## OLDHAM HULME GRAMMAR SCHOOL

**EVACUATION PROCEDURES**

*This policy is applicable from EYFS to year 13*

This document contains the procedures for evacuation from all the school sites.  These procedures cover evacuation before, during and after the school day in term time, weekends and during school holidays.

**General Principles**

* The first principle of any evacuation is to ensure the safety of all pupils, staff and visitors.
* Buildings will be evacuated on the basis of risk posed to that building. Where buildings are assessed not to be at risk from a real or potential emergency they will not be evacuated.
* All staff must familiarise themselves with the fire evacuation procedures and the location of the fire alarm call points in any building in which they work.
* All new members of staff or short-term staff such as supply staff or students should be made familiar with the procedures as part of the induction process.
* Form tutors should also go through these with their forms at the start of the school year and from then on at the start of each term. Junior, Nursery and Infant school pupils should also be given appropriate instructions relevant to the buildings they come into during the school year.
* Emergency instructions are displayed throughout the school. In the absence of such a notice, please report it to the Estates Manager.
* Fire evacuations will be practised regularly during the year and staff may be given prior notice but should treat all alarms as emergencies. Where staff are carrying out essential practical work (e.g. GCSE science assessments), they should give these dates to the Deputy Principals so that disruption to this work can be avoided where possible. Fire drills may also be carried out which involve the blocking of a stairway or exit.
* Anyone discovering an outbreak of fire must immediately sound the nearest fire alarm call point. When the alarm sounds everyone present in the building must evacuate to the appropriate evacuation point. The Fire Service should be contacted immediately.
* Teaching staff should ensure that all of their pupils leave the classroom in an orderly manner and proceed to the evacuation point.

**DETAILED EVACUATION PROCEDURES FOR SENIOR SCHOOL SITE DURING A NORMAL SCHOOL DAY**

These procedures relate to the following buildings:

**Senior School Building, Science Centre, Pavilion, Library, New Hall**

**Assembly Point**: **Playing Fields (Big Side)**

1. These procedures will operate between 8.45 am and 3.45 pm on normal school days.
2. Anyone discovering an outbreak of fire must immediately activate the nearest fire alarm call point. If the alarm sounds then Reception or the General Office should call the Fire Service.
3. When the fire alarm sounds, all work must stop. The member of staff in charge of the class should:

* inform pupils of the exit route to be followed
* make sure all windows are closed
* instruct the pupils to remain in silence throughout the evacuation and to leave the room in an orderly manner.
* be the last to leave ensuring that all pupils are clear of the area, that all lights are switched off, the gas supply (where applicable) is turned off and experiments left in a safe condition.
* ensure that the door of the classroom is closed.

1. Any pupil who is not in the classroom when the alarm sounds should go straight to the assembly point.
2. Every exit door should be used to avoid congestion.
3. Pupils and staff should make their way to the single assembly point noted above. Pupils should line up by form group and will be registered by their Form Tutor, or Head of Year. Heads of Year will report to the Deputy Principal (Pastoral) to establish if any pupils are unaccounted for.
4. The Estates Manager will take up a position at the Main Entrance to assist the Fire Service assess the situation. The Business and Operations Director or Estates Manager will provide information to the fire officers about the incident/evacuation and any possible staff, pupils or visitors still in the building.
5. Clearance will be given by the Business and Operations Director for everyone to return to the buildings. Staff are asked to ensure pupils return in an orderly fashion. In the event of an actual fire or emergency, instructions will be issued after the Business and Operations Director has consulted with the Fire Service.

**No-one should return to the building while the alarm is sounding.**

1. Pupils and staff should remain at the Assembly Point until the alarm has stopped sounding and they have been instructed that they can re-enter the building.
2. At lunchtime and morning break the same evacuation process should apply. Pupils should assemble at their designated place at the Assembly Points. Form Tutors should then supervise their own form.

