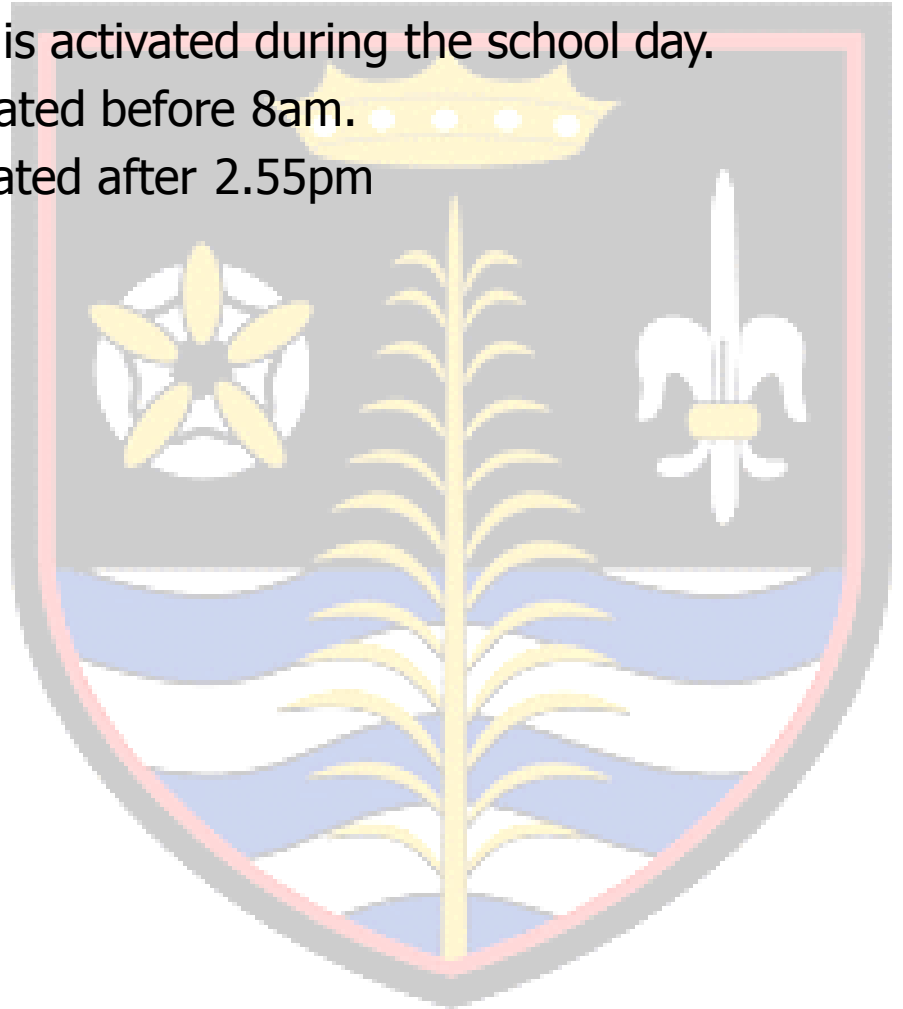




# About this PPT

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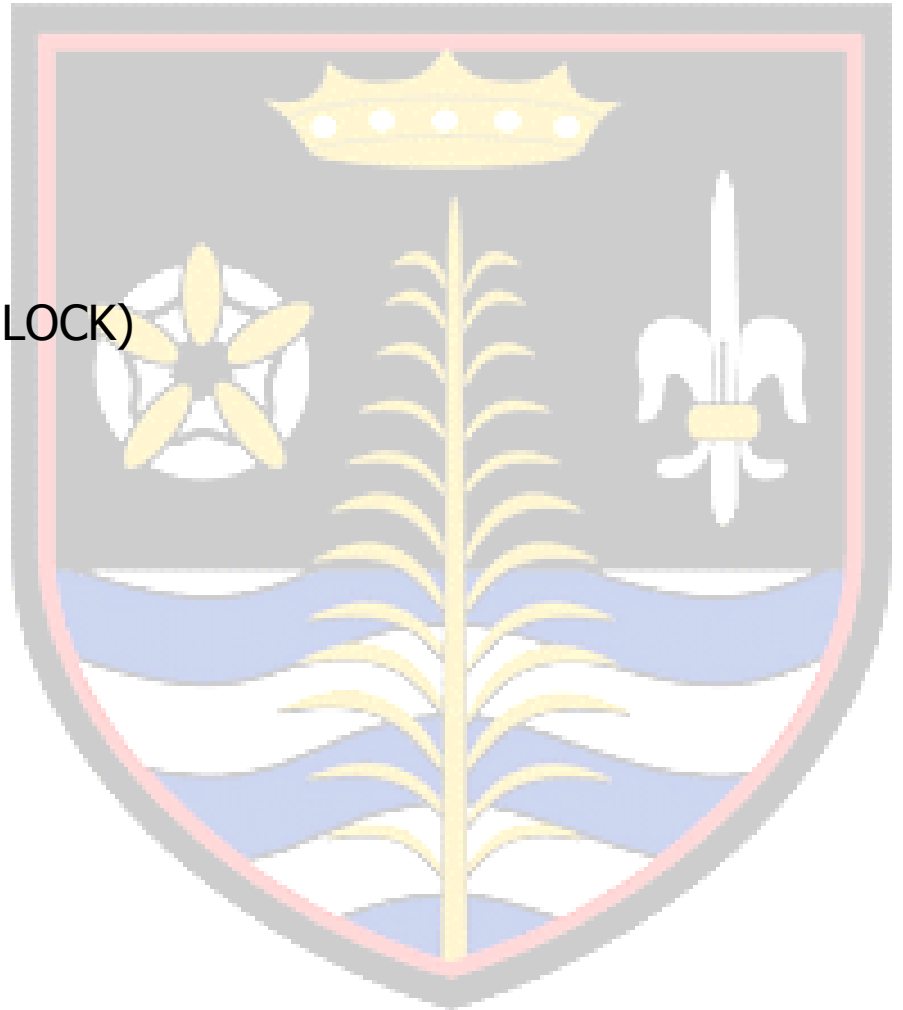
- Slides 2 to 15 are about if a fire alarm is activated during the school day.
- Slide 16 is about if a fire alarm is activated before 8am.
- Slide 17 is about if a fire alarm is activated after 2.55pm





