

Emergency Evacuation Procedure



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Emergency Evacuation Procedure

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 to 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 Headteacher/Deputy Headteacher 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 will deal with these matters swiftly by identifying culprits and taking the necessary disciplinary actions to discourage this behaviour.

Event Fire Panel Monitoring

During exams or other events as directed by the Headteacher/Deputy Headteacher, the fire control panels in either Zone A and B can be delayed by use of the key change over switch located by the main 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

Under most circumstances, only the affected zone will be alerted and evacuated. The situation will be assessed by the Fire Officer and Headteacher/Deputy Headteacher and if deemed necessary the other zone will also be evacuated:

Zone A: Reception Building; Riding Building; Music Media Suite; Ferriby Building; Humber Building; Welton Building; Music Cabins.

Reception Building evacuates to the northern area of the Visitors Car Park.

All other Zone A areas evacuate to Lowfield Lane Sports Field.

Zone B: Eastdale, Kingston and Sports Facilities including The Hub and Space, TDC.

Evacuate to the South of the Kingston playing fields. (NOT Sports Facility – see NOP/EOP evacuation plan)

Supplementary Zone Identification Alarms

To provide advanced warning that zone activation has occurred, the Reception Building 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 evacuation is that students will be registered in their teaching group or tutor group. The success of this approach is dependant 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. Fire Officer:

- Contact Fire Brigade on 999 on discovery of fire.
- Deployment of caretaking staff as required for evacuation plan.
- Liaise with Area Fire Co-ordinator(s) to ensure building have been swept and cleared.
- Inform Headteacher/Deputy Headteacher (in their absence the most senior member of staff in school) that the buildings have been cleared.
- Confirm with Headteacher/Deputy Headteacher (in their absence the most senior member of staff in school) that staff and pupils have been accounted for at all the evacuations points.
- Meet with Fire Brigade on arrival at site and brief them on the evacuation of building.
- In the event of a false activation, make contact with First County to avoid the deployment of the Fire Brigade

2. 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.

3. 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 Headteacher/Deputy Headteacher

4. 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 Headteacher/Deputy Headteacher.

5. Caretakers: To be controlled and co-ordinated by Fire Officer or Senior Caretaker

Caretaker A

- Attend nearest fire panel (Reception Building, Riding, Sports or Kingston) assess and report indications to the Senior Caretaker and Fire Officer, using the Premises Radio Channel 2.
- 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 Premises Radio Channel 2.
- Proceed as directed by the Fire Officer.

6. Headteacher/Deputy Headteacher (in their absence the most senior member of staff in school):

- During the inform activation phase, liaise with Fire Officer via Channel 2 on the status of the activation.
- Take up a position that allows overview of the muster area OR
- Assign a member of the SLT to the muster area and proceed to the seated area to control movement between Zone A & B.
- Once notified by the Fire Officer that all students are accounted for, and that it is safe to return into the building, co-ordinate staff and students return using, where necessary, the loud hailer to give instructions.

7. Area Fire Co-ordinators:

- Wears high visibility vest.
- Follows guidance for their allocated zone (see relevant section of staff fire procedure).

8. Sweepers

- Follows guidance for sweeping their allocated area (see relevant section of staff fire procedure).
- If Sweepers are with students, and their Deputy isn't readily available, they need to direct the students to the care of another responsible adult and carry out their designated role as detailed in the staff fire procedure.

9. 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 procedure are to carry out roles as detailed in the relevant section.

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 cannot be accounted for.

10. 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.

11. Staff working off site

Staff are encouraged to sign in and out via the automated school sign in system. As use of this system is not universal, the sweeping system will be used to ensure all buildings are clear.

12. Support for learning department (SEN)

To implement Personnel Emergency Escape Plans (PEEP's) appropriate to student's needs, ensure 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 (see example on the left). 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.

13. 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.

14. 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 procedure. A copy must be made available to them by the Cover Officer or HR Assistant at their time of induction.

15. Music Cabins

Evacuation Procedures detailed in this documents must be followed whenever these buildings are temporarily occupied (East Riding Music Lessons).

16. 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.

