



Emergency Evacuation Plan

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Emergency Evacuation Plan

**The Fire Officer refers to the Premises Manager
or, in his absence, Senior Caretaker**

All emergency evacuations will be signalled by sounding the fire alarm. The school has adopted a simple policy of **“get out and stay out”**. Preservation of life is the overall driver to the following procedures. Only staff trained in the use of “first aid fire appliances” (fire extinguishers) should attempt to use them.

Under no circumstances should anyone return into a building once they have evacuated, even if the alarm has stopped sounding until instructed to do so by the fire officer.

Any activation of a fire alarm should be treated as a real event and responded to as such. All building occupants must vacate using this procedure to their designated assembly area irrespective of the time of day, weather, or other high profile events and building alarms must continue to run until the evacuation is complete.

Activations that may have a direct impact on services such as bus provision, meals etc will be assessed at the assembly point by the Head of School/Deputy Head of School once staff and students have evacuated and the nature of the activation is determined.

Malicious Activation

The school has a zero tolerance approach to malicious activation of the alarm system and needs to deal with these matters swiftly by identifying culprits and taking the necessary sanctions to discourage this behaviour.

Event Fire Panel Monitoring

During exams or other events as directed by the Head of School/Deputy Head of School, the fire control panels in either zone A and B can be delayed by use of the key change over switch located by the LLC control panel and monitored using the electronic paging system. This should only be carried out by a trained member of staff. The maximum delay has been assessed through cause & effect analysis and is currently 180 seconds. *NB: Selection of the system into event mode will only delay the system if activated by a call point. Event mode does not control any delay to automatic smoke or heat detectors. These will sound immediately in any mode.*

General System Activation

NB - Only the affected zone will be alerted and required to vacate buildings. The situation will be assessed by the Fire Officer and Head of School/Deputy Head of School and if deemed necessary the other zone will also be evacuated:

Zone A: Lifelong Learning Centre (LLC); Riding; Humber; Welton Buildings, Music Media Suite and School House

All in the LLC evacuate to the northern area of the Visitors Car Park.
All other areas evacuate to the playing fields across Lowfield Lane.

Zone B: Eastdale House, Kingston and the Sports Facilities including the Hub.
Evacuating to the South East corner of the main playing fields. (NOT Sports Facility– see NOP/EOP evacuation plan)

Supplementary Zone Identification Alarms

To provide advanced warning that zone activation has occurred, the LLC Reception has

been fitted with flashing lights connected to the opposing zone alarms. This system allows staff notification immediately that buildings, not within their zone, have been activated. Whenever this flashes a member of the office staff must immediately contact a caretaker, via a management radio, and inform them of the occurrence.

Evacuation Plan

The fundamental principal of the evacuation is that students will be registered in their teaching group. The success of this approach is dependant entirely upon accurate registers being taken within the first 10 minutes of the start of each period and any absence being noted by the teacher.

1. Students:

- Follow the instructions of your teacher.
- Go to the assembly point indicated by your teacher in an orderly and quiet manner.
- Wait in your teaching group lines in silence, until you are told you can return to lessons.

2. Teachers in lessons:

- Stop work immediately. Leave all work and personal materials
- Make sure all your group is out of the room, switch off machinery. (Computers can be left running).
Remove door wedge and close the door but do not lock it.
Close windows if possible.
- Lead your group to the designated assembly area by the shortest safe route.
- Remain with your group and keep them calm, quiet and orderly. Carry out a head count to match those present/absent at the time of registration.
- **ONLY nominate a student to notify the Area Fire Co-ordinator if any Students are NOT accounted for. Teachers must remain with their class at all times.**
- Control the dismissal of your group when instructed to do so by the Head of School/Deputy Head of School

3. Teachers in registration:

- Lead your teaching group to the relevant assembly area (Zones A or B).
- Take charge of your tutor group.
- Ensure they line up in alphabetical order and are quiet and acting calmly.
- **ONLY nominate a student to notify the Area Fire Co-ordinator if any Students are NOT accounted for. Teachers must remain with their class at all times.**
- Control the dismissal of your group when instructed to do so by the Head of School/Deputy Head of School.