# In the event of a fire

- Activate the nearest alarm system.
- All staff assist in clearing the building.
- Close all doors and windows (DO NOT LOCK)
- Proceed to the bus park
- Make sure room is empty of pupils
- Turn off any gas if applicable





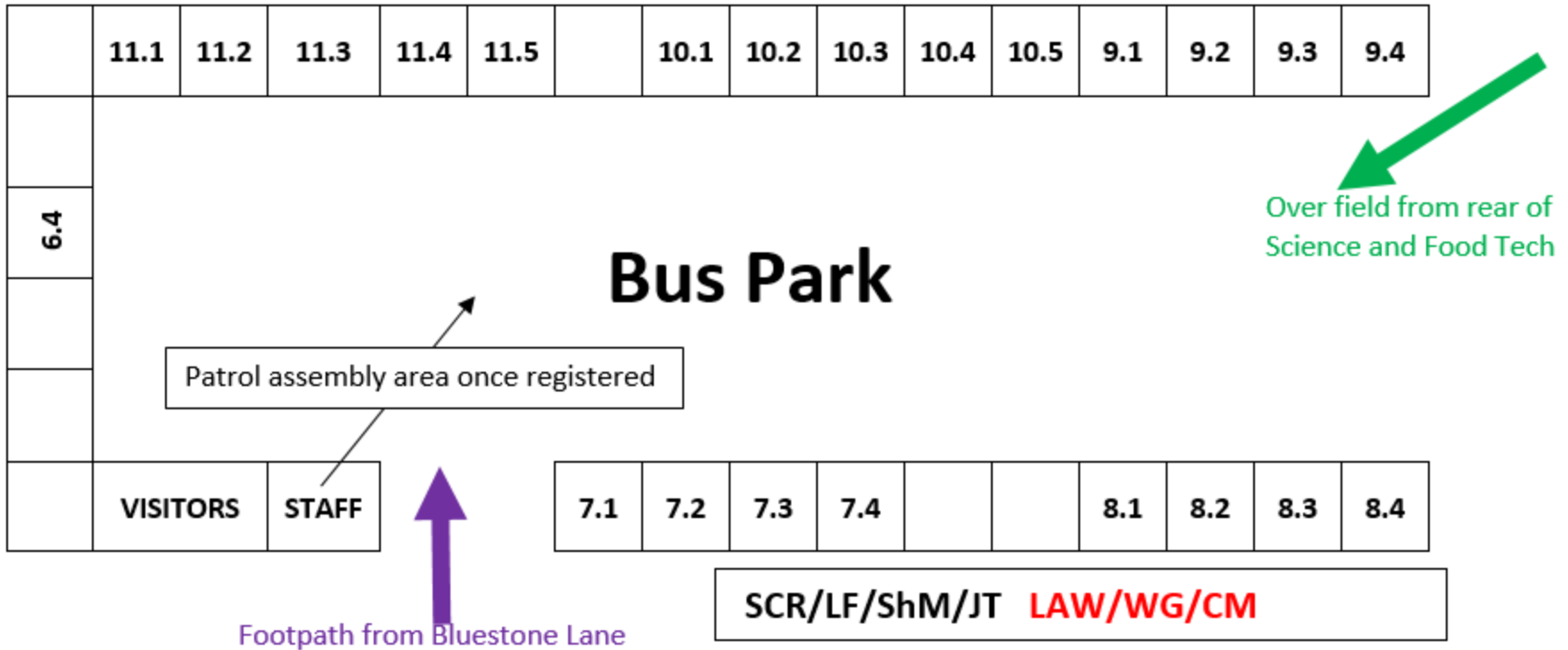
# Exit routes to the bus park

When the Fire Alarm sounds get out of the building via the nearest fire exit:

1. From any exit in the Sutton block, proceed to Bluestone Lane, cross with care, and access the Bus Park through the gap in the railings.
2. Groups in A111 and A112 to exit around the rear of the Gym and Sports Hall then along the lane.
3. Students and staff exiting from the front of the Sherwin Block – go along Bluestone Lane to the gap in the railings.
4. Students and staff exiting from the Side Door of the Sherwin Block – go through the Green Gate and over the field to get to the Bus Park.



# Where you stand?



**Students must remain sensibly and silently in their lines until the situation has been deemed safe and Fire Marshall 1 gives the instruction for students to be dismissed back into the buildings, tutor group at a time, in an orderly fashion.**



