

## EMERGENCY EVACUATION PROCEDURES for Thorpepark Academy

1. Alarm activated by Site Manager (only if a drill). **All teacher/cover staff need a walkie talkie with them. This needs to be on channel 11. Phase leaders may be called on for support during a fire alarm.**
2. All personnel leave the building by the nearest exit :

|                      |   |
|----------------------|---|
| Little Jumping Beans | main building door                                  |
| Jumping Beans        | main building door                                  |
| Key Stage 1          | classroom exterior exits or main building door.     |
| Key Stage 2          | main building door and 4 ground floor exits         |
| Office block         | front or back doors                                 |
| Dining room          | front door or rear door of dining hall              |
| Boiler House         | front door or kitchen main door in the dining room. |
| Year 3 mobile        | main door or either fire exits                      |
| SEN Unit             | classroom exterior exits or main building door.     |
3. Muster points

Key Stage 1, Jumping Beans, Little Jumping Beans, SEN Unit, staff and visitors to line up on Key Stage 1 playground towards the Muster point signpost.

Year 3 children, staff and visitors to line up on Key stage 1 playground towards the muster point signpost. Visitors are to remain with their visiting class

Key Stage 2 children, staff and visitors to line up on Key stage 2 playground towards the muster point signpost. Visitors are to remain with their visiting class

Kitchen staff to stand under the pagoda area on KS2 playground

General visitors must remain with the person they are visiting/assigned to unless they are a fire warden, in which case they must leave through the nearest fire exit and wait on KS2 playground
4. Lunchtime staff must take children to the muster point shown above if the fire alarm sounds whilst they are responsible for that specific year group.
5. Shoes, coats and personal items must be left – you must exit the building IMMEDIATELY.

Everyone must leave the building in an orderly way – DO NOT RUN.

### Fire wardens

The School Fire Warden Team are responsible for ensuring all buildings are empty. All fire wardens will be visible by wearing orange jackets. All staff must follow instructions given by the fire wardens. **Everyone, including children must let the fire warden's pass at all times.** Head of School, SBM and Site staff lead the fire evacuations.

### **The Fire Warden Team consist of:**

Site Facility Officer/s – if all the site team are at school then one must help evacuate KS1 or KS2 building as directed by Head of School/SBM.

Head of School to clear Jumping Beans and then help in KS1. Check all staff and children are here on the KS2 including kitchen staff and radio SBM and Frank/lead site staff on duty

Senior Business Manager to clear staffroom and CP room, Year 3 mobile and check all staff/help check children here on KS1.

Radio Head of School and Frank/lead site staff on duty during the fire drill.

Senior Administrator to take registers for pupils and staff to KS2 teachers

Office team to take registers of children and staff to teachers on the KS1 playground checking staff block toilets, Bumble Bee room, intervention room, meeting room and boardroom on the way (split with senior admin as directed by SBM).

Phase leaders to ensure all their staff and visitors are present

Assistant Head/Year 6 lead (if Assistant Head is absent) & Behaviour Lead to check the lift side of KS2 is clear

Deputy Headteacher to clear non-lift side of KS2.

Safeguarding Lead to check Little Jumping Beans is clear and then remain on the two-year-old pedestrian gate to prevent anyone leaving or entering the school during the drill  
Home/School support to remain on the main pedestrian gate to prevent anyone leaving or entering the school during the drill

SENDCo to check and support with the SEN Unit

Spare site staff to clear KS1 or the non-lift side of KS2 (if Head of School not here this could change as directed by Deputy/SBM as Deputy will take Head of Schools place)

Fire wardens, if teaching must leave their class immediately the alarm sounds and follow the above. A support member will lead the class safely from the building.

Once your area is checked please radio SBM and HoS to inform them.

### **In case of absences**

If HoS, SBM and Deputy Head are off site SLT members of KS1 and KS2 to help clear their Key Stages with the help of the above. Support staff to take over registering your class.

### **Who do I let know?**

Once an area is clear you must radio to inform Caroline, Britta and Site staff. Frank will inform the fire brigade if they should attend with the support of Charlie and Liam.

### **If I return to school during a fire alarm, what do I do?**

If you have signed out of the system and are out of school site, for example on your lunch you cannot return onto the school premises unless instructed by a member of the Senior Management Team and only when all areas are clear.

### **Using your red and green signs**

If you need help, please raise your red sign. Help means you cannot find a child, a staff member or require support within your line.

If you are here, please raise your green sign.