4. Caretakers: To be controlled and co-ordinated by Senior Caretaker

Caretaker A

- Attend nearest fire panel (LLC, Riding, Sports or Kingston) assess and report indications to the Senior Caretaker and Fire Officer.
- Silence alarms as directed by the Fire Officer.

Caretaker B

- Proceed to indicated location of fire as directed by Senior Caretaker. Confirm to Fire Officer if fire present or false activation using the Management Radio Channel 2.
- Proceed as directed by the Fire Officer.

5. Support and administrative staff:

This refers to those support staff who are not designated as teaching staff (Catering, Technicians, IT Support etc.). Staff with specific responsibilities as designated under the staff fire plan are to carry out roles as instructed.

All other staff report to their designated assembly area. A complete list of Zone designations is attached.

Support staff who are moving between zones should inform colleagues/line manager of their whereabouts before leaving their designated zone.

In the event of an evacuation in their designated zone, staff are not expected to return to their designated zone unless they have not informed colleagues of their whereabouts and therefore can not be accounted for.

6. Contractors and visitors working on site

All contractors and visitors must be escorted by the member of staff supervising them to the nearest assembly point.

Third party contractors or visitors must ensure they report to the nearest assembly point on hearing the evacuation alarm.

7. Staff working off site

All staff required to leave the site during core hours must inform reception staff when they are leaving and sign out via the Inventory System. On their return they must sign back in to ensure they can be accounted for during any evacuation.

8. Support for learning department (SEN)

To implement Personnel Emergency Escape Plans (PEEP's) appropriate to student's needs, ensuring that appropriate staff support for each student is available in the respective zone.

Refuge areas

Several designated refuge areas are located around the school buildings and are indicated by a green (safe condition) sign depicting a wheelchair. These areas have been identified as safe areas for those with mobility impairment and are located in the stairwell protected zones of buildings with more than one level. Students, staff or visitors who are unable to exit the building from upper floor levels, due to mobility impairment, should be brought to these locations by their carer/escort and await assistance. Mobile extraction chairs are located close by the refuge areas and are available for use in an emergency situation.



9. Sports Centre

The sports facility is linked to the Zone B alarm system and will alarm in the event of a zone activation. However, due to the specific issues involved with Fire Evacuation of the Sports Facility a staged evacuation and procedure will be executed in line with the current Normal & Emergency Operating Procedure managed by the facility staff. Sports Facility Fitness Suite/Gym operates a swipe card access control system that is interfaced with the fire alarm. To open in an emergency release button must be operated next to the door which overrides the system to allow exit.

10. Supply teachers and temporary staff

Supply teachers or staff employed on a temporary basis must be briefed on any

role or duties they might have in line with this fire evacuation plan. A copy must be made available to them by the Cover Officer or HR Assistant at their time of induction.

11. School House

Evacuation Procedures are available for use whenever this building is temporarily occupied.

12. Emergency Gates & Interface Units

The front of school automated gates are linked to the fire alarm, upon activation the reception gate and accessibility gate will open and stay open, The Student access gate adjacent to the Sixth Form entrance will unlock and needs to be held open using the drop down bolt.

The access gate located on the fence line between the south west corner of Kingston Art and the A63 must be unlocked and secured open during the school day to allow access to the field from this area of Kingston building. All Gates must be kept free from obstruction at all times and interfaces tested regularly.

The Bus Park gates and the field access gates on Lowfield Lane will be opened by the by the Premises Team each day before school starts.

13. Management Radios

Passing of messages on management radios is to be kept to an absolute minimum and wherever possible directed through the Fire Officer or nominated deputy. During zonal or whole site evacuation all radios not tuned to channel 1 (e.g. Sports Facility & Catering) must be select this frequency for the duration of the incident and not retuned until instructed by the Fire Officer. When the fire panel is initially activated the first caretaker to be made aware of the activation through their pager will give the following message across the radio system 'Fire panel has been activated, caretakers move to channel 2'. All caretakers on site, Head of School/Deputy Head of School, Office Manager will move to channel 2 whilst the status of the activation is checked in line with the procedure outlined in point 4 above. Once activation status has been assessed all subsequent messages and communication will be given via channel 1.