The access gate located on the fence line between the south west corner of Kingston Art and Sports Field next to 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

Premises Team each day before school starts. These will be closed at the start of the day but remain unlocked in case of emergency opening during the day. The first member of staff who arrives at these gates during an evacuation will need to fully open and secure the gates.

17. 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 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'. All caretakers on site, Headteacher/Deputy Headteacher, 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.

18. Automatic fire shutters and gas/extractor fan interlock

The Riding Kitchen, The Space and Reception Building Kitchens (Sixth Form Canteen) 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.

19. Evacuation of the Hub/Space

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 of the Kingston Sports Field. 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 procedure (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).

20. 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 Reception Building evacuate to the northern area of the Visitors Car Park.**
- **Riding, Humber, Welton and Ferriby buildings, Music Media Suite and Music Lesson Cabins evacuate to the west of the site and assemble on the Lowfield Lane Sports 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 Reception Building – 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

Once the alarm sounds it is the responsibility of person A1 to collect Red Fire Box, and loud hailer, vacate the building and take up position in the visitors car park. A1 should prevent vehicles leaving the site thus keeping the crossing open for evacuees from the Reception Building and be centrally located for sweepers 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 via the radio (channel 2).

A1: Rebecca Thacker

A1 Deputy: Sarah Emmerson/Daisy Simpson (also A3 and A5 Deputy)

A2 First floor sweeper

Once the alarm sounds it is the responsibility of person A2A and A2B to ensure that the entire first floor (from Head's office eastwards), including the stairway near the lift and East Refuge Points, is evacuated, and to check that all doors and windows (where possible) are closed but not locked.

Upon completion of the check, A2A and A2B vacates the building at the car park entrance/exit doors and reports directly to the A1 Area Fire Co-ordinator.

A2A: Freya Dobson (HR Office eastwards to Sixth Form servery)

A2B: Suzy MacDougal/Caroline Henderson (Sixth Form servery/Common Room/Y12/Y13 HOY Office, Sixth Form Directors Office, locker corridor and stairwell)

A2 Deputy: Claire Dilley (also A12 Deputy)

A3 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.

A3: Sarah Emmerson

A3 Deputy: Daisy Simpson/Daisy Simpson

A4 Car Park Access

When the alarm sounds, Person A4 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 Reception Building, to direct emergency services to the appropriate location if required and prevent entry/re-entry through main reception doors.

A4: Sarah Davis

A4 Deputy: Emma Hathway

A5 Ground Floor Clearance (East end of Reception Building)

Once the alarm sounds it is the responsibility of person A5 to ensure that the ground floor accommodation is evacuated from the Reception Building corridor back to the east of the building, including Attendance Office, Compass Room, and to check that all doors and windows (where possible) are closed but not locked.

Upon completion of the check, A5 vacates the building at the car park entrance/exit doors and reports directly to the A1 Area Fire Co-ordinator.

A5: Rebecca Baldry

A5 Deputy: Suzy McDougal/Caroline Henderson

A6 Ground Floor Clearance (west end of Visitor Reception Building)

Once the alarm sounds it is the responsibility of person A6 to ensure that the ground floor (including the access corridor to the Riding Block, Reception Building Main Office, Managers Office, toilets, Inspire Room, Student Reception and west foyer) is evacuated and to check that all doors and windows (where possible) are closed but not locked.

Upon completion of the check, A6 vacates the building and reports directly to the A1 Area Fire Co-ordinator.

A6: Emma Hathway

A6 Deputy: Jenny Drant

A6b Prevent access through front electronic doors

When the alarm sounds, person A7 must take up position outside the front electronic doors to reception and ensure that no person uses the doors to access the building.

A6b: Jenny Drant

A6b Deputy: Daisy Simpson

Training Room Bookings/Meeting Rooms

Each classroom and main office display a copy of the evacuation procedure (see appendix A). It

is 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 Visitors car park.

The final confirmation of the clearance of external visitors from training facilities will be given by **A1, A3, A5 or A6**. When the Area Fire Co-ordinator has a completed check-list, he/she is to notify the Fire Officer via the radio (channel 2).

