

# EVACUATION REGULATIONS - INSTRUCTIONS TO STAFF

**The assembly area is on the Dome pitch, behind the Sports Dome. It is marked by two long yellow lines (the Fire Assembly Point lines or FAP lines) formed in a 7 shape.**

- (a) All members of staff must know the drill for all areas of the School and must be familiar with "[Fire and Evacuation Regulations - Instructions for Pupils](#)".
- (b) Evacuate the building only if that building's alarm is ringing. Staff are responsible for organising the evacuation of their pupils and will be the last to leave the room. All doors and windows should be closed before leaving, but not if this delays evacuation unduly.
- (c) As a building is evacuated any member of staff who hears the alarm should confirm or ensure that a pupil runner is sent to Reception. If the member of staff is unaccompanied at the time, he or she should report to Reception. If the Marryott alarm is found to be sounding, proceed to the FAP directly, without entering the building, and report the fact to the supervising member of staff.
- (d) On evacuating a building, any teacher should, if practicable, ensure that all rooms passed on the evacuation route have been evacuated and doors shut and windows closed.
- (e) Reception must:
- contact the Fire Brigade immediately the fire alarm is reported. If Marryott is evacuated then staff meeting at the FAP should immediately call the Fire Brigade in case Reception had failed to call.
  - inform the Health and Safety Officer, Headmaster's secretary, the Bursar's secretary and the school office of the fire alarm. Other senior members of the teaching staff will be notified as appropriate by the Headmaster's office, and members of the support staff as appropriate by the Bursar's office. The Health and Safety Officer or Deputy Head will take responsibility for the conduct of the roll call at the Assembly Area (hereafter 'the supervisor'). If neither is available another senior member of staff will take responsibility for the roll call and take the role of supervisor.
  - ensure that the visitors' book, absentee lists, green visits forms, signing out books, staff cover sheet and room timetables are available to be brought to the Assembly Area if required.
- (f) If the fire alarm is in Marryott House the designated fire officer will conduct a full check of the building to ensure that evacuation is complete. If the designated member of staff is not present some other person must take responsibility for this.
- (g) Teaching staff will accompany their pupils to the Assembly Area, and will take with them the classroom set lists folder or their register. Once there the teacher will stand on the Dome-side of the part of the FAP line running alongside the Dome pitch, with new classes filling from the pavilion end as they arrive, and form his/her teaching group into a distinct single-file line leading towards Queen's House, enforce silence, and conduct a roll call of the pupils he/she has been teaching. In the case of a member of staff covering an unfamiliar group, the roll should be taken from the classroom set list.

Pupils with disabilities: The class teacher should stay with the disabled pupil to assist their evacuation, co-opting the help of other staff or pupils as necessary. The teaching group should stay together with the member of staff, or be directed to go to the FAP with another member of staff.

Unaccompanied pupils (for example those in unsupervised private study) are to make their own way directly to the Assembly Area and report directly to the supervising member of staff, quietly lining up behind the shorter of the FAP lines which runs parallel to the track to the Groundsmen's shed.

A member of staff working alone should sweep all rooms passed while leaving the building by the most direct safe route.

Support staff and teaching staff not at the time with a class gather in silence on the staff side of the shorter side of the FAP assembly line.

Any member of the teaching staff who hears an alarm in another building, and who is not teaching at the time should report to the Assembly Area to lend assistance as required.

- (h) If any pupil is missing the teacher should make urgent enquiries about his/her whereabouts. In the first instance this will mean asking the rest of the group as they will probably have good information about such routine matters as music lessons or other absences. If a pupil's absence cannot be explained, further enquiries should be made.

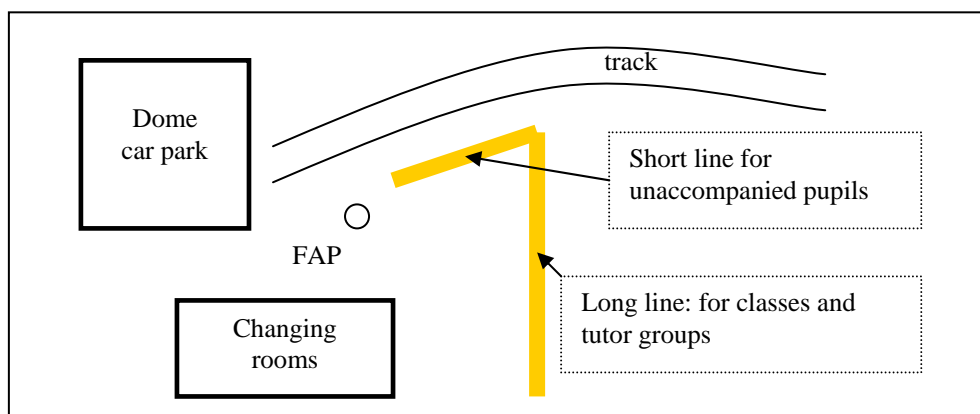
The supervisor's role at the FAP is taken by the Deputy Head or, in his absence, the senior member of staff present at the evacuation.