14. Automatic fire shutters and gas/extractor fan interlock

The Riding Kitchen, The Space and LLC Kitchens are fitted with automatic shutters that will close (slowly) in the event of fire alarm activation. Catering staff should ensure that staff or students are kept clear of the shutters during activation, particularly the Riding and The Space Kitchens as this system reaches from ceiling to floor. Shutter interfaces should be checked regularly and faults reported immediately.

The Riding kitchen extractor fan hood is linked into the fire alarm interlock and will automatically isolate the kitchen gas supply in the event of a fire alarm operation. The gas supply will remain isolated until the alarm and supply has been reset. The same will occur following a fault of the extractor or power supply.

15. Evacuation of the Hub

During a daytime zone B fire evacuation, occupants of "The Hub" should leave via the nearest fire exit and make their way to assembly area at the south east corner of the school fields. They should travel around the 3G pitch. The supervising member of staff is responsible for ensuring that the facility is vacated and informing the Zone B coordinator of this upon reaching the assembly area.

At lunchtimes and breaks the area must be vacated immediately by lunchtime supervisors and the leadership team under the general procedures described in this Emergency Evacuation Plan (EEP). The building must not be re-entered until confirmed safe to do so.

Arrangements for out of hours (extended schools, week-ends holidays etc.) are covered under a separate procedure and must be read by all users and event organisers using the facility (see index).

16. Training

Training requirements including induction, fire awareness & extinguisher training are detailed in the Health and Safety Policy. Staff will be briefed on Emergency Evacuation procedures each school term, usually on staff training day

Staff Fire Procedure

Zone A

The evacuation of Zone A has been split into two assembly areas:

- **All in the LLC evacuate to the northern area of the Visitors Car Park.**
- **Riding, Humber, Welton buildings Music Media Suite and School House evacuate to the west of the site and assemble on the Lowfield Lane Playing Fields.**

Please see the enclosed plan showing indicative evacuation routes. Each member of staff with responsibility for a specific area must report to the Area Fire Co-ordinator to confirm that the evacuation has been successful.

Red Fire Co-ordinators Boxes will be retained by the nominated member of staff, who must ensure that the box is passed to the deputy, or the deputy is made aware of, and has easy access to its location if the nominated member of staff is off-site.

Clearing the LLC – Staff Responsibilities

It is the responsibility of each staff team to ensure that their respective work area is evacuated and inform the Area Fire Co-ordinator upon exiting the building. Fire Officer or Deputy to ascertain why fire alarm triggered and ring for fire brigade if required.

A1 Area Fire Co-ordinator and first floor sweeper

Once the alarm sounds it is the responsibility of person A1 to collect Red Fire Box and ensure that the entire first floor (from Head's PA's office eastwards) is evacuated and to check that all doors and windows (where possible) are closed but not locked. Upon completion of the check, A1 vacates the building and takes up position in the main car park. This is a dual function to prevent vehicles leaving the site therefore keeping the crossing open for evacuees from the LLC and also centrally located for other staff to confirm the completion of their duties.

When the Area Fire Co-ordinator (A1) has a completed check-list, he/she is to notify the Fire Officer immediately in person or via the radio.

A1: Sara Aitchison (PA to Head)
A1 Deputy: Annabel Glenton

A2 Organise and direct any visitors to assembly area

Visitor and Third Party Inventory Evacuation Reports to be collected from reception and taken out to assembly area in main car park. A radio and pen from the reception desk should also be collected. Inform visitors in the assembly area to wait until further instructions given.

A2: Sarah Murphy
A2 Deputy: Lisa Elvin/Jenny Cavill

A3 Car Park Access

When the alarm sounds, Person A3 wears high visibility jacket and immediately takes up position at the junction between the entrance loop and car park entrance with the functions of preventing vehicle access and egress to ensure the safety of evacuees from the LLC, to direct emergency services to the appropriate location if required and prevent entry/re-entry through main reception doors.

A3: Jane Stabler
A3 Deputy: to be nomination by Office Manager

A4 Ground Floor Clearance (East end of LLC)

Once the alarm sounds it is the responsibility of person A4 to ensure that the ground floor accommodation is evacuated from the LLC corridor back to the east of the building and to check that all doors and windows (where possible) are closed but not locked.

