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**SHS EVACUATION PLAN**

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| **Shenfield High School**  **Alexander Lane, Shenfield, Brentwood,**  **CM15 8RY** |
| **Detailing arrangements for:**   * + - * **Evacuation of the buildings** |
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**September 2018**

# Evacuation Plan

* If the evacuation alarm sounds then everyone must make their way quickly and calmly to the assembly point on the playground.
* If you detect a fire,first raise the alarm using the nearest actuation point. Only if the situation allows and you feel confident to do so use the appropriate fire extinguisher.
* Your main responsibility is to lead students out of the class in a calm manner along the defined routes. You do not need to close windows but you should close the door behind you as the last to leave.
* A calm exit is a task for all staff so please do not engage in discussions with colleagues which only encourages the students to adopt casual approaches.
* If you have a pupil or visitor with mobility issues in your room then you should arrange for a member of staff to stay with them in a safe place. You must let the site team know as quickly as possible the location and who is staying in the building (this can be done from the radios on the playground). You should then ensure that they are registered and accounted for (either with their form tutor or Receptionist for visitors). You should also ensure that Karen is informed of the member of staff staying with them. In the event of a scheduled practice, site team will attend the room and let them know all is ok and to stay put. If it is a real fire then site team will evacuate whoever needs assistance.
* Once at the ‘Fire Assembly Points’ line up your tutor group in silence facing the fence and **account for your form**. When registers are complete, **inform your Pastoral Manager as quickly as possible so that they can report to the Attendance Officer** who will then inform the Headteacher or whoever is deputising for her.
* Fire assembly points for tutor groups are sign posted on the fence on the playground.
* Fire assembly point for **all** staff not allocated to a tutor or year group is under the willow tree at the end of the playground nearest the field.
* If you know where the actuation point was set off and/or who did it please get this information to the Business Manager as soon as possible.
* **All Staff** without forms and **All Support Staff,** **MUST** check in with Karen Whordley (or whoever is deputising for her), to be accounted for on the **staff register**. You should then proactively assist tutors in keeping their Form groups quiet.
* Visitors should be escorted by their host to the staff assembly point.
* All Staff **MUST** sign out if you leave site during the day so we know you are offsite and don’t go looking for you.

Check that you are familiar with fire extinguisher equipment.

On no account re-enter a building or pass from one building into another unless your route is obstructed. It is not acceptable to go to your base to collect a coat.

Swimmers should be instructed to exit the pool and stand on the side awaiting further instructions.

**Year 7:** Michelle Mason and Jeanette Eells

**Year 8:** Christine Watson, Tracey Suett and Susan Lilley

**Year 9:** Clare Fearn and Alison Belgrove

**Year 10:** Gill Hards and Heidi Casey

**Year 11:** Lynne Davis and Leanne Barrett

**Year 12:** Sue Lucas and Johannes Cordier

**Year 13:** Jackie Dunn and **Laura Smith**

Pastoral Managers will be with their Year Groups and should assist other support staff with the duties as necessary.

Paper copies of registers are held by the Attendance Officers and will be taken outside and distributed via Pastoral Managers. There is no need therefore for anyone else to collect registers from the Attendance Officer on their way out of the building.

The Receptionist will take charge of the Visitors’ Book.

Karen Whordley will take charge of the Diary, staff register and any supply teachers with assistance from Dawn Matthews, (Christine Watson will deputise in Karen’s absence).

Trained first aiders will assist The First Aid Officer, if necessary.

**Duties for Support Staff when assisting with Fire Drills**

* Make your way to the Assembly Point for the Year Group that has been allocated to you, or to the staff assembly point and check in with Karen Whordley if you are not allocated to a year group.
* Pastoral Managers should note any unexpected absences reported by the form tutors, or unexpected absence of the tutors themselves (staff absences can be checked with Karen Whordley).
* Assist in keeping the line-ups quiet and calm.

When all forms have been registered, Pastoral Managers will report (full attendance and absences) to the Attendance Officer who will inform the Headteacher (or whoever is deputising), as promptly as possible.

Students can only be dismissed by the Headteacher (or whoever is deputising).