

## **KELSO HIGH SCHOOL**

### **EMERGENCY EVACUATION PROCEDURE**

#### **AIM**

The aim of the Emergency Evacuation procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff and visitors.

**SIGNAL** - Continuous ringing of the fire bell.

**ASSEMBLY POINT** The Assembly Point is in the wide area of the front playground in front of the entrance to the Music Department and Assembly Hall, which is marked out by Pastoral groups for pupils and includes a staff assembly area.

#### **RESPONSIBILITY**

It will be the responsibility of the Rector to oversee the evacuation. In his absence, one of the deputies will deputise. One Depute will carry out the duties of the Pupil Marshall and the Business Support Manager (or, in her absence, the Admin Assistant) those of the Staff Marshall.

For ease of identification the Marshalls will wear hi-viz waistcoats.

Their responsibilities will be as follows:

- Chief Marshall** - To ensure that a 999 call is made to the Fire and Rescue Service. (This is essential, although the fire alarm is connected to an approved Alarm Receiving Centre).
- (Yellow hi-viz) - To be in overall control of the evacuation until the arrival of the Emergency Services.
- To liaise with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation (particularly any persons not accounted for) and any possible relocation of those at the Assembly Point in case of drifting smoke etc.
- To initiate contingency plans for extended evacuation, inclement weather, transport recall etc.
- To ensure that buses are held at the boarding point if the evacuation overlaps normal dismissal time.
- To issue instructions to staff and pupils, only after consultation with the Emergency Services.
- To inform Pupil and Staff Marshalls if and when it is safe to re-enter the buildings.

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|-----------------------|--|
| <b>Pupil Marshall</b> | <ul style="list-style-type: none"> <li>- To collect attendance reports from Register Teachers.</li> <li>- To check with a list of known absentees and those out of school.</li> </ul>  |
| (Green hi- viz)       | <ul style="list-style-type: none"> <li>- To report to the Chief Marshall immediately the check is completed.</li> <li>- To inform pupils if and when it is safe to re-enter the buildings.</li> </ul>  |
| <b>Staff Marshall</b> | <ul style="list-style-type: none"> <li>- To bring the Evacuation Pack to the Assembly Point.</li> <li>- To be reported to by all staff who are not registering a class.</li> </ul>   |
| (Orange hi- viz)      | <ul style="list-style-type: none"> <li>- To check this with a list of all known absences and those out of school.</li> <li>- To check attendance of all visitors to the school.</li> <li>- To report to the Chief Marshall immediately the check is complete.</li> <li>- To inform staff and visitors if and when it is safe to re-enter the buildings.</li> </ul> |

## **ACTION**

### **ALL STAFF IN CHARGE OF A CLASS**

#### ***If you discover a fire:***

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point.
- Return to your class and follow the evacuation procedures detailed below.
- Report any relevant information to the Chief Marshall.

#### ***On hearing the fire alarm:***

- If a pupil is unable to get downstairs without assistance, collect the evac-chair and arrange for a trained colleague to assist.

*Additional Needs Pupils with mobility problems must have evacuation procedures identified and written in to their overall care plan, copies of which should be included in the Green (previously Registration) folder in each classroom, as well as placing a copy in the building assistance register.*

*If any pupil has temporary mobility problems, contingency plans should be in place to take account of these. Such plans should be in written format and a copy placed in the building assistance register.*

- Evacuate pupils by the nearest safe exit route to the Fire Assembly Point.
- If safe to do so, and without delaying your evacuation, turn off all appliances and machinery (excluding PC's) and close windows and doors if possible but do **not** lock doors.
- Do not stop to collect personal belongings.
- Make a quick check as you make your way to the exit that the areas you pass have been fully evacuated, but do not open doors to check that rooms are clear as the fire may be in that room.
- If you are a register teacher, locate your register class and make a check of attendance.
- Other staff should report to the Staff Marshall and await further instructions.
- Support staff who are accompanying pupils should report to the Pupil Marshall
- Do not re-enter the buildings until the all-clear has been given.

**NB** Staff (eg PE teachers) who take groups of pupils off the school premises for lessons **must inform the office and must carry mobile phones** so that they can be contacted to check if any pupil(s) may be on their way back to school. (Phone numbers must be notified to the school office.)

#### **ALL STAFF NOT IN CHARGE OF A CLASS**

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point.
- Leave the building by the nearest safe exit and proceed to the Fire Assembly Point.
- Report any relevant information to the Chief Marshall.