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 Reception Building. 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 Sports Field. Groups assembling on Lowfield Lane Sports Field will assemble with Year 7 closest to the top of the fields and Year 13 closest to the A63. The areas for each year group are marked on the boundary fence on the Sports Field.

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, including teachers with their teaching group, will open the gates (Please note that these gates are heavy and therefore students must not open the gates).**

A7 Area Fire Co-ordinator

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

A7: Emma Harrison

A7 Deputy: Julie Judson

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 Riding Student Toilets on route to the Traffic Control point and then evacuate and report to the Area Fire Co-ordinator (A7).

A8: Karen Holtby

A8 Deputy: Annemarie Tambaros

A9 Ground Floor

To check the clearance of the Key Stage 3 Office, RG6 – RG10, DT Office and DT Prep Room, and then evacuate and report to the Area Fire Co-ordinator (A7).

A9: Annabel Clutterbrook

A9 Deputy: Melanie Jackson/Rudd

A10 Finance/Music/Music Media/Riding North Ground Floor

To check the clearance of all music rooms (RG1- RG5) Music Media, Riding Gym, Riding Hall, Riding Dining Hall and Kitchen, including Catering Office, and Kitchen storeroom. Upon completion evacuate and report to the Area Fire Co-ordinator (A7).

A10: Sophie Steele/Tracey Allenby

A10 Deputy: Helen Quance/Angela Smales

A11 Riding North Tower:

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

A11: Jodie Sweeney/Anna Blake/

A11 Deputy: Alex Merrills

A12 Riding North West clearance

To clear Riding Staff corridor, toilets, Staffroom and Riding North West refuge point and stairwell (exit via fire escape at bottom of stairwell to right) and then evacuate and report to the Area Fire Co-ordinator (A7).

A12: Lisa Blackburn

A12 Deputy: Claire Dilley (also A2 Deputy)

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: Phoebe Alden

A13 Deputy: Anna Blake

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 Sports Field. Any Staff members that exit through the south exit should inform any personnel using the Tennis Court area.

A14 Clearance of Humber Foyer/HG13, HG14, HG15

Shall check the clearance of the West Humber toilets, HG 13, 14, and 15,. Should then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A14: Richard Buckle

A14 Deputy: Amy Holmes/Holly Cox/Tina Beharrell

A14a Clearance of Humber

Shall check the library, Outreach offices, HG12, HG11 and Humber TA staff room. Should then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A14a: Samuel Pirt

A14 Deputy: Debra Carrick

A15 Clear HG6 – HG11

Shall check rooms HG6 and HG 7 and HG 9 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: Carol Leslie/Hannah Reilly
A15 Deputy: Steph Morton

A16 Clear HG3 – HG5

Shall check, HG3 – HG5, HG8 the HLC and West Foyer including all toilets are clear. Shall then evacuate and report immediately to the Area Fire Co-ordinator (A7).

A16: Jayne Froggett
A16 Deputy: Hui Dyer

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.

A17 Welton Ground Floor

Shall check that rooms W1, Disabled WC and Sore cupboard, W2, W3 and W4 are evacuated and report immediately to the Area Fire Co-ordinator. Inform anyone using the 3G pitch about the evacuation (A7).

A17: Chrissie Savage
A17 Deputy: Lamia Whitehouse

A18 Welton First Floor

Shall check store cupboard, W5, W6, Welton Stairway Refuge Point, W7 and W8 are evacuated and report immediately to the Area Fire Co-ordinator (A7).

A18: Rachel Cope
A18 Deputy: Charlie Parsley

Clearing of Ferriby Buildings – Staff Responsibilities

Staff shall be responsible for safely evacuating their classroom via the nearest fire escape and escorting their group using either exit and onto Lowfield Lane Sports Field via the Bus Park to Assembly Area 4.

A19 Ferriby Ground Floor

Shall check that rooms FF01, FF02, FF03, and FF04, toilets and staff work room are evacuated and report immediately to the Area Fire Co-ordinator.

A19: Chloe Kenyon
A19 Deputy: Eve Thornes

A20 Ferriby First Floor

Shall check staff office, FF05, FF06, FF07 and FF08 are evacuated and report immediately to the Area Fire Co-ordinator (A7).

