

Section 4 – Emergency Evacuation Procedures

Responsibilities (Mitie)

Name – Peter Duberry, Facilities Manager Role **Emergency Co-ordinator**

Name – Dave Plant, Premises Manager (to act as deputy should the manager not be on site)

Duties

- To ensure the plan is effectively communicated.
- To monitor the plan and ensure adequate precautions are taken.
- To appoint competent persons to act as fire marshals and arrange training.
- To liaise with local fire brigade service.
- To act as co-ordinator should a fire/emergency occur.
- To ensure adequate security measures are in place.
- To carry out annual fire risk assessment and reviews.
- Ensure fire drill is held once every term, results recorded and necessary actions taken.
- Ensure a roll call is taken at the assembly point in the event of an evacuation for Mitie staff, Mitie Visitors and contractors.

Responsibilities (Springwell)

Teacher without a form group	<ul style="list-style-type: none"> • Assemble in the near left hand corner of the MUGA (opposite Y11) in silence. You may be required to stand in for an absent form tutor.
Teacher with a class	<ul style="list-style-type: none"> • Shut the windows and doors. DO NOT LOCK • All bags to be left in the class • Direct & accompany the students to leave and proceed directly to the Fire Assembly Point (MUGA) via the nearest exit.
Teacher with a disabled student in class who is unable to walk	<ul style="list-style-type: none"> • Direct other students out as above • If there is obvious danger, request support from other teachers/TA's and take necessary steps to get the student out of the building, utilising the Evac-Chair where appropriate. • If there is no immediate risk, close the door and wait for the emergency services to arrive. *Nominate a student in your class to alert Head teacher/Director of Resources.
Student Progress Leaders	<ul style="list-style-type: none"> • Collect registers from control point and distribute to Form Teachers • Report full presence / missing students to CGB*
Form Tutors	<ul style="list-style-type: none"> • Ensure students are lined up in alphabetical order, in silence • Take the register and identify any missing students,

	<ul style="list-style-type: none"> ensuring late slips are checked • Give this information to the SPL's
Senior Leadership Team (CGB*)	<ul style="list-style-type: none"> • Assign teachers without a form group to stand in for absent colleagues where required • Receive missing persons data. <ul style="list-style-type: none"> ○ Students from SPL's ○ Staff/visitors from support staff • Check presence of disabled students • Collate list of missing persons • Report to Chief Fire Officer
Office Staff	<ul style="list-style-type: none"> • Take registers, late book, signing in and out book, students sick book, visitors book, staff lists (teaching & support) and megaphone to assembly point
All Support Staff	<ul style="list-style-type: none"> • Assemble in the near left hand corner of the MUGA (opposite Y11) in silence.
Kerry Walker/Julie Bedford	<ul style="list-style-type: none"> • Register all teaching staff (inc. supply)
Lead Prof. Learn Support Head teacher's PA Receptionist	<ul style="list-style-type: none"> • Register all SEN TA's, LSU and BIC staff • Register all support staff • Register all Contractors • Register all visitors
Site Manager	<ul style="list-style-type: none"> • Report to Head Teacher when building is safe for students and staff to return
Head Teacher	<ul style="list-style-type: none"> • Control Assembly • Instruct students and staff to return to college

UNDER NO CIRCUMSTANCES IS THE STAFF TO TACKLE A FIRE AS NO TRAINING ON FIRE FIGHTING APPARATUS HAS BEEN GIVEN.