

EMERGENCY EVACUATION DURING BRIT KIDS

Personnel Responsible

ON DISCOVERING A FIRE

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| 1. | Staff/students to break the glass at the nearest break-glass alarm point. | <i>Everyone</i> |
| 2. | In the event that the fire alarm does not sound, staff/students should inform the Reception Desk (extension 629), whom should manually set off the fire alarm and telephone the Fire Brigade. | <i>Everyone/
Reception</i> |

ON HEARING THE FIRE ALARM

Phase I: The following actions should occur contemporaneously:

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| 3.1 | Receptionist notes time of commencement of alarm: Site staff ascertains zone in which alarm has sounded: Advises receptionist via radio of alarm zone. | <i>Receptionist
/Site Staff</i> |
| 3.2 | Fire Marshal/Deputy Fire Marshals should check their designated Areas and report to the Receptionist at the assembly point. | <i>Fire Marshals/
Deputy Fire</i> |
| 3.3 | Receptionist goes to assembly point to act as Fire Warden/ Fire Marshal co-ordinator:
Site Staff to open front barrier, gates to the field and gates to the car park. | <i>Receptionist</i> |
| 3.4 | The Receptionist should collect registers and go to the assembly Point. | <i>Receptionist</i> |
| 3.5 | Receptionist or deputy collects lists of visitors and staff from Reception. Goes to assembly point. | <i>Receptionist</i> |
| 3.6 | First aider or deputy collects travelling first aid box and waits with Receptionist at assembly point. | <i>First Aider</i> |
| 3.7 | Students and all staff are to switch off all electrical appliances and bunsen burners and immediately leave the School buildings quickly and in silence, by the shortest designated route. They are to go directly to the assembly area: No-one is allowed to divert to collect personal belongings on the way: The lifts in the main building must not be used. The names and locations of any injured persons must be reported to the Receptionist at the assembly point. | <i>Students/Staff/
Teachers</i> |

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- 3.8 Staff entertaining able-bodied visitors, or supervising able-bodied contractors are to escort these persons out of the buildings and out to the assembly area. The staff member shall report the safe evacuation of self and visitors/contractors to the Receptionist. Staff/visitors/contractors are to wait at the assembly area. *Staff/visitor contractors*
- 3.9 Staff entertaining disabled visitors/contractors should either (i) escort the visitor/contractor out of the building to the assembly point and report safe evacuation to the Receptionist; or (ii) leave the visitor at the nearest safest place and report the location of the disabled person to the Receptionist at the assembly point. *Staff/visitors/contractors*
- 3.10 Everyone has a legal duty to follow procedures; act responsibly and pay attention to the safety of those other persons around them. No-one should take any action that might endanger themselves or any other person. *Everyone*

Phase II

- 5 All staff (except wardens/marshals) are to report their safe arrival, and the safe arrival of visitors/contractors to the Receptionist upon arrival at the assembly area. Receptionist to tick off names against lists of staff/visitors. *All Staff/ Receptionist*
- 6 All students are to report their safe arrival at the assembly area to the Teacher or his/her deputy. The Teacher is to check off the names against his/her list of students. *All Students/ Teachers*
- 7 Having identified cause of alarm, Site Staff Receptionist at assembly point. *Site Staff*
- 8 Teachers reports status of students to Receptionist. *Teachers/ Receptionist*

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EMERGENCY EVACUATION DURING BRIT KIDS CONTINUED

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| 9 | Fire Marshals reports to Receptionist status And location of injured/disabled persons. | <i>Fire Marshals/
Receptionist</i> |
| 10 | Receptionist notes time of completion of evacuation.
<i>Receptionist</i> | |
| 11 | Site Staff liaises with Fire Brigade. | <i>Site Staff</i> |
| 12 | Once authorised by Fire Brigade, Health & Safety Adviser advises exam groups, plus reception and catering staff, that they may return to the school buildings. | <i>Health & Safety
Adviser</i> |
| 15 | Once authorised by Site Staff, Receptionist advises all Marshals and Teachers that they may stand down and return to normal duties. | <i>Site Staff/
Receptionist</i> |
| 16 | Receptionist to enter details of the evacuation drill in the appropriate records. | <i>Receptionist</i> |