A20: Steph Muir
A20 Deputy: Rachael Collins

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 of Kingston 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.

See Page 28 for the KINGSTON BUILDING NEAREST EXIT PLAN

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 loud hailer, and takes up position to the south east of the buildings on Kingston field.

Must direct a member of staff to Trust HQ building are aware of the alarm and evacuate if necessary.

B1: Claire Millar

B1 Deputy: Ellie Forster/Sarah Adcock

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, both ground and first floors, 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 (B1).

B2: Lisa Vincent

B2 Deputy: Andrew Stannard/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 & KS4 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 & CHO 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.
- If radioactive sources are in use, please follow the procedure set out in Appendix A.

B3 Ground Floor Sweeper South Wing (old)

Ground Floor Sweeper; starting with IT office and workshop shall check all rooms including offices and toilets on the ground floor, evacuate via the east end stairway and report directly to the Area Fire Co-ordinator (B1).

B3: Tristan Davis

B3 Deputy: Paul Parker - West End

B3 Deputy: Sally Forsyth/Kirstin Ellis – East End

B4 Ground Floor Sweeper North Wing

Ground Floor Sweeper; starting with KG10 through KG21, shall check all rooms including offices and toilets on the ground floor, evacuate via the north fire escape and report directly to the Area Fire Co-ordinator (B1).

B4: Michael Chambers

B4: Alison Woodhouse

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 Exams & Data Office through to the Careers & IT Office, then continue onto all rooms off the staff corrido, including the Unit and rooms KF42 and KF43, then onto Kingston Staff Room, toilets and PE Office Sports centre. Evacuate via the east end stairway and report directly to the Area Fire Co-ordinator (B1).

B5: Liz Monkman

B5 Deputy: Athina Kouris

B6 Science First Floor Sweeper South Wing (Old)

First Floor Sweeper; starting with KF22 through KF28, check all rooms on the first floor, including Kingston Drama Room and the Old Science Prep room and evacuate via the north stairway and report directly to the Area Fire Co-ordinator.

B6: Phil Girtchen

B6 Deputy: Mark Calvert

B7 First Floor Sweeper North Wing (New)

First Floor Sweeper; starting with KF29 through KF37, check all rooms on the first floor, including East and West Refuge Area Points and evacuate via the east end stairway and report directly to the Area Fire Co-ordinator (B1).

B7: Sarah Adcock (also Deputy B8)

B7 Deputy: Nicola Jefferson

B8 Sports Centre/Space Kitchen and The Hub

Responsible staff member leading PE activities at time of activation to do a sweep of the Sports Centre, Space Kitchen and The Hub. Evacuate around to the 3G pitch and on to Kingston field, and report directly to the Area Fire Co-ordinator (B1).

B8: Jo Richardson

B8 Deputy: Joe McLocklan/Sarah Adcock

Emergency Evacuation Procedure

Break/Lunch/Movement Time/Out of Hours And Exam Procedure

Fire Officer: Premises Manager

Deputies: Senior Caretaker

The main aims of this procedure are to:

- Safely clear buildings of staff, students and visitors.
- 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, or after school 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/Headteacher School/Deputy Headteacher via Channel 2.
- 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/Headteacher/Deputy Headteacher if fire present or false activation via Channel 2.
- Then proceed as directed by the Fire Officer/Headteacher/Deputy Headteacher.

Senior Leadership Team (SLT)

In the event of activation, members of SLT, Year Teams and associate staff will be required to undertake the sweeping of the various zones, nominally allocated based on office location as;

Zone A (Riding, Reception Building, Humber, Technology, Welton, Ferriby)

- Michaela Blackledge
- Barry Gray
- Whitney Bower
- Paul Jacobs
- Paul White
- Jodie Sweeney
- Steph Muir
- Karen Holtby
- Annabel Clutterbrook
- Kirsten Ellis
- Luke Duerden
- Georgina Myers

Zone B (Kingston, Eastdale and Sports facilities)

- Mitch Trainor
- Meg Oglesby
- Jenna Bilton
- Kirsten Ellis
- Sally Forsyth
- Liz Monkman
- Alex Hathway

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 the Education Alliance (TDC) 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 (Low Field Lane Sports Field, Visitors Car Park, Kingston 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 Headteacher/Deputy Headteacher through the Fire Officer for students/staff and visitors to return to the building (even if the alarm has stopped sounding).

