



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# **Emergency Evacuation Policy**

## **2017 - 2018**

<b>Person responsible for Policy:</b>	Business Manager/Senior Leadership Team
<b>Committee responsible for Policy:</b>	Finance, HR & Premises
<b>Date To Governors:</b>	14 November 2017
<b>Date Agreed:</b>	September 2017
<b>Review Due:</b>	September 2018 and annually thereafter
<b>Is this Policy to appear on school website:</b>	Yes

# Emergency Evacuation Policy

## Whole School-Classrooms/Teaching Areas (*internal and external ie MUGA*)

### On Hearing the Emergency Evacuation (Fire) Alarm

**All staff must take the following action in an emergency such as a fire alarm:**

- Tell the students to stop writing and leave worksheets/books on their desks.
- Evacuate the room immediately in an orderly fashion without talking. The students must not attempt to collect bags or coats. Staff must not retrieve their belongings/valuables.
- The Class Teacher and Support Staff should then accompany the students to leave the building by the nearest emergency exit and go to the assembly point on the playing field and adjacent to the Sports Hall/Café.
- When assembled check the students against the register which will be distributed by the Attendance Officer.
- At the end of the emergency the Headteacher or a senior member of staff will inform you when to return to the building.

Evacuating students during an examination:

## All Examination Rooms

### On Hearing the Emergency Evacuation (Fire) Alarm

**The Invigilator must take the following action in an emergency such as a fire alarm:**

- Tell the candidates to stop writing and leave the question papers and scripts on their desks.
- Evacuate the room in an orderly fashion without talking. The candidates and invigilators must not attempt to collect bags or coats.
- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.
- Assemble the candidates in:

**PLAYING FIELD AREA ADJACENT TO SPORTS HALL/CAFE**

- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.
- At the end of the emergency the Data, Assessment & Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- On return to the examination room allow the candidates **the full working time** set for the examination.
- Make a full written report of the incident to the DATA, ASSESSMENT & EXAMINATIONS OFFICER

# Whole School-Administration, Offices, Visitors

## On Hearing the Emergency Evacuation (Fire) Alarm

All staff must take the following action in an emergency such as a fire alarm:

- Evacuate the room immediately and do not attempt to retrieve personal belongings/valuables.
- Leave the building by the nearest emergency exit and go to the assembly point on the school playground.
- When assembled a designated member of staff will check the signing in and out sheets and Visitors Book to confirm that all persons are out of the building and present at the evacuation point.
- At the end of the emergency the Headteacher or a senior member of staff will inform you when to return to the building.

## FIRE ASSEMBLY POINTS

### GRASS AREA