Upon completion of the check, A4 vacates the building at the car park entrance/exit doors and reports directly to the A1 Area Fire Co-ordinator.

A4: Cathy Whittaker/Suzy Macdougall (job share)
A4 Deputy: Paul Jacobs

A5 Ground Floor Clearance (west end of LLC)

Once the alarm sounds it is the responsibility of person A5 to ensure that the ground floor (including the access corridor to the Riding Block, LLC toilets and west foyer) is evacuated and to check that all doors and windows (where possible) are closed but not locked.

A5: Gemma Prickett
A5 Deputy: Lisa Elvin/Jenny Cavill

A6 Prevent access through front electronic doors

When the alarm sounds, person A6 must take up position outside the front electronic doors to reception and ensure that no person uses the doors to access the building.

A6: Jenny Drant
A6 Deputy: Lisa Elvin/Jenny Cavill

Training Room Bookings/Meeting Rooms

Each room displays a copy of the evacuation procedure. It's the responsibility of the training provider to ensure that their clients are made aware of the procedure, and in the first instance to direct their group to the nearest available exit and across to the assembly point in Bay 1 of the car park.

The final confirmation of the clearance of external visitors to the training facilities will be given by A1, A4 or A5. When the Area Fire Co-ordinator has a completed check-list, he/she is to notify the Fire Officer via the radio.

Clearing the Riding Block – Staff Responsibilities

The Riding Staff Room & staff corridor will generally evacuate using the Riding stairs and not via the Link Corridor into the LLC. For all areas, please see the evacuation routes on the enclosed plan indicating the shortest routes to the bus park and across onto the Lowfield Lane Playing Fields. Groups assembling on the Lowfield Lane Playing Fields will assemble in the order of Year 7 closest to the A63 to Year 13 closest to the top of the fields.

Under normal circumstances the large gates at the entry and exit to the Bus Park will be closed but not locked. When the alarm activates, the first members of staff to arrive at the gates with their teaching group will open the gates (**Please note that these gates are heavy and therefore do not instruct children to open the gates**).

A7 Area Fire Co-ordinator
When the alarm sounds, person A7 will collect Red Fire Box and station themselves at the Pedestrian gate of Lowfield Lane opposite the single gate from the Bus Park.

A7: Debbie Lord
A7 Deputy: Jess Stones

A8 Low field Lane Traffic Control (Top)
When the alarm sounds, person A8 will collect a high visibility jacket and proceed immediately to the top of Lowfield Lane to control traffic access to ensure student and staff safety, and if required direct emergency vehicles. The A8 Deputy will sweep and clear the School House building on route to the Traffic Control point and then evacuate and report to the Area Fire Co-ordinator (A7).

A8: Sophie Steele/Caroline Webster
A8 Deputy: Kelly Jones

A9 Ground Floor
To check the clearance of Riding Dining Hall and Kitchen, Catering Office, and Kitchen storeroom, Finance Office, RG6 – RG10, Riding Changing Rooms and then evacuate and report to the Area Fire Co-ordinator (A7).

A9: Leanne Smith
A9 Deputy: Tracey Allenby

A10 Music/Music Media/HE West Wing
To check the clearance of all music rooms (RG1- RG5) Music Media, Riding Gym, Riding Hall, HoH offices Alert School House (A8 Deputy en route to assembly area) and then evacuate and report to the Area Fire Co-ordinator (A7).

A10: Janice Griffin
A10 Deputy: Sam Firth

A11 Riding North Tower:
To clear all rooms in the Riding North Tower (including central classrooms). Current arrangements stand that this will be undertaken by the Head of Maths or a Departmental representative. Upon completion staff must notify the Area Fire Coordinator (A7).

A11: Craig O'Hara/Hannah Reed
A11 Deputy: Emily Moore

A12 LLC North West clearance
To clear Riding Staff corridor, toilets, Staffroom and LLC North West refuge point and stairwell (exit via fire escape at bottom of stairwell to right)

A12: Jane Kirk
A12 Deputy: Carol Officer-Nash

A13 Riding South Tower
To clear all rooms in the Riding South Tower (including central classrooms). Upon completion staff must notify the Area Fire Co-ordinator (A7).