Exam Procedure

EMERGENCY EVACUATION procedure for Examinations

In an emergency or if the school alarm sounds during an exam, the lead invigilator must take the following action:

- Stop the candidates from writing and make a note of the time.
- Keep the students in the room in complete silence, reminding them that they are still under exam conditions and must not communicate with other candidates.
- Reassure students that there is a set procedure in such situations and further instructions will be given shortly.
- Wait for further instructions from the Exams Officer or a member of the school leadership team.

If confirmation of a false alarm is received, give the students up to two minutes to compose themselves, then restart the exam, allowing the candidates the full time for the exam.

If you are informed that an evacuation is necessary:

- Collect the attendance register/seating plan so that a roll call can be taken once outside to ensure all students are present and accounted for.
- Advise candidates to leave all question papers and scripts in the examination room.
- Evacuate the examination room in line with the instructions given by the appropriate authority.

Zone A: Reception Building including Melton rooms; Riding; Humber; Welton, Ferriby Buildings, the Technology Block, Music Media Suite, Music Lesson Mobiles.

- All in the Reception Building to evacuate to the northern area of the Kingston Car Park.
- All other areas evacuate to the sports field across Lowfield Lane.
- Candidates should be kept separate from all other students, and assemble at the south end of the field (nearest the A63).

Zone B: Eastdale House, Kingston and the Sports Facilities including the Hub/The Space.

- Evacuate to Kingston Field.
 - Candidates evacuating from the Sports Hall should remain separate from all other students, and should wait on the grass area immediately behind the Sports Hall unless directed otherwise.
- Candidates should leave the exam room in silence and be reminded that they remain under exam conditions. They must not communicate with other candidates.
 - Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
 - Students MUST be kept as far apart as safely possible from students who are not sitting the exam.

Once the Fire Officer or a member of the Senior Leadership Team confirms that students may return to the examination room:

- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.

- The Exams Officer will make a full report of the incident and of the action taken and send to the relevant awarding body.

Review Period: Annually (Staffing – Termly)
Next Review: June 2026

FIRE OFFICER EMERGENCY EVACUATION RECORD & CHECK LIST

Date: _____

Start Time: _____

Area of Activation

Zone A

Zone B

Both

Location of Activation: _____

Reason for Activation: False Alarm _____
 IED Threat _____
 Fire Activation _____
 Other _____

Emergency Services Required: Y / N

Zone A completed

Evacuation Time: _____

Zone B completed

Evacuation Time: _____

Time to Complete Roll Call _____

Finish Time _____

Assessment of Drill

Remedial Action Required

Fire Officer Comments

Name:

Signed: _____



Date: _____

On Completion of the evacuation all checklists to be handed to the Premises Manager

EMERGENCY EVACUATION CHECK LIST – Zone A1 (Riding Building)

Area Co-ordinator – A1

Please ensure that all rooms are accounted for before reporting the outcome of the evacuation to the Fire Officer via Channel 2. Pass the completed form to the Fire Officer ASAP.

Reception Building - 1 st Floor East	Sweeper (A2A)	Reception Building - Ground Floor West	Sweeper (A6)
Headteacher Office		Access Ramp to Riding	
		Student Reception	
PA's Office		Visitor Entrance Foyer & Toilets	
		Visitor Reception/ Meeting Room	
Stairway near lift (Refuge Point)		Reprographics Room	
		Inspire	
L26		Managers Office	
L25		Reception Building - Ground Floor East	Sweeper (A5)
LF7 (Melton Suite 1)		Attendance Office	
LF8 (Melton Suite 2)		Hunsley Suite	
Reception Building – 1 st Floor East	Sweeper (A2B)	Compass	
		LG6 – The Nest	
Sixth Form Servery Kitchen		Sixth Form Resource Centre & Office	
Sixth Form Dining Area			
Sixth Form Common Room		ICT Suite LG12	
Directors of Sixth Form Office		East Stairwell and Foyer	
Y12/Y13 HOY Office			
Corridor & Toilets		Riding 1 st Floor West	Sweeper (A12)
Cleaning Supervisor Office		Riding Staff Room, Offices and Toilets	
East Stairway (Refuge Point)		Riding Stairway (Refuge Point)	