#### **REGISTER TEACHERS**

- If necessary, collect a copy of your Register Class list from the Staff Marshall.
- Assemble your register class in double file at the appropriate Assembly Point.
- Conduct a check on attendance.
- Report the attendance check to the relevant Pastoral Teacher, together with any information which you have gained from the class e.g. reasons for absence, last location of missing pupil, etc.
- There is no need for Register Teachers to report to the Staff Marshall. This will be done by the Pupil Marshall.
- If a register teacher is absent, the person who registered the class that morning should conduct the roll call.
- Remain with your Register Class until further instructions are given and ensure that pupils remain within the lines of the designated Assembly Area.

## **PASTORAL STAFF**

- Check attendance with each of your register teachers and report the information to the Pupil Marshall. Remember to include any support staff who are with your pupils

## **OFFICE STAFF**

### ***On hearing the alarm:***

- Collect the visitors book, signing out book, daily absence sheet and supply cover sheet for the day from the office, and the cleaners' signing in book from the Head Janitor's office.
- Collect mobile phones and emergency evacuation pack.  
*The Emergency Evacuation Pack will include:*
  - Mobile phones / radios*
  - Hi-viz waistcoats*
  - Up-to-date staff list - laminated*
  - Building assistance register*
  - Megaphone*
  - Relevant contact numbers - laminated*
  - Checklists – laminated (Chief Marshall, Pupil Marshall)*
  - Emergency closure information*
- Report to the Assembly Point in the front playground.
- Check in with the Business Support Manager and await further instructions.

## **BUSINESS SUPPORT MANAGER**

- Assign a member of the office staff to assist the Pupil Marshall. Issue the daily absence sheet and signing out book.
- Assign a member of the office staff to assist you, using the staff list, visitors' book, staff cover sheet and cleaners' signing in book.
- Report the results of your attendance check to the Chief Marshall.

## **JANITORS**

### ***On hearing the alarm:***

- Check the location of the Fire Alarm and report this information to the Chief Marshall.
- Report to the Head Janitor who will, in turn, report to the Staff Marshall and will issue any further instructions, which may include assisting the evacuation of handicapped pupils or preventing people from re-entering evacuated buildings.
- The Head Janitor (or Janitor on duty) will escort Fire and Rescue Service personnel to the affected area, maintaining communication by telephone or radio with the Chief Marshall.

## **CANTEEN**

### ***If you discover a fire:***

- Sound the alarm at the nearest break glass point.

### ***On hearing the alarm:***

- Proceed to the Assembly Point and report to the Restaurant Supervisor who will then report attendance to the Staff Marshall.

## **PUPILS**

### ***If you see a fire:***

- Inform a member of staff or activate the nearest safe Fire Alarm Call Point.

### ***If you hear the fire alarm, whether you are in class, between classes or at break or lunchtime:***

- Leave the building by the nearest safe exit. There are green signs to help you.
- Do not run.
- Listen for any instructions from staff.
- Go to the Fire Assembly Point by the directed route.
- Join your register class and wait there for a roll call to be done.
- If you know of any of your class who are missing, inform your register teacher as soon as possible.
- If you have any information about the fire or the alarm, inform your register teacher.
- Stay in your register group until you are given further instructions.

**NB** If you are out of class when the alarm sounds, do not attempt to return to your classroom but proceed by the nearest safe directed route to the Fire Assembly Point.

## **COMMUNITY GROUPS**

### ***If you discover a fire:***

- Sound the alarm at the nearest break glass point.

### ***On hearing the alarm:***

- Proceed to Assembly Point and report to your group leader, who will then report attendance to the Staff Marshall.

## **EVENING/WEEKEND LETS**

On these occasions the Chief Marshall will be the janitor on duty.

A copy of these instructions will be issued to any person, school staff or otherwise making a booking. This will include Group Leaders, Evening Class Teachers, Committee Chairpersons, etc. **It is his/her responsibility to make sure that all participants are aware of the procedures in this document and that suitable arrangements are made to evacuate any disabled persons.**

***On discovering a fire:***

- Sound the alarm at the nearest break glass point.
- Advise the Chief Marshall of the location and extent of the fire.

***On hearing the fire alarm:***

- Make your way by the nearest exit to the Assembly Point which is in the front playground (or, if cars are parked in the front playground, the grassy area in front of the main building).
- Check your group to ensure that all are accounted for.
- Report any missing persons to the Chief Marshall.
- Await further instructions from the Chief Marshall.

**NB** - Staff who are in school outwith normal working hours must inform the School Office / Janitor on duty. (This would include anyone in school before 8am or after 6pm on a school day).

