



Emergency evacuation during out of hours and holiday periods

Context

It is essential that there are clear procedures which are understood and followed by all when it is necessary to evacuate the school buildings. This will normally be in the case of a fire, but may be in response to other dangers, e.g. danger of explosion or presence of a noxious substance.

Raising the alarm

The alarm can be started by pressing the small black dot in the centre of the white central plate in any of the fire alarms, which are situated at various points in all blocks. In the event of the fire alarm being activated the premises officers will check the location and nature of the alarm.

Procedures

The term 'user' in this document relates to the responsible person and includes affiliated group leaders, hirers and class tutors. This guidance also applies to Academy staff either leading a group of students or working their normal day during the holiday periods or at the weekends.

- Any user encountering a fire or other situation requiring evacuation should trigger the alarm and report the circumstances immediately to the premises office by telephoning 07847 527995
- Users should acquaint themselves with the situation of the alarm points and the location of fire extinguishers etc;
- Users must ensure that all members of their group know the evacuation route. Users should advise members of their group to follow the quickest/safest route in order to exit building.
- Users need to ensure they are aware of any special mobility needs of their group members and address these in the event of an evacuation.
- Users must keep a register of attendance for every session and ensure that all individuals are accounted for in the event of an evacuation
- When the alarm sounds, all persons should move quickly to fire assembly point B, located outside of reception. Stand away from the building but NOT block the access route
- Users should take a register to ensure that all individuals are accounted for and report this to the Premises officer on duty
- Users must ensure that assembled groups and vehicles do not block access points for the emergency services;
- The building may only be re-occupied upon instruction from a member of Academy staff
- If an ambulance is required, users must contact a Premises Officer who will direct the ambulance to the correct destination and ensure that the accident is reported correctly;
- All accidents must be reported to Rawlins through the Premises Officers on the day of the incident to comply with legislation.

Related policy

Health & Safety