A13: Mike McNally
A13 Deputy: Amy Berridge

Clearing the Humber Block – Staff Responsibilities

Exits to the north side of the Humber block shall evacuate between Humber and Riding and access the Lowfield Lane Playing Fields via the Bus Park.

Exits to the south of the block shall evacuate via the Humber Car Park to the Bus Park.

There is an emergency exit gate through the barrier into the Bus Park this must be opened by the first person arriving at the gate

Once through this gate all persons should proceed on to the Playing Field. Any Staff members that exit through the south exit should inform any personnel using the Tennis Court area.

A14 Clearance of Humber Foyer

Shall check the clearance of the HG 13, 14, and 15, entrance foyer, staff room, HG1 & HG2, and HG12, the Library, DDA Management Unit and offices on the library corridor, shall then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A14: Alice Brady/Jeanine Guy
A14 Deputy: Debra Carrick/Denise Boraston

A15 Clear HG6 – HG11

Shall check rooms HG6 through to HG11 including all toilets, SEN Office and stores are clear. They shall then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A15: Daniel Thomas
A15 Deputy: Craig Price/Jodie Sweeney

A16 Clear HG3 –HG5

Shall check HLC, HG3 – HG8 are clear including all toilets, shall then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A16: Claire Coppini
A16 Deputy: to be nominated by Head of SEN department

Clearing of Welton Buildings – Staff Responsibilities

Staff shall be responsible for safely evacuating their classroom via the nearest fire escape and escorting their group to the south of the Humber block and onto the Lowfield Lane Playing Fields via the Humber Car Park to Assembly Area 4.

A18 Welton Ground Floor

Shall check that rooms W1, W2, W3 and W4 are evacuated and report immediately to the Area Fire Co-ordinator. Inform anyone using the 3G pitch about the evacuation.

A18: Chrissie Savage
A18 Deputy: Mireille Digard

A19 Welton First Floor

Shall check that rooms W5, W6, W7 and W8 are evacuated and report immediately to the Area Fire Co-ordinator.

A19: Brad Evans

A19 Deputy: Charlie Parsley

Outdoor PE Lessons

PE staff must ensure that an accurate register is taken at the start of the lesson, in the event of the alarm sounding, the PE staff will stop the lesson and assemble the group in line with all other classes and notify the Area Fire Co-ordinator (A7) that all are present and correct.

When the Area Fire Co-ordinator (A7) has a completed check-list, he/she is to notify the Fire Officer immediately in person or via the radio.

Zone B

All areas designated as Zone B will evacuate by the shortest possible route to the south east corner of the playing field adjacent to the A63. At no time should students or staff re-enter the buildings to take a short cut to the assembly area.

Each member of staff with responsibility for a class or specific area must report to the Area Fire Co-ordinator to confirm that the evacuation has been successful or that people are unaccounted for.

B1 Area Fire Co-ordinator

When the alarm sounds this person immediately collects the Red Fire Box and takes up position to the south east of the buildings on Kingston field.

Must direct a member of staff to Hunsley Primary are aware of the alarm and evacuate if necessary.

B1: Matthew Wadsworth

B1 Deputy: Paul Parker

When the Area Fire Co-ordinator has a completed check-list, he/she is to notify the Fire Officer immediately in person or via the radio.

Clearing East Dale House (EDH) – Staff Responsibilities

Upon hearing the alarm, all staff and students exit EDH and evacuate through the access gate to the rear of Kingston Science wing and assemble on Kingston field.

B2 Clear East Dale House

Sweeping of EDH, this will be done by the Head of Business Studies or a Departmental Representative, who shall then evacuate and report immediately to the Area Fire Co-ordinator.

B2: Andrew Stannard

B2 Deputy: Lisa Vincent/Janina Simpson

Clearing Kingston Block – Staff Responsibilities.

Ground Floor.

Staff occupying the following rooms are recommended to use the following shortest escape routes.

