

OLDHAM HULME GRAMMAR SCHOOL

EVACUATION POLICY

This policy is applicable from EYFS to year 13

This document contains the procedures for evacuation from all the school sites. This policy covers evacuation before, during and after the school day in term time, weekends and during school holidays.

General Principles

- The first principle of any evacuation is to ensure the safety of all pupils, staff and visitors.
- Buildings will be evacuated on the basis of risk posed to that building. Where buildings are assessed not to be at risk from a real or potential emergency they will not be evacuated.
- All staff must familiarise themselves with the fire evacuation procedures and the location of the fire alarm call points in any building in which they work.
- All new members of staff or short-term staff such as supply staff or students should be made familiar with the procedures as part of the induction process.
- Form tutors should also go through these with their forms at the start of the school year and from then on at the start of each term. Junior, Nursery and Infant school pupils should also be given appropriate instructions relevant to the buildings they come into during the school year.
- Emergency instructions are displayed throughout the school. In the absence of such a notice, please report it to the Facilities Manager.
- Fire evacuations will be practised regularly during the year and staff may be given prior notice but should treat all alarms as emergencies. Where staff are carrying out essential practical work (e.g. GCSE science assessments), they should give these dates to the Deputy Principals so that disruption to this work can be avoided where possible. Fire drills may also be carried out which involve the blocking of a stairway or exit.
- Anyone discovering an outbreak of fire must immediately sound the nearest fire alarm call point. When the alarm sounds everyone present in the building must evacuate to the appropriate evacuation point. No one should stop to collect their belongings. The Fire Service should be contacted immediately.
- Teaching staff should ensure that all of their pupils leave the classroom in an orderly manner and proceed to the evacuation point.
- Staff responsible for visitor/s on the site should ensure that visitor/s is/are familiar with the fire evacuation procedures, and are responsible for ensuring that visitor/s is/are safely out of the building.
- All staff have completed the fire warden training to act as fire warden in case of emergency evacuation.

DETAILED EVACUATION PROCEDURES FOR SENIOR SCHOOL SITE DURING A NORMAL SCHOOL DAY

These procedures relate to the following buildings:

Senior School Building, Science Centre, Pavilion, Library, New Hall

Assembly Point: Playing Field (Big Side)

1. These procedures will operate between 8.45 am and 3.45 pm on normal school days.
2. Anyone discovering an outbreak of fire must immediately activate the nearest fire alarm call point. If the alarm sounds then the Reception or the School Office should call the Fire Service.
3. A sweep system is in place. Any free staff in each area automatically becomes the warden for that area. On hearing the alarm they should proceed to check the rooms in the Zone that they are in, collect the laminated zone map, then leave the building via the nearest safe route taking the laminated Zone map to the Head of Finance and Support (or Facilities Manager in their absence) at the Pavillion to report the zone is clear.
4. When the fire alarm sounds, all work must stop. The member of staff in charge of the class should:
 - inform pupils of the exit route to be followed
 - make sure all windows are closed

- instruct the pupils to remain in silence throughout the evacuation and to leave the room in an orderly manner
 - be the last to leave ensuring that all pupils are clear of the area, that all lights are switched off, the gas supply (where applicable) is turned off and experiments left in a safe condition
 - ensure that the door of the classroom is closed
5. Any pupil who is not in the classroom when the alarm sounds should go straight to the assembly point.
 6. Every exit door should be used to avoid congestion.
 7. Pupils and staff should make their way to the single assembly point noted above. Pupils should line up by form group and will be registered by their Form Tutor, or Head of Year. Heads of Year will report to the Deputy Principal (Pastoral) to establish if any pupils are unaccounted for.
 8. The Facilities Manager (or caretaker in their absence) will take up a position at the Main Entrance to assist the Fire Service and assess the situation. The Head of Finance and Support (or, in their absence the Facilities Manager) will provide information to the fire officers about the incident/evacuation and any possible staff, pupils or visitors still in the building.
 9. Clearance will be given by the Head of Finance and Support (or Facilities Manager in their absence) for everyone to return to the buildings. Staff are asked to ensure pupils return in an orderly fashion. In the event of an actual fire or emergency, instructions will be issued after the Head of Finance and Support (or Facilities Manager in their absence) has consulted with the Fire Service.

No-one should return to the building while the alarm is sounding.

10. Pupils and staff should remain at the Assembly Point until the alarm has stopped sounding and they have been instructed that they can re-enter the building.
11. At lunchtime and morning break the same evacuation process should apply. Pupils should assemble at their designated place at the Assembly Points. Form Tutors should then supervise their own form.

EVACUATION PROCEDURES FOR PERSONNEL IN OUTLYING SCHOOL BUILDINGS.

These procedures relate to the following buildings:

Brierley Art Block, Hulme House and Tullie House

Assembly Point: Estcourt Playground

1. All the buildings above are linked on the same single alarm system. Only the Art Block has some automatic detection and in the other buildings the alarm must be activated through an alarm call point.
2. Anyone discovering an outbreak of a fire must immediately activate the nearest alarm call point and notify reception at senior site who will call the fire brigade.
3. Evacuation should be in accordance with the General Principles to the assembly point noted above.
4. As staff members evacuate the buildings with the pupils in their care they should check that other areas are empty as they pass.
5. Report that the area is clear to the Head of Finance and Support or senior member of staff on site.
6. Do not re-enter the building until the alarm has been reset and you have been given the all clear.

