

## **PARTIAL RE-OPENING EMERGENCY EVACUATION PROCEDURE – JUNE/JULY 2020**

When the alarm sounds the building must be evacuated as quickly and as safely as possible according to the procedure below:

**ALARM**                      **ALL STAFF and students must evacuate the building immediately keeping as far as possible to 2m social distancing.**

Staff must escort their students from the building using the nearest exit, making sure they walk calmly and silently to the **Emergency Evacuation Assembly Point (see diagram)**. Visitors to the College must be instructed to leave the building and escorted to the **Emergency Evacuation Assembly Point** and told to report to the Reception Staff.

**ASSEMBLY POINT**      The **TEMPORARY Emergency Evacuation Assembly Point** is the area at the side of the Scout Hut. Students must line up in front of their sign keeping to their 2m spacing i.e. **Year 10 Group A and B, Key Worker Groups X, Y and Z**. They must not leave the assembly point nor re-enter buildings until told to do so by the SLT member of staff in charge. **If the alarm is still sounding, the building must not be entered.**

**FIRE DRILLS**              Monthly practice evacuations will take place supervised by the Headteacher, Deputy Headteacher and the Site Manager who is the College Fire Safety Co-ordinator.

**In the case of FIRE**      **Raise the alarm and evacuate the building in the usual manner.**

### **EMERGENCY EVACUATION**

#### **Specific Responsibilities**

- Emergency evacuation assembly points for Year 10 and Key Worker groups to be conveyed to all staff and students each day
- Staff supervising their group at the time of the alarm sounding should remain with their group during the emergency evacuation, keeping at a 2m distance
- Other staff, visitors and contractors to meet at the allocated area by the Scout Hut observing 2m distancing rule in all cases
- Student registers showing who is present on site each day will be printed from SIMS and brought out to the Scout Hut area by reception staff
- Staff list and any visitors present on site each day will be in reception (All staff, visitors, contractors to sign in and out each day). List to be taken out to courts by reception staff
- First aid staff to radio SLT to notify them if they are having to remain with a student in isolation at the front of the College (outside in the bus area)
- SLT member in charge to complete the Emergency Evacuation Checklist

- Group teachers to inform the SLT member in charge if any student cannot be accounted for and checked with reception staff in case they are being kept isolated from other student and staff or have been sent home
- Emergency Evacuation checklist to be completed and given to the Headteacher/Site Manager

**EMERGENCY EVACUATION CHECKLIST TO BE COMPLETED BY SLT MEMBER IN CHARGE**

**All students accounted for:**

**Year 10 Group A:** \_\_\_\_\_

**Year 10 Group B:** \_\_\_\_\_

**Key Worker Group X:** \_\_\_\_\_

**Key Worker Group Y:** \_\_\_\_\_

**Key Worker Group Z:** \_\_\_\_\_

**All staff and visitors:** \_\_\_\_\_

**Notes/feedback:**

**Comment on distancing practice observed during evacuation :**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_