- KG1, 2, 3 & 5, ITC should exit into the Art courtyard and proceed towards Kingston Field via the pedestrian gates at the west end of the field.
- History & Pegasus Office, KG 4, 7, 8 & 9 should use the fire escape between the toilets and Pegasus office make way to corner of the field assisting with student evacuation/sweeping as they proceed.
- Science & Hercules Office, KG 15, 16, 17, 18, 19, 20, 21, use the east end exit and assemble on the field.
- KG6 use emergency exit at the rear of the classroom.
- KG 10, 11, 12, through the main entrance to the new wing and follow building around and continue through the access gates to the rear field.
- KG 13, 14 and Science Prep exit through the rear north fire door and turn right through the double fire access gates.
- B3 To check the entire ground floor east end & west, evacuate and report directly to the Area Fire Co-ordinator. NB one sweeper to towards the east exit the other to sweeper to the west including a check of the Art Studio & KS Resource Room (former changing rooms) before heading along the southern perimeter to the assembly area.

B3 Ground Floor Sweeper South Wing (old)

Ground Floor Sweeper; starting with ITC office, check all rooms on the ground floor, evacuate via the east end stairway and report directly to the Area Fire Co-ordinator.

B3: Paul Parker + at least 1 available ICT staff member

B3 Deputy: Andrew Frost/Andrew Barnwell – West End

B3 Deputy: Jenny Loughton/Kay Davies – East End

B4 Ground Floor Sweeper North Wing (New)

Ground Floor Sweeper; starting with KG10 through KG14, check all rooms on the ground floor, evacuate via the north fire escape and report directly to the Area Fire Co-ordinator.

B4: Michael Chambers

B4: Chris Jenkinson

First Floor

- PE Office exit by link staircase with Sports Facility
- Office Corridor from the staff showers through to staff room, exit via main stairway and exit building via double doors towards the Art Studio.
- KDS and KF22, 23, 24, 25 exit via the east end stairway and east end fire exit to assemble on the field.
- KF 26, 27, 28, 29, 30 and Science Preparation Room exit through the rear north fire door and turn right through the double fire access gates.
- KF 31, 32, 33, 34, 35, 36, 37 exit via main stairway in the new building and follow building around and continue through the access gates to the rear field.
- KF 42 & 43, exit via dedicated stairway and evacuate to the field.
- KF38, 39, 40, 41 and Offices exit via south west stairway (outside KF39) and exit the building via the double doors outside KG5.
- Staff work room exit via nearest staircase.

B5 First Floor Sweeper South Wing (Old)

First Floor Sweeper; starting with all rooms on the staff corridor, check all rooms on the first floor, evacuate via the east end stairway and report directly to the Area Fire Co-ordinator.

B5: Ellie Forster/Claire Cattle

B5 Deputy: Claire Willson

B6 Science First Floor Sweeper South Wing (Old)

First Floor Sweeper; starting with KF23 through KF28, check all rooms on the first floor, evacuate via the north stairway and report directly to the Area Fire Co-ordinator.

B6: Phil Girtchen

B6 Deputy: Jacky Alty

B7 First Floor Sweeper North Wing (New)

First Floor Sweeper; starting with KF29 through KF 33 , check all rooms on the first floor, evacuate via the east end stairway and report directly to the Area Fire Co-ordinator.

B7: Helen Savory/Callum Holness

B7 Deputy: Chad Bullivant

B8 The Hub

Responsible person leading activities in the Hub at time of activation. Do a sweep of the building and evacuate around to the 3G pitch and on to Kingston field.

Emergency Evacuation Plan

Break/Lunch/Movement Time

Fire Officer: Premises Manager

Deputies: Senior Caretaker

The main aims of this procedure are to:

- Safely clear buildings of staff Students and visitor.
- Evacuate to a safe assembly area.
- Prevent access to buildings once they have been cleared.
- Cordon the area to prevent migration from one zone to the other.

It is recognised that it is not possible to take an accurate register due to students and staff leaving site at lunchtimes, or at break and movement time due to migration of staff and students across the site. All other procedures for the calling of emergency services apply.

Caretakers

Caretaker A

- Attend fire panel and assess and report indications to the Fire Officer/Head of School/Deputy Head of School.
- Switch off alarms as directed by the Fire Officer/Leadership.

Caretaker B

- Proceed to indicated location of fire as directed by Caretaker A. Confirm to Fire Officer/Head of School/Deputy Head of School if fire present or false activation.
- Then proceed as directed by the Fire Officer/Head of School/Deputy Head of School.