Estcourt

Assembly Point: Outside the Brierley Art Block

1. The building has its own alarm system which has both automatic smoke detectors and alarm points.
2. Evacuation should be in accordance with the General Principles to the assembly point noted above.
3. Anyone discovering an outbreak of a fire must immediately activate the nearest alarm call point and notify reception at senior site who will call the fire brigade.

4. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.
5. Report that the area is clear to the Head of Finance and Support or senior member of staff on site.
6. Do not re-enter the building until the alarm has been reset and you have been given the all clear.

Thornycroft (Nursery and Infants Site)

Assembly Point: Hampton Street

1. The Thornycroft and Nursery buildings are on the same alarm system which is a monitored system linked through to the Fire Brigade. There is some automatic detection plus alarm call points.
2. Anyone discovering an outbreak of a fire must immediately activate the nearest alarm call point and notify reception at senior site who will call the fire brigade.
3. Evacuation should be in accordance with the General Principles to the assembly point noted above.
4. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.
5. As the building is evacuated the double gates and gates to the side and rear should be opened to enable the Fire Brigade to gain immediate access to all areas.
7. Report that the area is clear to the Head of Finance and Support or senior member of staff on site
8. Do not re-enter the building until the alarm has been reset and you have been given the all clear.

Hulme Court, Sports Hall and Swimming Pool

Assembly point: Hulme Court Playground

1. These three buildings have a fire single alarm system which is activated entirely by alarm call points.
2. Anyone discovering an outbreak of a fire must immediately activate the nearest alarm call point and notify reception at senior site who will call the fire brigade.
3. Evacuation should be in accordance with the General Principles to the assembly point noted above. Pupils and staff should assemble on the Playground at the farthest point from where the fire is believed to be i.e. if it is thought that the fire is in Hulme Court then assembly should be adjacent to the Swimming Pool.
4. As staff members evacuate the buildings with their classes they should check that other areas are empty as they pass.
5. Report that the area is clear to the Head of Finance and Support or senior member of staff on site.
6. Do not re-enter the building until the alarm has been reset and you have been given the all clear.

EVACUATION PROCEDURES BEFORE AND AFTER SCHOOL AND AT WEEKENDS

1. These evacuation procedures will be in force prior to and after the school day, that is prior to 8.45 am or any alternative morning registration time and after 3.45 pm, or whatever time the pupils are dismissed from school.
2. Staff who have arranged for children to be in school at the above times or who are running extra lessons, activities etc for pupils are responsible for:
 - keeping the General Office informed about the activity.
 - keeping a record of and accounting for the children in their care, reporting to the senior member of staff at the evacuation point.
3. In the event of a fire, staff should follow the normal procedures. The assembly point will be the usual designated assembly point for each building. Staff and pupils should report to the senior member of staff from the building who will liaise in making contact with the Head of Finance and Support/Duty Caretaker/fire brigade.
4. Where staff are running activities which mean that pupils are in school during the weekend they are responsible for:

- Carrying out a risk assessment then ensuring all staff and pupils are aware of the amended evacuation procedures and that sufficient exits are unlocked at the beginning of the activity.
- ensuring that the fire brigade are contacted in case of fire.
- accounting for all staff and pupils at the assembly point.

Do not re-enter the building until the alarm has been re-set and you have been given the all clear.

EVACUATION PROCEDURES DURING THE SCHOOL HOLIDAYS

1. The assembly point for all staff and personnel will be the usual one designated for that building.
2. To be able to account for all personnel on the premises, all pupils, staff and their visitors should sign in and out via the google sheet register which is shared before each holiday. Staff in other buildings e.g. Holiday Clubs should keep a record of the staff and pupils present.
3. All staff present in the School should follow the normal evacuation procedures and report to the most senior member of staff who will probably be the Head of Finance and Support or Facilities Manager. The senior member of staff should ensure the Fire Brigade have been called and ensure that all the staff recorded in the signing in book are accounted for.
4. The Head of Finance and Support/Facilities Manager/Duty Caretaker/Responsible staff member should inform any outside contractors or groups renting the premises of the fire exits, and evacuation procedures and such groups will be responsible for setting up their own procedures to account for the people they bring into the School site. This also applies to any such groups using the School out of school hours. These instructions will be issued to visitors not familiar with the School.
5. Do not re-enter the building until the alarm has been reset and you have been given the all clear.

EVACUATION OF AN EXAMINATION ROOM

Girls Hall

Assembly Point: Tennis courts

Main Hall, 106, 102

Assembly Point: Girls side

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In the event of an emergency evacuation of an examination room Invigilators at Oldham Hulme Grammar School will take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 25: Emergencies):

On hearing the alarm a note the time will be taken and the following announcement made:

- **stop writing and close your paper**
- **remain absolutely silent**
- **we are going to evacuate the room. You must –**
 - **leave all your work on the table**
 - **leave all your belongings here**
 - **remain absolutely silent during the evacuation and once we are at the assembly point**
- **we will now leave the room row by row**

The attendance register/seating plan will be collected and the exam room evacuated. Once outside the attendance list will be checked for any absentees and reminders given to all candidates to remain silent.

On returning to the exam room after the evacuation, the lost time will be calculated and a new finish time announced.

The exams manager will produce a full report of the incident and of the action taken, this will be forwarded to the relevant awarding body for the application of Special Consideration.

EVACUATION PROCEDURES DURING CORONAVIRUS PANDEMIC

The above principles stand with the exception of groupings at assembly points.

Staff and pupils must remain in their group bubbles at all times. Staff are to escort pupils to the designated assembly point in an orderly manner and line up keeping 2m apart from each other and other groups.

Evacuation Procedures Policy reviewed: January 2023

Next Review Due: January 2024