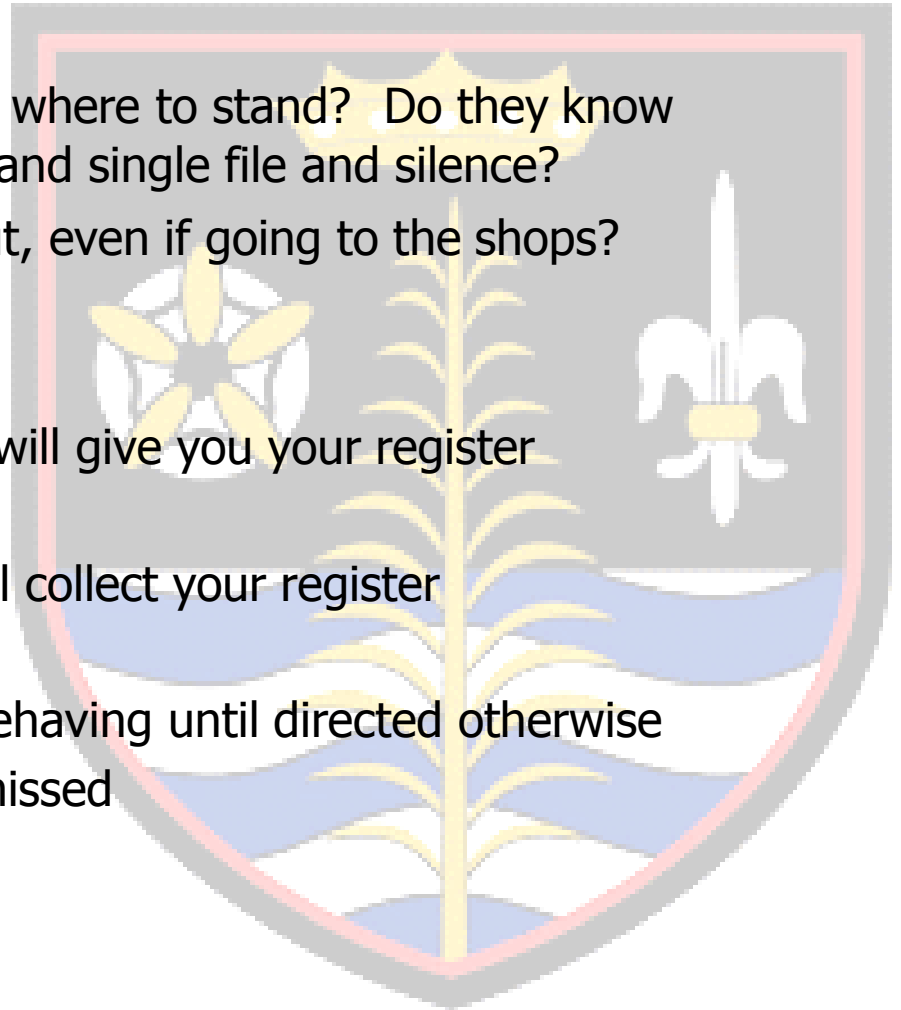
# Those with forms

## **Before a fire**

- ***Prepare your form.*** Do they know where to stand? Do they know alphabetical order? Do they understand single file and silence?
- Sixth form – do they know to sign out, even if going to the shops?

## **During a fire**

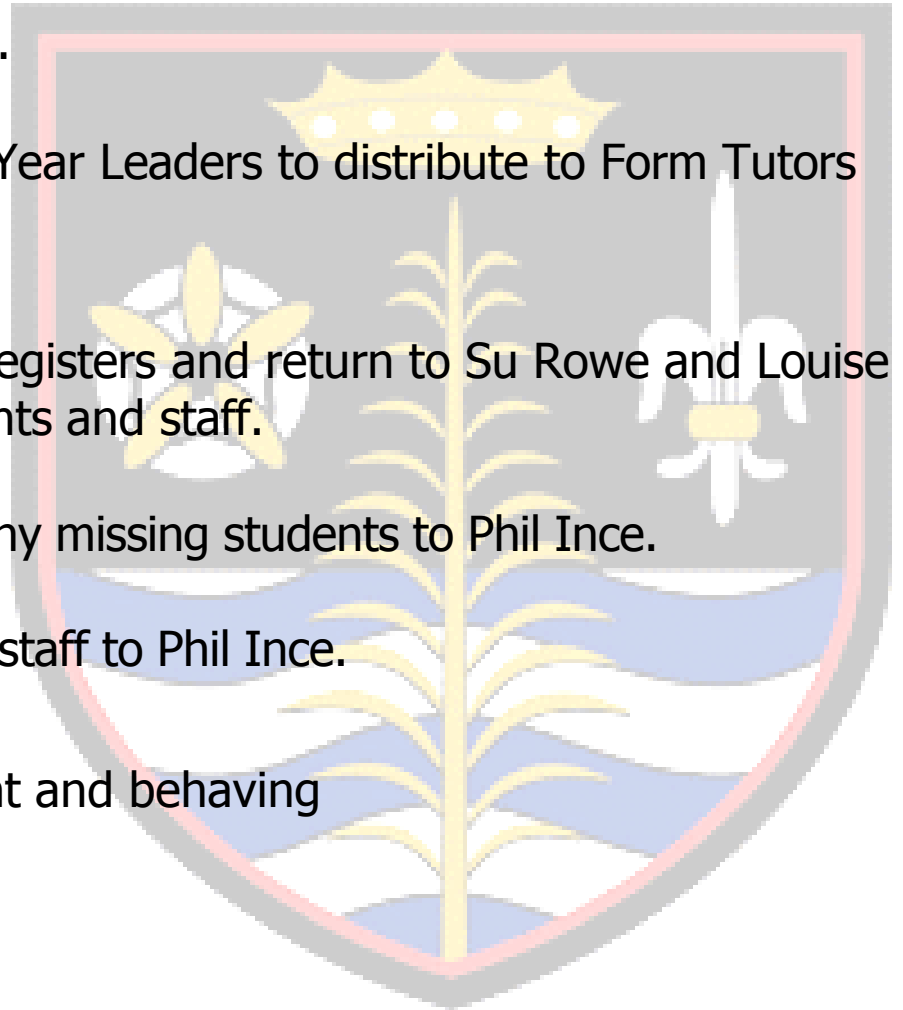
- Stand with your forms – Year Leaders will give you your register
- Complete register
- Stay with your form – Year Leaders will collect your register
- Tell YL of any missing students
- Proactively ensure form is silent and behaving until directed otherwise
- Stay with your form until they are dismissed





