



SPORTING STARS ACADEMY

EVACUATION PROCEDURES

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify Emma Tench or Robin Hulbert of the exact location of the incident.

FIRE FIGHTING:

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
All staff members are aware of the type and location of portable fire fighting equipment and have received basic instruction in its correct use.

ON HEARING THE FIRE ALARM:

- All staff, students, occupants of building must respond to alarm activations
- The fire alarm is a continuous ringing bell
- Robin Hulbert or Emma Tench will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Robin Hulbert or Emma Tench will summon the emergency services (**DIAL 999**) as necessary
- Staff will supervise / affect the evacuation of students/visitors to the designated assembly point.
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to Emma Tench or Robin Hulbert at the assembly point.
- The school's assembly point is located at the site entrance on the right-hand side in the visitors' car parking area. The following sign identifies the assembly point:





- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Students should remain with their teacher at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

Evacuation of school premises during break and lunchtimes

During break or lunchtimes, staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify Emma Tench or Robin Hulbert of the exact location of the incident

Zone	Areas covered	Staff Responsible (Zone Marshalls)
1	Conference Room, Staff Room, Exam Room, Accessible Toilet, Classrooms one and two.	Robin Hulbert *Ashley Miller
2	Medical Room, Male/female Toilets (including cubicles), Reception Area, Meeting Room, Kitchen	Emma Tench * Adam Munir
3	Stairway, Art room, Classroom 3, Classroom 4 and Intervention Rooms 1&2.	Shane Tudor * Daniel Hill

*** In the event of staff absence, substitute Zone Marshalls are highlighted in red.**

As detailed above the designated staff member (Zone Marshall) will check their zone prior to evacuation. They will be responsible for ensuring that all learners evacuate the building via the nearest, safe exit. All students, staff and visitors will then convene at the designated assembly point.



A Calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area students must stand in their groups while staff check their registers. Fire Wardens to ensure that the Registers, visitors' book etc. will be taken out to the assembly point or in the event of absence, Emma Tench.
- Robin Hulbert as the designated fire warden is responsible for ensuring corridors/buildings are cleared. In the event of his absence, Shane Tudor will take over his duties:

School	Fire Wardens
Sporting Stars Academy	Robin Hulbert
	Adam Munir
	Daniel Hill
	Michelle Simonds

Robin Hulbert will report to Emma Tench (Adam Munir) that corridors/buildings are cleared.

- The Headteacher, Emma Tench will liaise with the Fire Brigade on their arrival. In the event of her absence, Robin Hulbert will take over her duties.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade or Emma Tench, the Headteacher.
- If the building cannot be reoccupied following an evacuation, students will be evacuated to Hillside Primary School and arrangements will be made to contact parents.



GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc. This will be discussed with individuals as required.

Personalised Evacuation Plan's

In the event that the school admits a students with a Special Educational Need who requires a personalised evacuation plan, the headteacher will liaise with the student, their parents/carers and any other advisory bodies to ensure that an appropriate plan is in place for their safe evacuation in the event of a fire or other emergency that dictates all persons must vacate the school building.



BOMB THREATS

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.

The signal for evacuation of the building, should this be necessary, will be the fire alarm and the normal evacuation procedure should be followed.

Please Note: If a bomb threat is received the assembly point will be Hillside Primary School, Field Avenue which is located on the same side as Sporting Stars Academy but further down the road. Staff will escort all students, visitors and contractors and follow the same evacuation procedures as per a fire safety evacuation.

Similarly, if the school site is compromised due to fire, a gas leak etc, then the assembly point will be Hillside Primary School, Field Avenue as noted above.

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located in the kitchen next to the breakfast bar in the corner behind the false cupboard door.
- Evacuate all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

CHEMICAL SPILLS

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.



If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**)
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.