

Emergency Evacuation Procedure

The Senior Deputy Head (Richard Atherton) oversees this procedure

Aims

- To establish procedures for the orderly and safe handling of crises involving pupils and/or members of staff
- To safeguard all members of the school community in the event of a credible threat to health and safety
- To plan for, practise and expedite a safe, orderly evacuation of the building in cases of emergency

Rationale

There are various emergency situations which may necessitate the safe evacuation of the school buildings. These situations will vary but will always involve a crisis that threatens the health and safety of pupils and adults alike. These crises may include:

- Bombs, or bomb alerts
- Fire, or fire alerts
- Threatened civil disorder
- Other eventualities that may necessitate a quick and orderly evacuation

If any pupil or member of staff detects fire or smoke then the glass should be broken at the nearest fire alarm call point. The Principal should then be notified immediately and the fire alarm evacuation bell will sound.

FIRE EVACUATION

Class teachers should immediately guide their class to the Fire Assembly Point (The tennis court by the Oasis) by the route indicated on the map on the wall of the room they are in. The teacher must assist pupils with restricted mobility.

- The metal blinds must be open enough for a fire-fighter to enter the building.
- The windows and doors must be shut
- There must be silence

Under no circumstances:

- should the lift be used
- should there be any running or shouting
- should pupils retrieve bags, coats etc.
- should anyone return to the building without the permission of the Senior Deputy Head
- should there be any fire-fighting before a full evacuation

SUPERVISORY PERSONNEL

Senior School

The teaching and pupil registers are collected by the The Senior School Secretary (Amal) (in her absence, by the PA to the Principal) and taken to the Fire Assembly Point and given to the people listed below will collect their lists from there.

- Heads of Year (HoY) should aid and organise their Tutors and Pupils at the Assembly Point as per the diagram. HoY will receive a register for each tutor which they should immediately disburse to the Tutor who should check each pupil, absentees are marked on the registers. Tutors return the list to the HoY who returns it the Senior Deputy Head summarising verbally any anomalies. The Senior Deputy Head has the list of early pupil leavers.

- Those staff who are not Tutors should congregate by A1 and will be registered by the Deputy Head and report to Senior Deputy Head
- The Director of Music will register all peripatetic music staff and report to Senior Deputy Head

The Systems Manager collects the registers for Maintenance and Admin staff and, at the assembly point, gives the Maintenance register to the estates manager. In the absence of the Systems Manager, the Assistant (Jochen Katzer) will take his place.

- The Estates manager will register all maintenance staff and report to the Systems Manager
- The Systems Manager will register all administrative staff and report to Senior Deputy Head
- The Kitchen Manager will register all her staff and report to the Systems Manager
- The Systems Manager bring his three lists, above, to the Senior Deputy Head

Other

- The Senior Deputy Head will oversee all of this, and report to the Principal (who is registered by The Systems Manager) when it is safe to return to the school buildings
- The Assistant Head (Sarah Mollen) will act to cover or arrange cover for any of the above staff

Junior School

Junior School assembly point is the first Senior School Calcetto pitch.

Head's Secretary collects and distributes the registers to the Class Teachers at the Assembly Point, who then take a roll of their class, reporting any absences immediately to the Deputy Head. The Deputy Head then reports the Junior School situation to the Senior Deputy Head and awaits instructions

Procedure for the absence of support staff

Thom Katzer and Nick Huggins

They should phone the main reception if they unexpectedly cannot come to work.

Main reception (normally Angela) should add their names to the **Administration Staff Early Leaving Book**. Date, name and ABSENT should be written

The line manager should be contacted (i.e. for Nick, it is Thom. If Thom is ill then contact Senior Deputy Head who will inform Assistant Head (Jochen Katzer)

Bam Saccoccio and Ornella Morretti

They should phone the main reception if they unexpectedly cannot come to work.

Main reception (normally Angela) should add their names to the **Teaching Staff Early Leaving Book**. Date, name and ABSENT should be written

The line manager should be contacted (i.e. SP. If she is away then contact RA)

The following pages contain the poster printed and put in every room in (a) the Senior School (b) SG La Storta and (c) SG Nomentana

EMERGENCY EVACUATION PROCEDURE

If the alarm sounds, go to the assembly area on the Volleyball Court behind the Oasis (see diagram)

No Talking

No Running

Leave lights on, blinds up, windows and doors shut

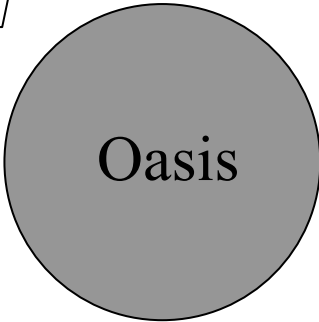
Take bags with you but do not cause delay by packing them

Volleyball court

Caravan	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Non Tutors
	AJMV	AJMV	AJMV	AJMV	AJMV	AJMV	AJMV	

Admin
Maintenance
Kitchen Staff

Apollo
Juno
Minerva
Vulcan



Music
peripatetic
staff

School Building

The evacuation route from this room is on the accompanying sheet. (This route may have to be varied in an emergency if ways are blocked)

IN AN EMERGENCY RING
(Internal number) 9
(mobile) 36 64485988

Emergency Evacuation Procedure

If the alarm sounds, go to the assembly area on

THE HARD AREA

NO TALKING

NO RUNNING

**Leave lights on, blinds up,
Windows and doors shut.**

FIELD

FIELD

FIELD

Y6W
Y6N
Y5S
Y5P
Y4T
Y4P
Y3R
Y3M
Y2S
Y2C
Y1
GD
RD

W

A

L

L

SCHOOL

**The evacuation route from this room is on the accompanying sheet.
(This route may have to be varied if ways are blocked)**

**IN AN EMERGENCY RING:
(Internal Number) 222**