# Year Leaders

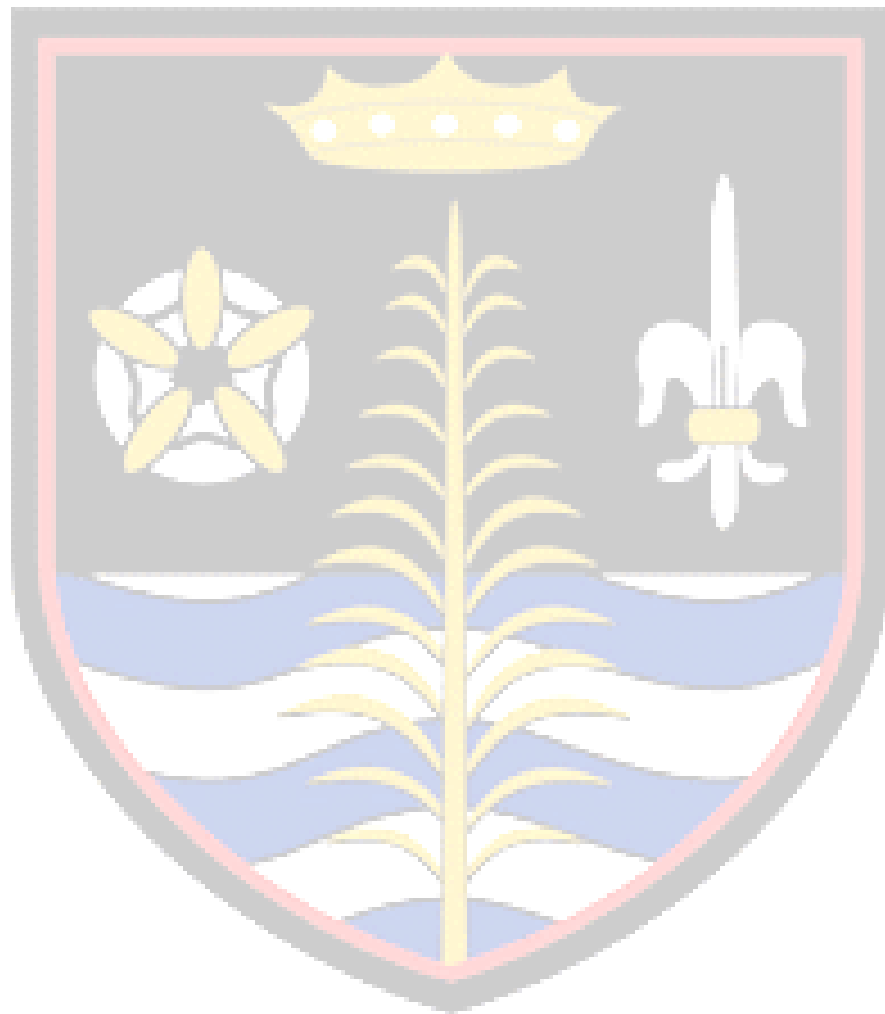
- See Sharon Milligan to get registered.
- Pick up registers from Lynette Field. Year Leaders to distribute to Form Tutors in Year group.
- Go to front of year group, collect in registers and return to Su Rowe and Louise Tarry highlighting any missing students and staff.
- Su Rowe and Louise Tarry to report any missing students to Phil Ince.
- Sharon Milligan to report any missing staff to Phil Ince.
- Proactively ensure year group is silent and behaving





# SLT

- See Sharon Milligan to get registered
- Spread across each year group
- Support YL as they request it

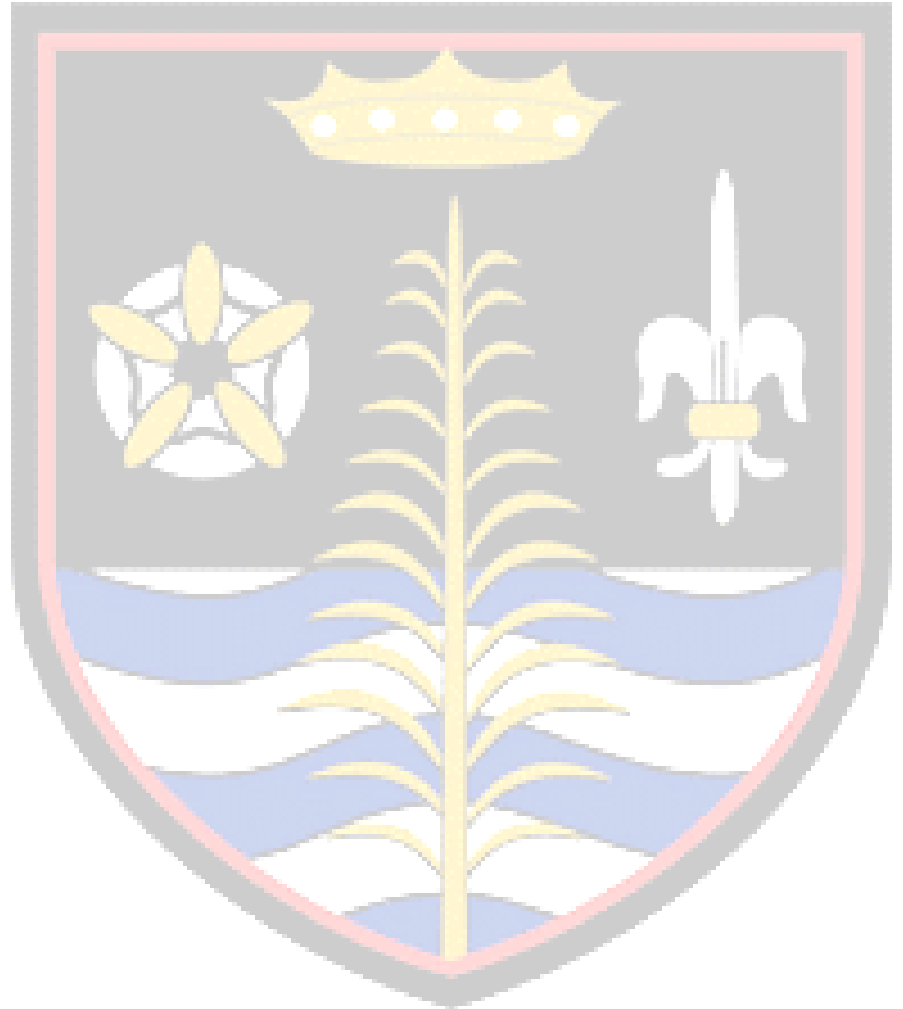




# All teaching staff without forms

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- See Sharon Milligan to get registered
- Spread out amongst year groups to proactively support and ensure silence