**EVACUATION PROCEDURES FOR PERSONNEL IN OUTLYING SCHOOL BUILDINGS.**

These procedures relate to the following buildings:

**Brierley Art Block, Hulme House and Tullie House**

**Assembly Point: Estcourt Playground**

1. All the buildings above are linked on the same single alarm system. Only the Art Block has some automatic detection and in the other buildings the alarm must be activated through an alarm call point.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above.
3. As staff members evacuate the buildings with the pupils in their care they should check that other areas are empty as they pass.

**Estcourt**

**Assembly Point: Outside the Brierley Art Block**

1. The Art Block has some automatic detection but the alarm may also be activated through an alarm call point.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above.
3. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.

**Thornycroft (Nursery and Infants Site)**

**Assembly Point: Hampton Street**

1. The Thornycroft and Nursery buildings are on the same alarm system which is a monitored system linked through to the Fire Brigade. There is some automatic detection plus alarm call points.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above.
3. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.
4. As the building is evacuated the double gates and gates to the side and rear should be opened to enable the Fire Brigade to gain immediate access to all areas.

**Denton House**

**Assembly Point:** **Staff Car Park, Chamber Road.**

1. The building has its own alarm system which has both automatic smoke detectors and alarm points.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above.
3. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.
4. The building contains various items of specialist equipment and these should be shut off before evacuation.
5. If the Staff Car Park is locked then pupils and staff should assemble outside the Senior School gates on College Road.

**Hulme Court, Sports Hall and Swimming Pool**

**Assembly point: Hulme Court Playground**

1. These three buildings have a fire single alarm system which is activated entirely by alarm call points.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above. Pupils and staff should assemble on the Playground at the farthest point from where the fire is believed to be i.e. if it is thought that the fire is in Hulme Court then assembly should be adjacent to the Swimming Pool.
3. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.

**EVACUATION PROCEDURES BEFORE AND AFTER SCHOOL AND AT WEEKENDS**

1. These evacuation procedures will be in force prior to and after the school day, that is prior to 8.45 am or any alternative morning registration time and after 3.45 pm, or whatever time the pupils are dismissed from school.
2. Staff who have arranged for children to be in school at the above times or who are running extra lessons, activities etc for pupils are responsible for:

* keeping the General Office or Finance Office informed about the activity.
* keeping a record of and accounting for the children in their care, reporting to the senior member of staff at the evacuation point.

1. In the event of a fire staff should follow the normal procedures. The assembly point will be the usual designated assembly point for each building. Staff and pupils should report to the senior member of staff from the building who will liaise in making contact with the Business and Operations Director/fire brigade.
2. Where staff are running activities which mean that pupils are in school during the weekend they are responsible for:

* Carrying out a risk assessment then ensuring all staff and pupils are aware of the amended evacuation procedures and that sufficient exits are unlocked at the beginning of the activity.
* ensuring that the fire brigade are contacted in case of fire.
* accounting for all staff and pupils at the assembly point.

**EVACUATION PROCEDURES DURING THE SCHOOL HOLIDAYS**

1. The assembly point for all staff and personnel will be the usual one designated for that building.
2. To be able to account for all personnel on the premises, all pupils, staff and their visitors should sign in and out in the book used for the Main School building. Staff in other buildings e.g. Holiday Clubs should keep a record of the staff and pupils present.
3. All staff present in the School should follow the normal evacuation procedures and report to the most senior member of staff who will probably be the Business and Operations Director Estates Manager. The senior member of staff should ensure the Fire Brigade have been called and ensure that all the staff recorded in the signing in book are accounted for.
4. The Business and Operations Director/Estates Manager/Duty Caretaker/Responsible staff member should inform any outside contractors or groups renting the premises of the fire exits, and evacuation procedures and such groups will be responsible for setting up their own procedures to account for the people they bring into the School site. This also applies to any such groups using the School out of school hours. These instructions will be issued to visitors not familiar with the School.

**Evacuation Procedures Policy reviewed: September 2019**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair of Governors Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next Review Due: September 2020**