. Procedures:

A. Moving to the assembly area – the MUGA (artificial turf area)

Classes in the Junior School will enter the court via the left hand gate to the MUGA. Classes in the music room, gymnasium and those evacuating on the cloakroom side of the senior school building will enter the court via the MUGA gate nearest to the gym. Classes evacuating via the external fire escape at the kitchen end of the senior school building and those evacuating from the Harper Building will go onto the MUGA through the gate nearest to the Harper Building.

1. On hearing the alarm, silence is to be observed by all boys and all staff not involved with getting boys to the assembly area.
2. The bursar (or the caretaker or Head/DH if the bursar is absent) will phone the Fire Brigade once a false alarm activation has been ruled out. The school secretary will then take the box containing the register books for each form, together with a copy of the staff list and the visitor book onto the MUGA.
3. Staff teaching classes should instruct the boys to move calmly up to the assembly area using the gates to the MUGA in the diagram overleaf. The priority is getting everybody out of the buildings as quickly as possible. If possible, doors to rooms should be closed behind the last person out, but time should not be spent closing windows. Fire Marshals have been allocated for each building and should check the toilets in each building too.
4. Boys are only to leave their classrooms when instructed. Members of staff will appoint a dependable boy - years 5-8 (or a T.A. if available) to lead the class to the assembly area by the most direct safe route. Staff members will bring up the rear, closing doors behind them where possible. Each building will be "swept" to make sure no-one is left in the building (Fire Marshals)

5. All staff (off-contact), non-teaching staff and visitors (including workmen) are to move to the assembly area using the most direct route dictated by their location at the time the evacuation alarm sounds.
6. Boys, not with a member of staff (eg. In the toilets), are to move directly to the MUGA and join their Form.

B. At the assembly area

1. Once at the court, all boys are to line up by form in alphabetical order (facing the Harper Building).
2. The School Secretary brings the box containing the register books to the assembly area and hands them to each form teacher (FT). The Assistant Secretary checks the staff list to ensure all are accounted for. The FTs tick off their form in the register book and alert the Safety Officer if they have any pupil unaccounted for. Having accounted for all boys, the register book is returned to the school secretary. The Bursar will follow the same procedure with the kitchen staff and visitors (the music teacher will inform the Bursar if any of the Peris are missing). Appointed designates will fill in for any absent named personnel.
3. The school secretary (assisted by the asst. sec or bursar's assistant) immediately determines if the pupil(s) or staff are indeed missing by checking the signing in/out book and the sick/absent list against any marked registers as they are returned. The safety officer is informed and if necessary a search is instituted.
4. If the evacuation is a genuine alert, the Fire Brigade will give the all clear and reset the alarm. Staff and pupils may then return to their classrooms and other staff return to work.

Emergency Evacuation Practices Timing and Recording

1. There will be a minimum of two emergency evacuation practices per term.
2. In the autumn term, the first practice will be held as soon as is practical after the Reception boys have started full time.
3. The bursar will record the time elapsed for a completed roll call and any comments in the fire log book.
4. Following each practice, the H&S working group will discuss any problems and feedback any recommendations to staff.