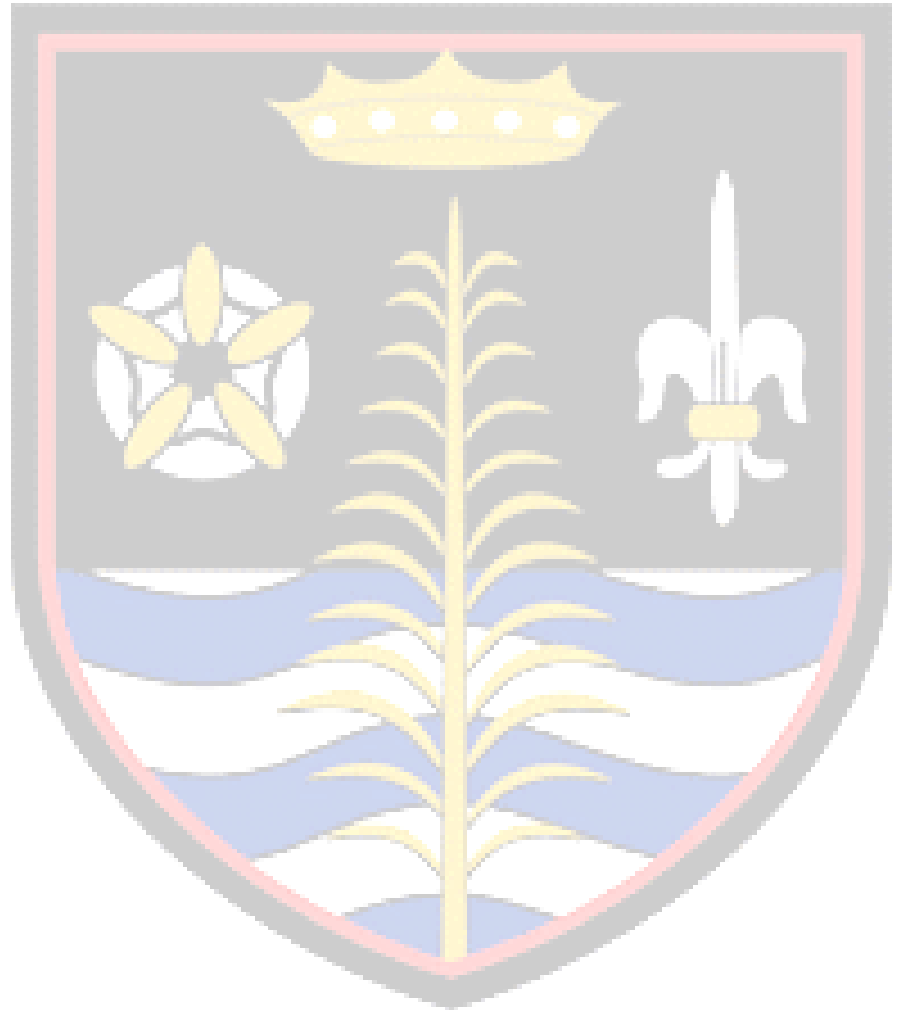




# Staff covering a form

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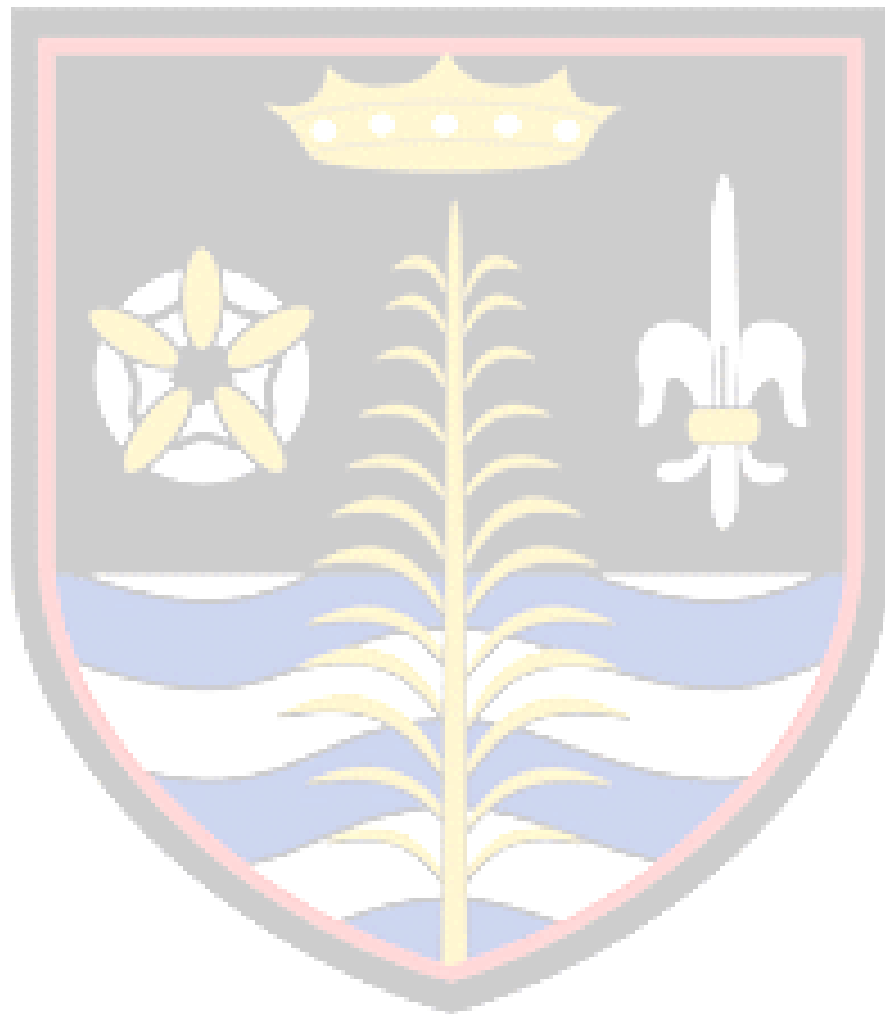
- If you have completed a register in the morning and there is a fire alarm. Please cover that form.





