

School Evacuation Procedure

Please read the following document carefully which outlines the procedure for evacuation of the King's School in the event of an emergency such as a fire alert. Please ensure that you understand your role and responsibilities in this procedure and raise any queries you may have about it with the Deputy Head (Operations).

Tutors must talk through this evacuation procedure with tutees and ensure they are clear about what they must do.

1. Initial Action

- 1.1 If you discover a fire you must raise the alarm. There are emergency alarm trigger points on walls around the building. The alarm automatically notifies the school's security services and
- 1.2 **A two-tone alarm will ring continuously to indicate that an evacuation of the school is necessary.** (This should not be confused with the single-tone lesson change bell which, if heard ringing continuously indicates a lockdown).
- 1.3 The evacuation procedure must be followed as soon as the fire alarm is heard. All people must leave the building **in silence**, leaving bags etc behind. Where appropriate and where no risk is posed to individuals, measures should be taken to ensure rooms are safe, e.g. gas shut-off
- 1.4 During **planned** evacuation drills, please leave school using the one way routes. If the alarm is heard unexpectedly, follow the directions to emergency escape routes which are posted in every room and you are required to ensure you are familiar with the set routes. Masks are not required in an emergency. The assembly points are:

Junior School and Willow Lodge – **Junior School Cricket Pitch**

Senior School – **Alongside astro turf (West field)**

Core Support Staff – **Alongside astro turf (West field)**

Catering Staff – **Junior School Cricket Pitch**

Grounds Staff – **Junior School Cricket Pitch**

Visiting Music Teachers – **Alongside astro turf (West field)**

Visitors – **go with hosts to assembly points**

These assembly points are clearly marked on [this plan](#) and you are required to ensure you are familiar with the assembly point which is relevant to you.

- 1.5 **You should not take any personal risks in the event of a fire or other emergency: simply evacuate the building. The safety of our community members is of paramount importance.**

2 Information for staff

2.1 Accounting for Pupils

- 2.1.1 Senior school tutor groups will assemble in their in **year groups**, not by House, until further notice. Pupils across the whole school will line up in tutor/class/form groups and will be registered by their tutor/class teacher. Registers will be provided for this purpose by school Reception staff. In the absence of a tutor, Heads of Houses (HoHs) or Deputy Heads should ensure the group is registered by a substitute.
- 2.1.2 Heads of House will then consult their Senior School Tutors to establish whether there are any pupils not accounted for and who may therefore still be inside the building.
- 2.1.3 Heads of House should report the outcomes of these registrations, noting any missing pupils to the Deputy Head (Pastoral).
- 2.1.4 Junior and Infant school class teachers will report to the respective Deputy Heads for their schools and inform them whether there are any pupils not accounted for and who may therefore still be inside the building.
- 2.1.5 The Deputy Heads of both the Junior School and Willow Lodge will then report to their Head (MAA) who will report to the Deputy Head (Operations) (TMG).

2.2 Accounting for Adults

- 2.2.1 Support staff attached to a particular school section should assemble with their school section.
- 2.2.2 Core Support Staff should register with the PA to the Finance and Operations Team (SAD) at the Senior School Meeting Point. Support Staff are to muster in sections (lettered A-H) according to the instruction circulated by the PA to the Finance & Operations Team.
- 2.2.3 Senior School teachers who are not tutors should report to the Deputy Head (Academic). Should someone be covering for a tutor, they should first register the tutor group.
- 2.2.4 Catering staff should register with the Catering Manager who, in turn, will report to the Head of the Junior School.
- 2.2.5 Visitors should be accounted for by their hosts and a school receptionist informed.
- 2.2.6 Once staff lists are complete, the Deputy Head (Operations) should be informed.

2.3 The School Building

- 2.3.1 Please be observant on leaving the building and inform the Deputy Head (Operations) of any urgent concerns which emergency services may need to attend to.

2.4 Returning to school

- 2.4.1 The all clear to return to the school building will be given by the Deputy Head Operations, once all people have been accounted for and, where it is not a scheduled drill, once safety officers (or when relevant the Fire Service) have approved returning to the building.

3 Instructions and Procedures

3.1 Pupil

- Leave the building **in silence** by the correct fire escape
- Go to the meeting point for your tutor group **in silence**
- Register with your tutor/class teacher
- Wait **in silence** for further advice from your tutor/class teacher.

3.2 Senior School Tutor

- Ensure any classes you are teaching evacuate the building **in silence** and without bags
- Join your tutor group at the muster point
- Collect a register from your Head of House
- Take the register
- Return the register to the Head of House, informing them if any pupils are missing
- Wait with tutor group, keeping them **in silence**, until further advice is given.

3.3 Senior School Head of House

- Collect registers from Reception team
- Give out registers to your House Tutors
- Collect in registers from House Tutors and report to Pastoral Deputy Head informing them if anyone is missing.

3.4 Deputy Head (Pastoral)

- Collect reports from Heads of House. Inform Deputy Head Operations and say whether anyone is missing. The Head of Sixth Form will deputise in this role if the Deputy Head (Pastoral) is unavailable.

3.5 Deputy Head (Academic)

- Collect register of teaching staff without tutor groups
- Mark off those colleagues present
- Report to Deputy Head Operations

3.6 Junior School/Willow Lodge Teacher/Teaching Assistant

- Ensure any classes you are teaching evacuate the building **in silence** and without bags
- Join your form/class group at the muster point
- Collect a register from Reception staff
- Take the register
- Return the register to the Deputy Head of your school, informing them if any pupils are missing
- Wait with form/class group, keeping pupils **in silence**, until further advice is given.