Senior Leadership Team (SLT)

In the event of activation, members of SLT, Heads of House and House Leaders will be required to undertake the sweeping of the various zones, nominally allocated based on office location as;

Zone A (Riding, LLC, Humber, Technology)

- Richard Williman
- Tom Sergeant
- Chris Major (Humber)
- Paul Jacobs
- Nick Hobbs
- Kristin Belcher
- Alice Brady
- Katy Kirby
- Matt Holmes
- Jeanine Guy
- Jasmine Oxlade
- Luke Duerden
- Anne Bidder
- Tina Beharrell

Zone B (Kingston, Eastdale and Sports facilities)

- Mitch Trainor
- Barry Gray
- Jenny Loughton
- Kay Davies
- Whitney Bower
- Steve Teasdale
- James Coulbeck
- Ed Thompson
- Joanne Sprakes

SLT will direct any staff as required to ensure safety, evacuation to assembly areas, prevention of re-entry etc. They will need to assess the situation, directing students accordingly, and send one member of staff to visit Hunsley Primary to ensure they are aware that an evacuation is in process.

All Staff (Teaching & Support & Lunchtime Supervisors)

In the event of activation, all staff to vacate the buildings in a safe and orderly manner checking rooms and directing students and visitors to the designated assembly areas as indicated in the main curriculum evacuation plan. Upon evacuation, staff are to remain with students in the assembly areas both for their own safety and to maintain order amongst students until advised by SLT that it is safe to return to the buildings.

Students

Upon hearing the fire alarm, students ARE NOT, under any circumstances to enter any buildings on the school site, they are to proceed to the nearest of the three recognised assembly areas (Main playing fields, northern section of Visitor Car Park, Lowfield Lane Playing Field or to act as instructed by members of Staff.

The evacuation procedure is considered to be active until the instruction is given by the Head of School/Deputy Head of School through the Fire Officer for students/staff and visitors to return to the building (even if the alarm has stopped sounding).

Review Period: Termly
Next Review: October 2019

EMERGENCY EVACUATION CHECK LIST

FIRE OFFICER

Date: _____

Time: _____

Area of Activation

Zone A

Zone B

Both

Point of Activation: _____

Reason for Activation: False Alarm _____
 Bomb Alert _____
 Fire _____
 Other _____

Emergency Services Required: Y / N (Notes) _____

Area Evacuation

Zone A completed Time: _____ (<4mins Y/N)

Zone B completed Time: _____ (<4mins Y/N)

Total time elapsed: (for the completion of whole evacuation) _____
(Note taken from when all evacuation and documentation completed)

Notes

Signed: _____ Date: _____

When complete, all forms to be retained in the Fire Log Books

EMERGENCY EVACUATION CHECK LIST – Zone A1 (LLC)

Area Co-ordinator – A1

Please ensure that all rooms are accounted for before reporting the outcome of the evacuation to the Fire Officer. Pass the completed form to the Fire Officer ASAP.

Area	Sweeper	Area (West)	Sweeper
Executive Principal's PA's Office		Access Ramp to Riding	
Executive Principal's Office		Entrance Foyer & Toilets	
L25		Reception/Meeting Room	
L26		General offices/Reprographics	
LF7 (Melton Suite 1)		Area (East)	Sweeper
LF8 (Melton Suite 2)		Governance Office	
6F Kitchen		Hunsley Suite	
Sixth Form Dining Area		Classroom LG6	
Sixth Form Common Room		6F Resource Centre & Office	
Corridor & Toilets.		ICT Suite LG12	
West Stairway		East Stairwell and Foyer	
Area		Area	
6F Student(s) with Specialist Needs 		9a Riding Staff Corridor & LLC First Floor Western Stairway & HR STAFF 1st Floor Refuge point	

**IMPORTANT – Have Refuge
on Stair Landings Been
Checked?
IS Assistance with
Evacuation Required?**

Evacuation Completed (Time): _____

Staffing Register Completed: Y/N

Fire Officer informed (Time): _____

Signed: _____ Date: _____

EMERGENCY EVACUATION CHECK LIST – Zone A

Area Co-ordinator – A7

Please ensure that all rooms are accounted for before reporting the outcome of the evacuation to the Fire Officer. Pass the completed form to the Fire Officer ASAP.