# Teaching Assistants

- See Sharon Milligan to get registered
- If with a student, support student
- If not stand behind year groups and proactively supervise behaviour
- Sharon Milligan to report any missing Teaching Assistants to Phil Ince.



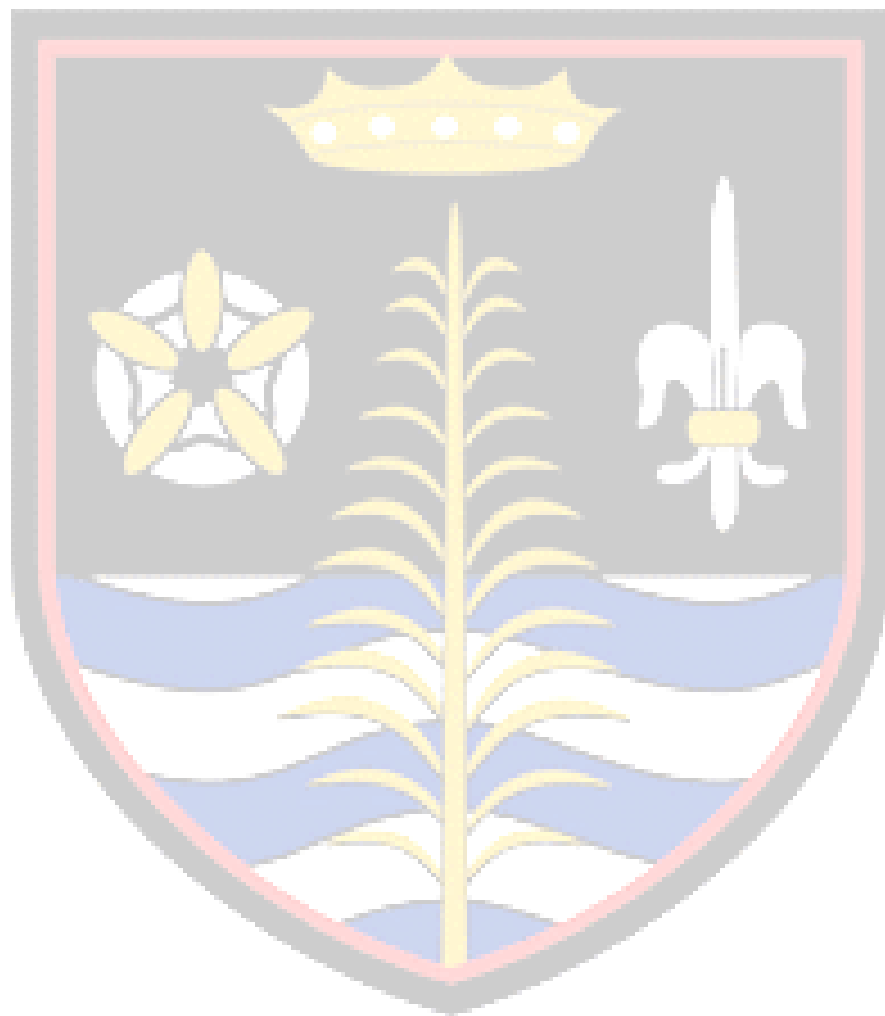


# All other support staff

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This includes Admin, Support Technicians, IT support, Kitchen and Premises staff.

- See Claire Mills to get registered
- Spread out amongst year groups to proactively support and ensure silence, best to stand behind the students.
- Claire Mills to report any missing staff to Phil Ince.