The supervisor will appoint a colleague to check the roll of each classroom teacher. Unexplained absence should be reported to the supervisor.

- (i) In the case of a whole school evacuation there will be a second roll call to check the presence of those not in mainstream lessons (e.g. those in one-to-one lessons; sixth formers in private study): once the class teachers have completed their roll calls and reported unexplained absences, the supervising member of staff will instruct the school by the use of a series of short blasts on a whistle to reform into tutor groups behind the long line, with Junior House nearest the pavilion, then Annott, Burwell, Seckford, and finally Willard nearest the Queen's car park. Tutors will then take a roll call of their groups. Groups whose tutors are absent will be roll-called by the Housemasters or the neighbouring tutors. Tutors report absences to Housemaster; Housemasters report in to the supervisor. Unexplained absences or nil returns required.
- (j) No attempt should be made to search for missing pupils until instructed by the supervisor.
- (k) Teachers should stay with their classes or their tutor pupils until further instructions are given by the supervisor.
- (l) Roll call of staff not with teaching groups at the FAP is by building where possible (e.g. Marryott, Tuckwell etc).
- (m) During holidays, weekends or out of school hours the priority is to evacuate the building successfully. Adult evacuees should check rooms wherever possible without endangering themselves and inform Reception or phone the Fire Brigade if reception is unstaffed and a fire is evident. (Accessible phones may be found in Reception, School Office, Staff Common Room, School House, Seckford Theatre Foyer, Music School staff room.)

Version: 1.1 May 2001.

Most recently updated: July 2010



# FIRE AND EVACUATION REGULATIONS

## INSTRUCTIONS FOR PUPILS

**The assembly area is on the Dome pitch, behind the Sports Dome. It is marked by two long yellow lines (the Fire Assembly Point lines or FAP lines) formed in a 7 shape.**

(a) **General**

Everybody working in the School, staff and pupils alike, must be familiar with these regulations

(b) **Discovering a Fire**

Any pupil discovering a fire should shout "FIRE" and report its whereabouts immediately to a member of staff, who will sound the alarm. If no member of staff is on hand and the alarm has not automatically activated, the pupil will activate the fire alarm manually via a fire-break-glass point near the building exit.

No attempt should be made to fight the fire.

(c) **Action upon hearing the Fire Alarm Bell**

**THE FIRE ALARM BELL** rings continuously, unlike the lesson bell which is pulsed.

On hearing the alarm in the building which you are using you will leave the building via the nearest door to the outside and walk as quickly as possible to the Assembly Area.

**AVOID USING STAIRCASES WHERE POSSIBLE. DO NOT USE LIFTS IN ANY BUILDINGS.**

**IF POSSIBLE GO IN SINGLE FILE, AND AVOID BUNCHING OR PUSHING. DO NOT RUN.**

**IT IS ESSENTIAL THAT EVACUEES PROCEED ONLY TO THE ASSEMBLY AREA AND DO NOT ENTER OTHER BUILDINGS UNLESS INSTRUCTED TO REPORT TO RECEPTION.**

If you are in a building with no alarm ringing there is no need to evacuate the building unless instructed by a member of staff.

At the Assembly Area your teacher for the lesson which has been interrupted will line the class up away from the FAP long line and take a roll call for his/her teaching set. You should stay in the group in which you have just been taught until further instructions have been given by the supervising member of staff.

If you are in a building unsupervised and the alarm sounds, you must proceed to the FAP as above. You are to muster behind the shorter side of the FAP, which is parallel to the track leading to the Groundsmen's shed

In the case of a whole school evacuation, and once the class-teacher roll calls have been done, there will be a second roll call, by tutor group. Wait for a series of short blasts on the supervisor's whistle before moving.

You will be instructed to go to your tutor group behind the long line, with Junior House nearest the pavilion, then Annott, Burwell, Seckford, and finally Willard nearest the Queen's House car park.

All pupils, including boarders, are to remain with your teaching or tutor group until instructed otherwise.

<p><b>MEDICAL EMERGENCY</b> <b>Matron:</b> 07900 058410 or 01394 615023</p> <p><b>Emergency services:</b> 999 or 112</p> <p>Notify reception as soon as possible: 01394 615000, or extension 1200</p> <p>Main Staff room ext: 1252</p>
--