## **VISITORS**

All visitors should have signed in at the school office and been met by a member of staff. That member of staff is responsible for ensuring that the visitor is escorted while on the premises or is made aware of the procedures in this document.

## **CONTRACTORS**

All contractors on the premises should have reported to the janitor on duty. The janitor is responsible for ensuring that contractors are aware of the procedures in this document.

## **DO NOT**

- use lifts
- delay your exit by stopping to collect personal belongings.
- leave the Assembly Point unless directed by a Marshall to carry out a specific duty.
- silence or reset the alarm until authorised to do so by the Senior Fire and Rescue Service Incident Commander.

- Re-enter the affected building until the Fire and Rescue Service Incident Commander says that it is safe to do so.

**NEVER** assume a false alarm.  
**ALWAYS** evacuate the building.

Fire Drills will be carried out once per term, following familiarisation with these procedures.

In term 1, all pupils and staff will be informed in advance of the planned time of the drill.

In term 2, a warning will be given that a drill should be expected during the following week.

In term 3, no warning will be given.

Drills should be carried out at different times of day and under different circumstances.

The fire alarm will be used to initiate the drill. Pointer will be informed **before** the drill starts and **after** it ends, confirming that they received a satisfactory alarm signal.

## **Reporting Procedures**

Any outbreak of fire, regardless of whether an evacuation took place or the Fire & Rescue Service attended, must be reported by telephone to the Fire Safety Assessor or the Health and Safety Section, Council HQ, as soon as practicable after the event. Form ACC1 must be filled out for every actual occurrence of fire and returned to the above.

Any incident which may have given rise to a fire or evidence of attempted fire setting, whether it resulted in a fire or not, (including rubbish bins) must be treated as a 'near miss' and reported on form ACC1 as detailed above.

**CHIEF MARSHALL'S CHECKLIST**

999 phoned

Fire Brigade notified of fire location and other information

Roll call of pupils complete

Roll call of staff complete

Unaccounted pupils Y/N

If yes, name(s) and possible location

Unaccounted adults Y/N

If yes, name(s) and possible location

OTHER INFORMATION TO OFFER FIRE BRIGADE location, extent etc.

**TIME OF ALARM**

**If emergency shelter is required, telephone Kelso North Church 01573 224154 or  
Officer Residence 01573 224200**

**TIME OF ALL CLEAR**

# KELSO HIGH SCHOOL

## Personal evacuation plan

It is recognised that some people will require assistance to safely evacuate from the premises in the event of a fire. This personal evacuation plan incorporates the following arrangements;

- ✍ Establishing contact with the individual
- ✍ Allocating people as evacuation assistants
- ✍ Detailing the method of evacuation to be used.

Name of individual	
Location in school	
Persons elected to form part of PEP	1
	2
	3
	4
Is assistance down stairs required?	<b>Yes / no</b>
<p>If yes, how will this be achieved?</p>  <p>Other particular mobility needs</p>  <p>Is specific training required, i.e. lifting and handling, use of Evac-chair?</p>  <p>Communication with the individual is paramount as soon as possible after the alarm sounds or the decision is taken to evacuate. What communication procedure is in place?</p>	

### Copies of this PEP should be provided to the following

The individual subject to the PEP

The line manager / teacher

The Owner of the Emergency Plan

The SMT members in charge of evacuation

Those forming the PEP team.



# FIRE ACTION

## Introduction

All staff, Councillors, visitors and contractors should read these instructions and make themselves familiar with the means of escape from this area and the appropriate **Assembly point**.

### Action on discovering a fire

1. Raise the alarm by breaking the nearest **BREAK GLASS UNIT**.
2. Evacuate the building quickly and calmly by the nearest available safe exit and go to the **Assembly point**.
3. Give any relevant information to the person taking the roll call
4. **Do not** re-enter the building until informed that it is safe to do so by the Fire & Rescue Service.

### Action on hearing the fire alarm (The Fire alarm is a continuous Siren).

1. Switch off all electrical appliances before leaving the room, where possible.
2. Leave the area using the nearest available safe exit.
3. **Do not** stop to collect coats or other personal belongings.
4. **Do not** use the lift.
5. If possible, close all doors and windows behind you.
6. Proceed directly to your designated **Assembly point**.
7. If you have any visitors or contractors on the premises, you must lead them to the **Assembly point** and inform the person taking the roll call.

Your **Assembly point** is:

The wide area of the front playground in front of the entrance to the Music Department  
and Assembly Hall