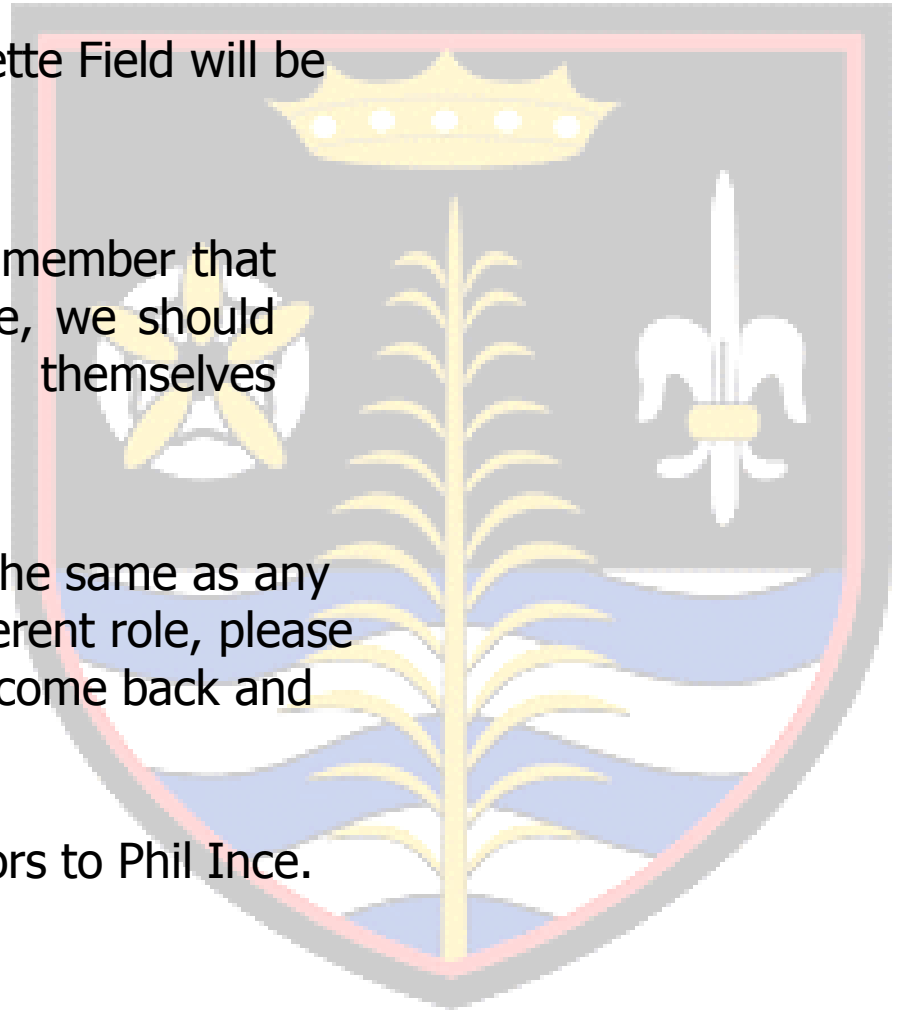




# All other staff and visitors

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- See Lynette Field to get registered. Lynette Field will be stood in front of the students
- Stand At the side of students. Please remember that students are expected to be in silence, we should model to the students how to conduct themselves by leading by example.
- If you have parents, please treat them the same as any other visitor, however if you have a different role, please leave with Lynette Field and at the end come back and collect them.
- Lynette Field to report any missing visitors to Phil Ince.

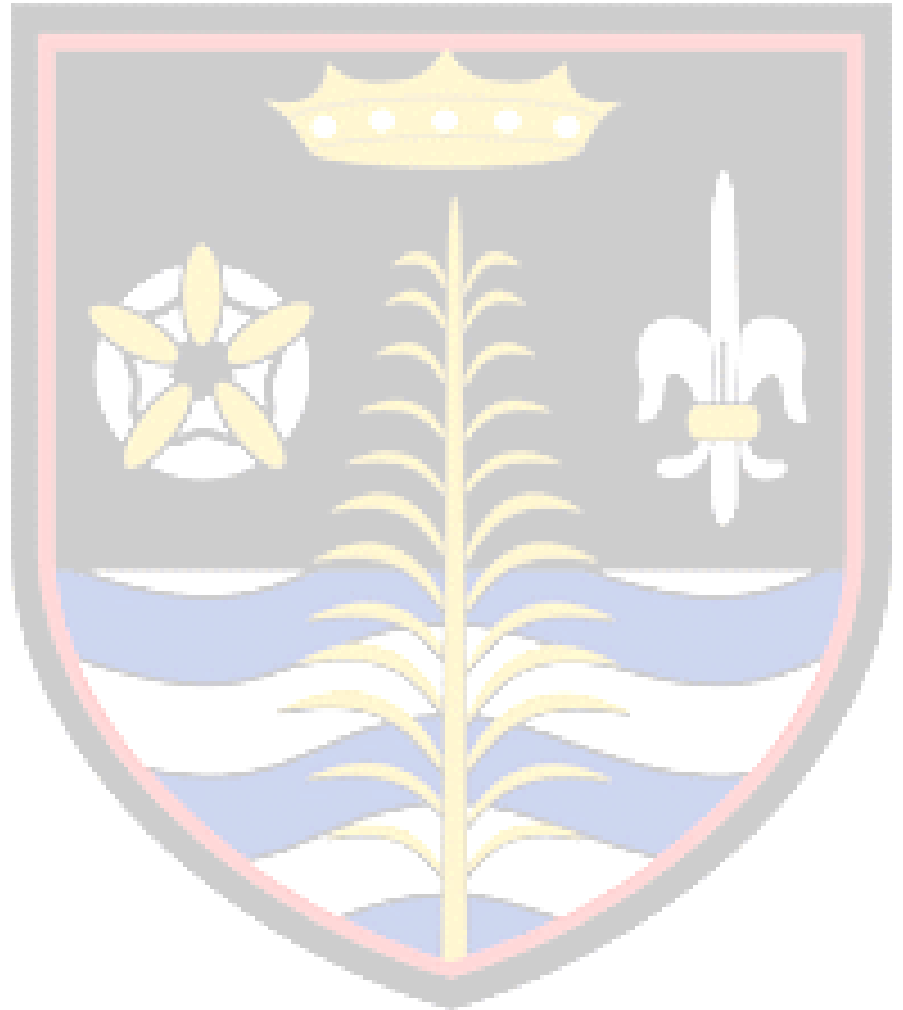




# At the end...

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- Claire Mills to inform staff they can re-enter once all clear has been given by fire officers
- Forms to be dismissed by SLT and led back inside by tutor, starting from either end, one form at a time.