3.7 Senior School Teacher without tutor group

- Ensure any classes you are teaching evacuate the building **in silence** and without bags
- At the assembly point inform the Academic Deputy Head that you have left the building

3.8 Junior School Teacher/Teaching Assistant without form/class

- Ensure any classes you are teaching evacuate the building **in silence** and without bags
- At the assembly point inform the Deputy Head of your school section that you have left the building
- Wait at the assembly point **in silence** until further advice is given.

- 3.9 **Support staff and Visiting Music staff**
- Leave the building **in silence** and without bags. If you were working with pupils, ensure they leave the building **in silence** and join their tutor groups.
 - Register at your allotted assembly point
 - Wait at assembly point **in silence** until further advice is given.
- 3.10 **Visitor**
- Visitors should stay with the person hosting their visit who will ensure that Reception is informed that they are safe. The leaflet for visitors provided by Reception when visitors sign in instructs visitors to act in this way.
- 3.11 Outside school hours, if the emergency alarm sounds you should evacuate the building and wait **in silence** at your meeting point until a senior member of staff gives further instructions.

4 Individual Roles

4.1 Deputy Head (Operations)

07583 232713

(Deputy – *tbc*)

- Receive final accounts of evacuation from Deputy Head (Pastoral), Head of Junior School and Willow Lodge, Deputy Head (Academic), PA to the Finance & Operations Team
- Liaise with emergency services on any people unaccounted for
- Declare based on information from emergency services when it is safe to re-enter the building.

4.2 Deputy Head Pastoral

(Deputy – Head of Sixth Form)

- Receive notification of each Senior House roll call, register tutors and HoHs
- Inform the Deputy Head (Operations).

4.3 Reception Manager/Senior School Receptionist

- Distribute registers to Senior School HoHs
- Distribute InVentry lists and or relevant clipboard to Deputy Head (Operations), Deputy Head (Academic), Deputy Head (Pastoral), PA to the Finance & Operations Team and Director of Music
- Receive information from any member of staff hosting a visitor and inform Deputy Head (Operations) of safe arrival at the assembly point.

4.4 Senior School Form Tutors

- Register tutor group and report to Head of House.

4.5 Senior School Head of House/Head of Removes

- Collect registers for your House from receptionists and pass to tutors
- Stand in for absent tutors
- Collect registers in from your House Tutors; report to Deputy Head (Pastoral)
- Ensure you have been registered by the Deputy Head (Pastoral)
- Remain with your House.

- 4.6 **Deputy Head (Academic)**
(Deputy – Head of Faculty, English & Languages)
- Collect staff list from Receptionist
 - Register Senior School teaching staff who are not tutors
 - Receive account of visiting music teachers from the Director of Music
 - Report back to Deputy Head (Operations).
- 4.7 **Director of Music**
- Account for visiting music teachers, mustering at Senior School meeting point
 - Inform the Deputy Head (Academic).
- 4.8 **Visiting Music teachers**
- Report to Director of Music at Senior School meeting point.
- 4.9 **Head of Junior School & Willow Lodge**
(Deputy – Deputy Head of the Junior School)
- Receive reports from Junior and Willow Lodge deputies, grounds staff, catering manager
 - Notify Deputy Head (Operations), 07583 232713 on completion of roll call.
- 4.10 **Deputy Head of the Junior School**
(Deputy – Junior School Director of Studies)
- Receive notification of Junior School roll call from form tutors
 - Inform the Head of Junior School and Infant School.
- 4.11 **Junior School Receptionist**
- Distribute registers and InVentry lists to Junior School Form Tutors
 - Distribute checklist clipboards to the Head of Junior School and Infant School and the Deputy Head of the Junior School.
- 4.12 **Deputy Head of Willow Lodge**
(Deputy – Willow Lodge Receptionist)
- Receive notification of Infant School roll call from class teachers
 - Inform the Head of Junior School and Infant School.
- 4.13 **Willow Lodge Receptionist**
- Distribute registers and InVentry lists to Infant School class teachers
 - Distribute checklist clipboard to the Deputy Head of Willow Lodge.
- 4.14 **Junior School Form tutors**
- Register form and inform the Deputy Head of Junior School.
(DoS will deputise in DH's absence)
- 4.15 **Willow Lodge Class Teachers**
- Register class and inform the Deputy Head of Willow Lodge.
(Receptionist will deputise in DHWL's absence)
- 4.16 **Bursar**
- Liaise with Deputy Head (Operations) and support Head of Estates to co-ordinate the evacuation.
- 4.17 **PA to the Finance & Operations Team**
(Deputy – Director of IT / Events Manager)
- Register core support staff at Senior School meeting point
 - Inform Deputy Head (Operations).

4.18 **Grounds Staff**

- Meet at the Junior School meeting point and register with Grounds Supervisor.
- Grounds Supervisor will then report to Head of Junior School and Willow Lodge (JAB will deputise in the absence of Grounds Supervisor)

4.19 **Catering Manager**

- Register catering staff at Junior School meeting point
- Inform Head of Junior School and Willow Lodge.

4.20 **Head of Estates**

- Liaise by radio with Deputy Head (Operations) on progress of the alert
- Co-ordinate on-site facilities team response, including delegating staff to manage entrance to school site as necessary
- Confirm all facilities staff are safe.