Evacuation completed (Time): _____

Fire Officer informed (Time): _____


If necessary staffing and visitors register completed: Y/N (Debbie Lord or Jenny Drant)


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 via Channel 2. Pass the completed form to the Fire Officer.

Riding - Ground Floor	Sweeper (A10)	Riding - Ground Floor	Sweeper (A9)
Media Classroom		Finance Office	
Heads of House offices		RG6	
RG1		DT Office	
RG2		RG7	
RG3		RG8	
RG4		DT Prep Room	
RG5		RG9	
Riding Gym		RG10	
Riding Hall		Ferriby	Sweeper (A19) Sweeper (A20)
Riding Dining Hall & Kitchen		FF01, FF02, FF03, FF04	(A19)
Student Union & Kitchen Office		Toilets, Staff work room	(A19)
Riding Changing Rooms		FF05, FF06, FF07, FF08	(A20)
Riding - North Tower	Sweeper (A11)	Office	(A20)
RF11		Riding - South Tower	Sweeper (A13)
RS21		RF12	
RS23		RF14	
RS25		RF16	
RT31		RS20	
Maths Office		RS22	
Riding Drama Studio		RS24	
Riding - 1st Floor West	Sweeper (A12)	RT30	
Riding Staff Room, staff offices and staff toilets		RT32	
Riding Stairway (Refuge Point) 		RT34	

Humber	Sweeper (A14)	Humber	Sweeper (A16)
Entrance Foyer inc toilets		HG3	
HG13		HG4	
HG14		HG5	
HG15		HG8	
Staff Room		HLC	
HG1		West foyer and toilets	
HG2		Humber	Sweeper (15)
Library		HG6	
English Offices & DDA Unit		HG7	
HG12		HG9	
Welton	Sweeper (17)	HG10	
W1		HG11	
Disabled WC		SEND Office, Toilets & Store	
Store Cupboard		Welton - First Floor	Sweeper (A18)
W2		Store Cupboard	
W3		W5	
W4		W6 (& Office)	
		Welton Stairway (Refuge Point) 	
		W7	
		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 via Channel 2. Pass the completed form to the Fire Officer.

Eastdale House - Ground Floor	Sweeper (B2)	Eastdale House – 1st Floor	Sweeper (B2)
Staff Office (Ground Floor)		E4	
E1		E5	
E2		E6	
E3		Office (First Floor)	
Toilets		Toilets	
Kingston - Ground Floor	Sweeper (B3)	Kingston - Ground Floor	Sweeper (B4)
ICT Office and Workshop		KG10	
Caretakers/Premises Manager Office		KG11	
Caretakers Workshop		KG12	
KG1		KG13	
KG2		Science Prep Room	
KG3		KG14	
Art Prep Room AND Dark room		Science Office	
KG4		Pupil Toilets	
KG5		KG15	
Pupil Toilets		KG16	
KG6		CHO Office	
History & KS4 Office		KG17	
Pupil Toilets		Geography Office	
KG7		KG18	
KG8		KG19	
KG9		KG20	
		KG21	

Kingston – 1 st Floor	Sweeper (B6)	Kingston – 1 st Floor	Sweeper (B5)
KF22		Exam & Data Office	
KF23		KF38	
KF24		KF39	
KF25		RE Office	
Kingston Drama Room		KF40	
KF26		KF41	
KF27		Careers & IT Data Office	
Old Science Prep Room		Offices in Corridor	
KF28		The Unit	
Kingston – 1 st Floor	Sweeper (B7)	KF42	
KF29		KF43	
East Refuge Area 		Kingston Staff Room	
New Science Prep Room		Staff Toilets	
KF30		PE Office Sports Centre	
KF31		Sports Centre Ground and 1 st Floor	Sweeper (B8)
KF32		Sports Centre	
KF33		Changing Rooms	
West Refuge Area/Lift 		Toilets	
KF34		Space Kitchen	
KF35		The Hub	
KF36			
KF37			