Riding	Sweeper	Riding	Sweeper
Media Classroom		RG6	
Heads of House office		PD OFFICE	
RG1		RG7	
RG2		RG8	
RG3		PD STORE	
RG4		RG9	
RG5		RG10	
Riding Dining Hall & Kitchen		Riding Gym	
Uniform Store & Kitchen Office		Riding Hall	
Finance Office			
Riding Changing Rooms		School House	
RF11		RF14	
RS21		RF16	
RS23		RS20	
RS25		RS22	
RT31		RS24	
MATHS OFFICE		RT30	
		RT32	
		RT34	

Humber	Sweeper	Humber	Sweeper
HG1		HG14	
HG2		HG15	
HG3		HLC	
HG4		Entrance Foyer inc toilets	
HG5		SEN Office & Toilets	
HG6		Staff Room	
HG7		English Offices & DDA Unit	
HG8		East foyer and toilets	
HG9		Library	
HG10			
HG11			
HG12			
HG13			
Welton Building	Sweeper		
W1		W5	
W2		W6 (&Office)	
W3		W7	
W4 (ICT)		W8	

Evacuation Completed (Time): _____

Staffing Register Completed: Y/N Fire Officer informed (Time):

Notes

Signed: _____ Date: _____

EMERGENCY EVACUATION CHECK LIST – Zone B

Area Co-ordinator – B1

Please ensure that all rooms are accounted for before reporting the outcome of the evacuation to the Fire Officer. Pass the completed form to the Fire Officer ASAP.

Eastdale House	Sweeper	Eastdale House	Sweeper
Area Office (Ground Floor)		E4	
E1		E5	
E2		E6	
E3		Office (First Floor)	
Kingston Ground Floor	Sweeper	Kingston Ground Floor	Sweeper
ICT Office/Workshop		KG9	
Caretakers/Premises Manager Office		KG10	
6F Art Studio (former changing room) (WEST)		KG11	
KG1		KG12	
KG2		KG13	
KG3		Science Prep Room	
Art Prep Room AND Dark room		KG14	
KG4		Science Office	
KG5		KG15	
KG6		KG16	
History & Pegasus Office		Hercules House Offices	
KG7		KG17	
KG8		Geography Office	

Kingston Ground Floor	Sweeper	Kingston First Floor	Sweeper
KG18		West Refuse Area/Lift	
KG19		KF34	
KG20		KF35	
KG21		KF36	
Kingston First Floor		KF37	
KF22		IT/Exam Office	
KF23		KF38	
KF24		KF39	
KF25		RE Office	
Kingston Drama Room		KF40	
KF26		Data Offices	
KF27		KF41	
OLD Science Prep Room K66		KF42	
KF28K68		KF43	
KF29K69		Office Corridor	
East Refuse Area K70		THE UNIT	
NEW Science Prep Room PE Office		Staff Room Science Prep Room	
KF30		PE Office Sports Centre	
KF31		Sports Centre	
KF32		Space Kitchen	
KF33		The Hub	

Evacuation Completed (Time): _____

Staffing Register Completed: Y/N

Fire Officer informed (Time): _____

Notes

Signed: _____ Date: _____

EMERGENCY EVACUATION CHECK LIST

Hunsley Primary Main Building

Upon hearing the alarm, all staff and students exit the primary building via the main carpark and gates to the assembly point on the east edge of the field and report directly to the Area Fire Co-ordinator.

Area Fire Co-ordinator:
Deputy:

Louise Hitchin
Lucy Hudson

Primary	Sweeper
GF01 - Lobby	
GF02 – Main Office	
GF16 – Lucy’s Office	
GF03 – Female Toilets	
GF04 – Disabled Toilets	
GF05 – Corridor Waiting Area	
GF06 – Cleaners cupboard	
GF07 – Infant WC 1	
GF08 - Kitchen	
GF09 – Infant WC 2	
GF10 – Reception WC	
GF11 – Reception C	
GF12 – Class base	
GF13 – Open Plan Space	
GF14 – Play Area Corridor	
GF15 – Plant Cupboard	
GF16 – Extension Foyer	
GF17 – Extension Toilet	
GF18 – Extension Classroom	

