

## Partial re-opening fire evacuation

### **Roles**

#### Roll call manager

- SLT will assign a member of staff as Roll Call Manager on the rota.
- Ultimate responsibility for ensuring everyone is accounted for – Pupils, staff and visitors (e.g. contractors).
- Communicate with site team via radio (channel 1) to establish whether there is a real fire/threat or false alarm.
- Complete Roll call check list to confirm all are accounted for and note any comments re the evacuation and social distancing
- Roll call manager will need access to the following at the Fire Evacuation Point:
  - Own mobile phone or other device with internet access
  - Roll call check list - accessible on digital sign-in spreadsheet
  - Radio – member of staff in LRC to take out Radio
  - Digital sign-in list/spreadsheet of staff and contractors on site
  - Programme for the day - Ensure you have access to all year 10 students due on site for the day as well as...
  - Registers – to be brought out to Fire Evacuation Point by member of staff in LRC
    - Register of the day's keyworker/vulnerable pupils to be held in LRC. Pupils who leave for the day must sign out at LRC and be ticked off.
    - Year 10 registers – when all year 10 classes have been registered the list of attendees will be printed off and delivered to LRC

#### Staff in LRC

- Take the following out to Fire Evacuation Point (Tennis courts) and pass to Roll Call Manager
  - Radio
  - Register of Keyworker/vulnerable pupils
  - Registers of Year 10 pupils on site

#### Receptionist – Up to 1pm

- Receptionist to make available pupil registers for AM sessions. Print and ask site team to deliver to LRC
- Answer 'blue phone' and liaise with fire monitoring service and site team re fire panel messages.
- Collect the fire trolley (important fire docs) from Conference room and wait in reception (outside if not on the blue phone) and await emergency services.
- Communicate with site team and Roll Call Manager via radio channel 1.

## Site team

- Responsible for determining whether there is a fire (team to liaise over radio to decide who is closest to the fire panel and who is closest to the source of the alarm) and liaising with fire monitoring service and roll call manager.
- PM only – also responsible for answering ‘blue phone’ as no receptionist is available.
- Collect the fire trolley (important fire docs) from Conference room and wait in reception (outside if not on the blue phone) and await emergency services.
- Communicate with Roll Call Manager via radio channel 1.

## Evacuation

- Normal process for alerting the discovery of a fire or an emergency - alarm activated and fire panel must be cleaned after safe return into school by cleaner
- Fire assembly point is the tennis courts. Temporary pupil muster points have been created along the fence where pupils would normally queue in tutor groups. These are A4 signs on red card saying ‘Pupil Muster Point’. Instead of queueing in tutor groups pupils will remain with their class or group and the member of staff supervising them should lead them to an available muster point.
- Fire assembly points made clear to all colleagues and students in their first lesson in school
- Colleagues with a bubble at the time of the alarm sounding should remain with the bubble during the evac, at a 2m distance.
- Other Colleagues, visitors and contractors to meet at the allocated area on the courts as per usual procedure, also observing 2m distancing rule in all cases
- Accurate lists of pupils present on school site on any one day will be gathered by SIMS registers and brought out to the courts by staff supervising in LRC
- Monday to Thursday, Reception staff to print out registers of pupils once all have been added to SIMS and checked. Reception to be notified of latecomers.
- On Friday, Reception staff to print out a register of pupils after the first practical session have been registered **and** after the second practical session have been registered. Class teachers of practical sessions on Friday afternoon to email SLT register to be printed off and kept with roll call sheet N.b. no reception after 1pm
- Every day, reception staff to email list of keyworker pupils to SLT member on site who will print out and keep the register in LRC
- Accurate lists of staff/visitors present on school site on any one day will be available via link to digital sign-in system
- Reception (AM) and site team (PM) to access fire trolley and wait in reception to greet emergency services.
- Welfare assistant to Radio reception/SLT/site to notify them if she is treating a child and needs to remain with that child.
- SLT member on site to keep timetable and list of teachers with them for reference



- Teachers to report all pupils in their class are present, welfare assistant to confirm all staff and visitors are accounted for.
- Evac report back to include comment on maintaining 2m distancing by everyone
- Roll call manager - When everyone is accounted for and site team have confirmed false alarm, allow pupils back into school. In the event of a fire remain on the courts/playing fields and liaise with fire brigade.
- SLT member on site to stay on site until all pupils have left.
- Site team coverage is less between 3pm and 4pm. After school protocol to be used in this scenario. Priority is to identify whether there is a fire risk and communicate to SLT via radio (if pupils are still on site) or staff/visitors at muster point if not

SLT Roll-call checklist (on digital sign-in sheet)

All accounted for:

Year 10 Pupils \_\_\_\_\_

Key worker pupils \_\_\_\_\_

SEN pupils \_\_\_\_\_

All staff and visitors \_\_\_\_\_

Notes/feedback

Comment on distancing practice observed during evacuation