Evacuation Completed (Time): _____

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

Signed: _____ Date: _____

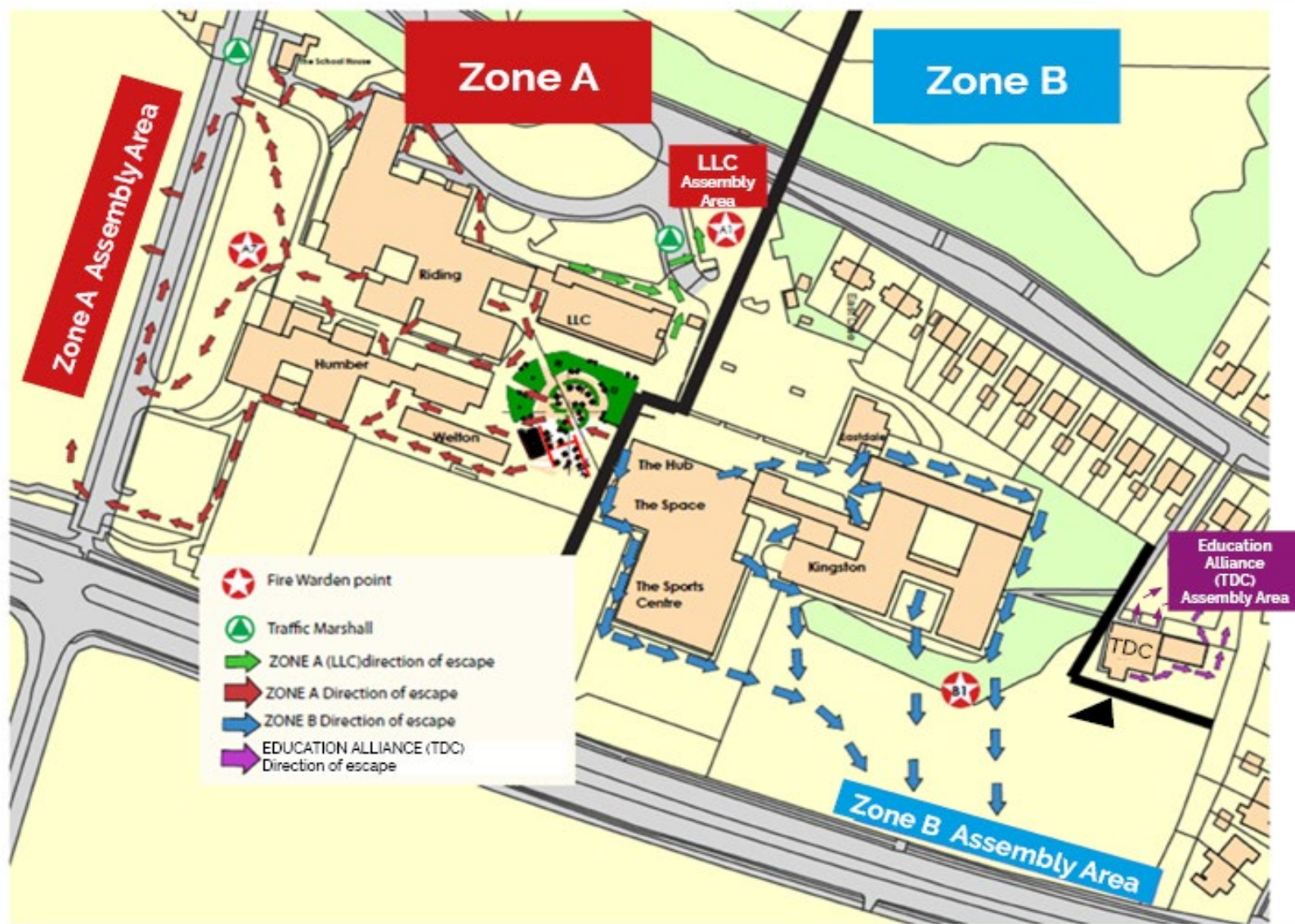
EMERGENCY EVACUATION CHECK LIST

Education Alliance (TDC) Building

Upon hearing the alarm, all staff and visitors exit the Trust HQ 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. The Senior staff member responsible for training events, will be responsible for sweeping their learning environment.