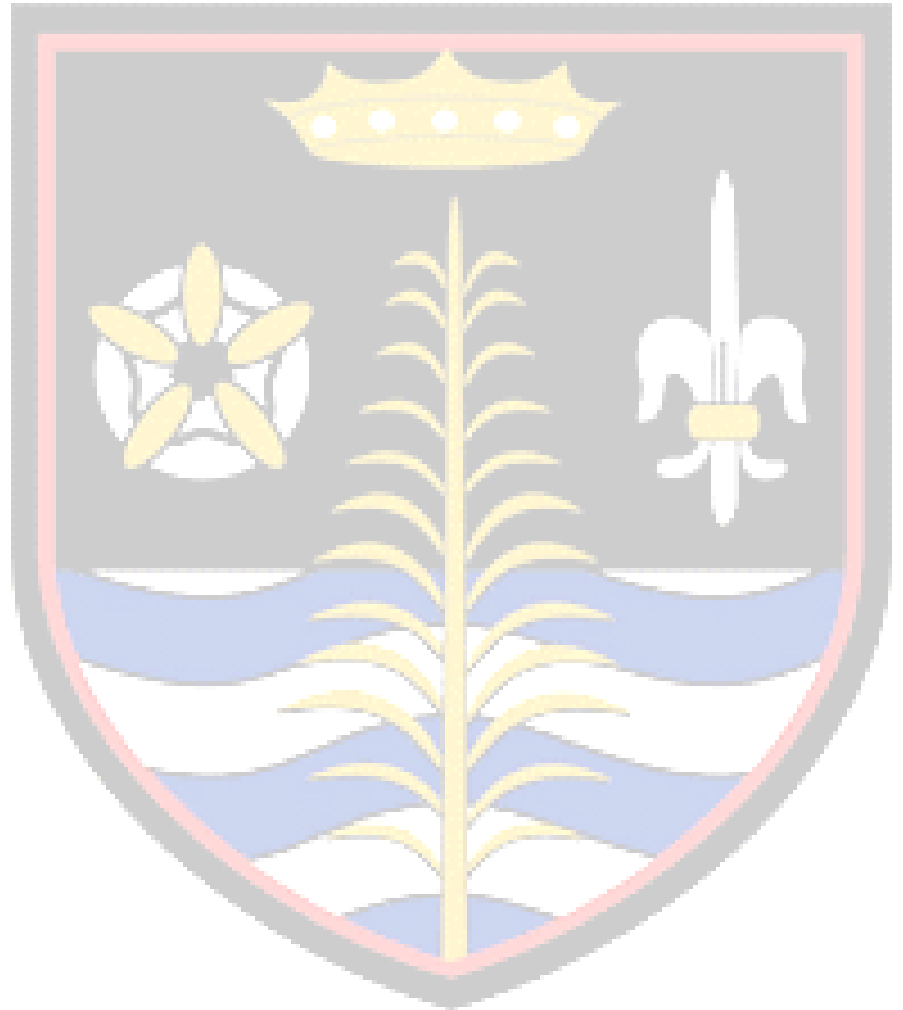




# Silence

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- Remember that we ask all students including Sixth Form to be silent and not hold conversations.
- We should do the same.





# Fire Alarms before school

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The fire alarm is tested regularly at approximately 7.15am by a short series of short rings. If the alarm sounds continuously for more than thirty seconds, at any time, this means it is **not** a practice.

Therefore, do not stop to collect your belongings. Leave the building immediately by the nearest available fire exit and assemble on the bus park.

Registers will be taken for pupils and office staff will check that all staff and visitors are present. You will be advised by the Site Team when it is safe to re-enter the building.

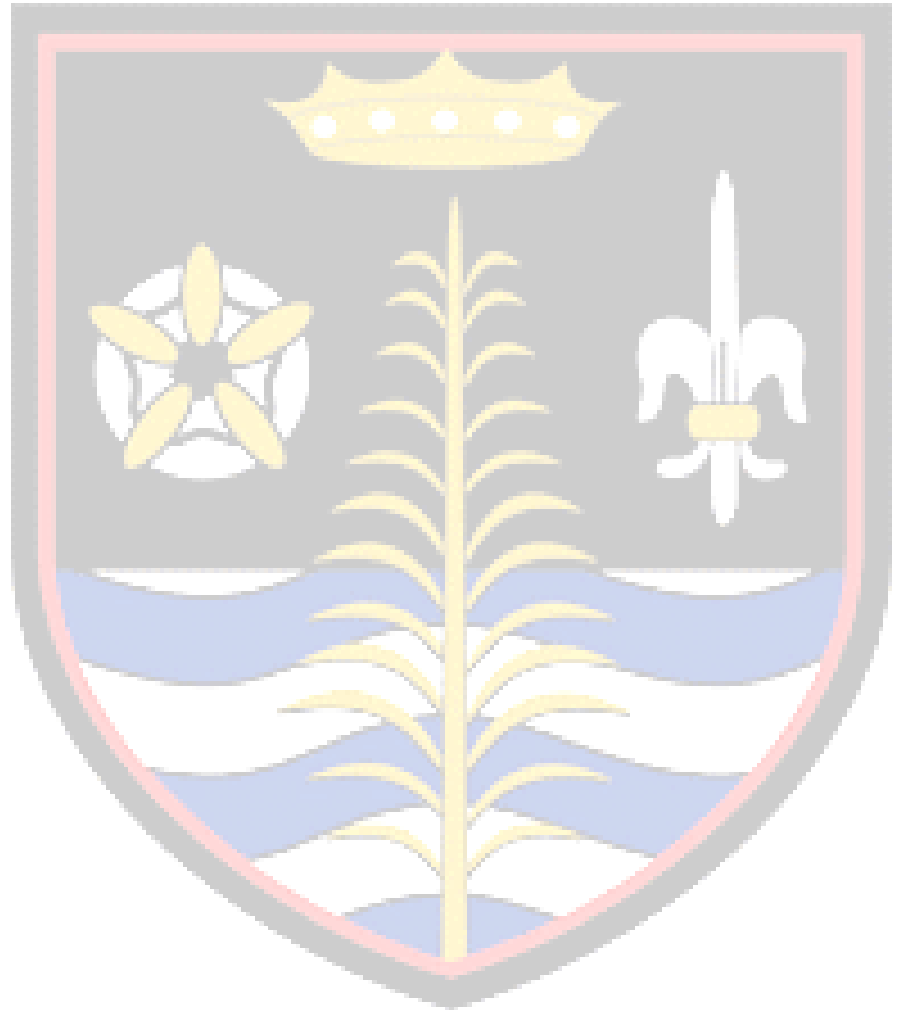
If you leave the site during the school day you must ensure that you sign in and out of Reception to ensure that we know your whereabouts in the event of a fire.



# Fire Alarms after school

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- If the fire alarm sounds after the school day, please assemble on the bus park.







# Cover arrangements

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- Should Phil Ince be away – Laura Wilson to cover
- Should Claire Mills be away – Sharon Milligan to cover
- Should Sharon Milligan be away – Claire Mills to cover
- Should Lynette Field be away – Jan Talbot to cover