Area Fire Co-ordinator: Charlene Hadfield
Deputy: Francesca Roper

TBC Building	Sweeper Trust Administrator
GF01 - Lobby	
GF02 - Reception	
GF03 – YWTT Director Office	
GF04 – Female Toilets	
GF05 – Male/Disabled Toilets	
GF06 – Corridor/Waiting Area	
GF07 – Cleaners cupboard	
GF08 – Open Plan Office	
GF09 – Unisex WC/Storage Area	
GF10 – Kitchen	
GF11 – Female Toilets	
GF12 – CEO Office	
GF13 – Director of HR & Director of Finance Office	
GF14 – Meeting Room 1	
GF15 – Training Room 1	
GF16 – Training Room 1/Storage Area/Corridor	
GF17 – Plant Cupboard	
GF18 – Extension Foyer	
GF19 – Extension Toilet	
GF20 – Training Room 2	



South Hunsley School and Sixth Form College – Science Department**Fire Evacuation – Appendix – Use of Radioactive Sources (Updated Autumn 2025)****Introduction**

Radioactive sources are used in lessons to teach students about the physics and properties of radiation and radioactivity. The following radioactive sources are held within the Science department:

Source measured	Source type	Source identifier	Source activity (kBq/ μ Ci)
Cobalt 60	Cup	-	185 / 5
Strontium 90	Cup	-	185 / 5
Radium 226	Cup	-	185 / 5
Plutonium 239	Cup	-	185 / 5
Radium 226	Cloud chamber		0.7 / 0.02

In addition to these sources the following sources are also held: radioactive rocks x 2 sets and a smoke detector. When not in use, radioactive sources are stored following CLEAPPS guidance. If the sources are not in use, the Fire and Rescue service should be informed of their location within the school (by the School Fire Coordinator). It is important to note that the radioactive sources are low activity and roughly no more than one order of magnitude above a domestic smoke detector.

If radioactive sources are in use or out of their designated locked store during an evacuation the following procedure should be followed

Key Staff:

- **Zone B Fire Coordinator**
- **Radiation Protection Supervisor (RPS):** Evie Arthur (Subject Leader – Physics)
- **Director of Science:** Callum Holness
- **Senior Science Technician:** Mike Chambers
- **Science Technicians:** Azeta Mehrbizadeh, Nicky Fletcher, Liz McGuire.

Instructions for the class teacher / person responsible for using the sources:

- Return the source to its immediate container.
- Do not take the sources outside of the lab or prep room.
- They should be placed out of sight in the classroom.
- Do not lock the sources in a room / cupboard.
- Inform the Zone B Area Fire Coordinator (B1) the classroom the sources are in use.
- Inform the RPS (Schools) as soon as possible.

Instructions for science technicians:

- Technicians will know if sources are out of their store and have been requisitioned for a particular lesson.
- Ensure that the Zone B Area Fire Coordinator has been informed of the sources use by the class teacher / person responsible for using the sources.
- Upon clearance from the Zone B Fire Coordinator, re-enter the building before the students, collect and secure the radioactive sources.

- If the sources are not where they have been left inform RPS and Director of Science immediately.

Instructions for the Zone B Area Fire Coordinator:

- Make a note of the room and location of the radioactive sources, if in use.
- Inform the Fire and Rescue Service, if in attendance, the location of and type of sources in the room.
- At the end of the evacuation, allow Senior Science Technician (or another Science Technician, RPS, or the classroom teacher) entry into the building first to ensure that the radioactive sources are secured before students return to the building.

References:

Managing Ionising Radiations and Radioactive Substances in Schools and Colleges,
CLEAPSS, November 2019

<https://science.cleapss.org.uk/resource/1093-managing-ionising-radiations-and-radioactive-substances-in-schools-and-colleges.pdf>