

CROWN HILLS COMMUNITY COLLEGE
EMERGENCY EVACUATION PLAN SEPTEMBER 2018
A continuous ringing of the fire bells signals a fire alarm.

IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm point
- Arrange for someone to ensure the fire brigade has been alerted. This should be automatic on the fire bells sounding, but must be checked
- Close all doors and windows around the source of the fire if possible, but only if this can be done safely. You must not endanger yourself or others in these actions
- Leave the building by the nearest accessible exit and proceed to the Assembly Area

ON HEARING THE ALARM

- Immediately leave the building by THE MOST DIRECT SAFE ROUTE
- Close all doors as you leave but do not lock them. Ensure that students and others leave the building in a quiet and orderly manner
- DO NOT USE THE LIFTS
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- DO NOT STOP TO COMPLETE 'NEARLY FINISHED' WORK
- Make your way immediately to the Assembly Area
- Report to the Fire Brigade Officer or person in charge, any information relevant to the emerging situation such as:
 - The precise location of the fire (if known)
 - Whether any person normally working in the building is known to be absent or elsewhere
 - Which rooms have been successfully evacuated
- Await further instructions for safe return to work

FIRE ALARM AND EMERGENCY EVACUATION IS DISTINGUISHABLE BY ONE CONTINUOUS BELL.

**ALL STUDENTS, STAFF & VISITORS to congregate around the perimeter of the
FIELD FACING THE SCHOOL**

Our priority is to ensure that: All members of the school community are evacuated from the building calmly and safely. Everyone is aware of the procedure for evacuating the school building in the event of a fire alarm

		Monday	Tuesday	Wednesday	Thursday	Friday	Room	Attached Staff
7C	Mr M Ghanchi						EU12	TAC 7:Ms K Pritchard
7R	Ms N Mohan						EU13	SLT Link:Mr J Foster
7O	Mrs E St.Cricq (French)						EU15	Mrs. S Malley TLT
7W	Mr B Sutherland						XU10	Mrs F Preston HOF
7N	Ms E Lal						XU9	Mrs L Glasby HOF
7A	Ms P Rebelo						DL7	
7H	Miss A Shaikh						DL4	
7I	Ms S Sisodia						DU14	
7L	Mr H Variava						EU18	
7S	Ms N Adam (MAT HMO)						EL2	
7U	Mr A Bhayat						DU15	
8C	Mr S Marston						TD3	TAC 8: Mr R Seedat
8R	Mrs F Nagdi	FNA	FNA	FNA	FNA	ISI	XU11	SLT Link:Mr J Wright
8O	Ms C Haddad (French)	CHA	CHA	HSU	CHA	CHA	EU14	Ms A Tong TLT
8W	Mr M Valera						DU21	Mr J Stretton HOF
8N	Ms F Bradshaw						XU15	Ms N Brown EAL
8A	Mr H Parmar						DU20	
8H	Mrs S Bond / Mr I Singh	ISI	ISI	SBO	SBO	SBO	XL6	
8I	Mr G James / Ms H Surtee	GJA/HSU	GJA/HSU	GJA	GJA	GJA	XU16	
8L	Ms C Wilson						DU22	
8S	Mr J Stafford						TD1	
8U	Ms M Ashkir						DU17	



**KSL: Ms K
Pritchard
(Mrs S
Malley TLT)**

Mr J Foster

Mr F Adam



**KSL: Ms K
Pritchard
(Mrs S
Malley TLT)**

**Mr J
Wright**

Mr F Adam



Tutor Teams 2018-2019		Monday	Tuesday	Wednesday	Thursday	Friday	Room	Attached Staff
9C	Mrs A Hallett/Mrs L Newcombe	AHA/LNE	AHA	AHA	LNE	AHA/LNE	XL4	TAC 9: Ms K White
9R	Mr Z Sabat						EL9	SLT Link:Mr D Keast
9O	Ms C Cutting (MAT NNE)						EL6	Mr R Allison HOF
9W	Ms S Marchenay (French)	SMR	LMA	SMR	SMR	SMR	EU17	Ms J Smith HOF
9N	Ms J Bamkin /Ms J Bradbury	JBA/JBR	JBA	JBA	JBR	JBA	XL5	Ms J Chambers HOF
9A	Ms R Cover						EL8	
9H	Ms B Parra/Ms L Mason	BPA/LMA	BPA	BPA	BPA/LMA	BPA	DL10	
9I	Ms J Read						TE5	
9L	Ms Z Razak						EL5	
9S	Mr D Varley						XU17	
9U	Ms N Poever						TX7	
10C	Ms B Alam (MAT ACH)						DL6	TAC 10:Mr H Patel
10R	Ms T Mohamed (MAT ZPA)	TMO	TMO	TMO	SRI	SRI	DU13	SLT Link:Mrs S Duis
10O	Ms J Butler (French)						EU16	Mrs G Ramos TLT
10W	Mr E Phillips						DU19	Mrs H Shaw HOF
10N	Mr S Ismail						TD4	Mr J Hallett HOF
10H	Mr B Patel (MAT LTH)						DU12	
10I	Mr I Khan						EL3	Ms M Mujkanovic (Int)
10L	Mrs K Clayton						DL9	
10S	Mrs HM Boyce						XL7	Mr S Rizvi (Math Int. M/T/W)
10U	Ms S Yusuf						DU16	



KSL: Ms K White

Mr D Keast

Mr F Adam



KSL: Mr H Patel

Mrs S Duis

Mr F Adam



Tutor Teams 2018-2019		Monday	Tuesday	Wednesday	Thursday	Friday	Room	Attached Staff
11C	Mr P Newbold						DL11	TAC 11: Mr Y Patel
11R	Mrs S Allen						LIB	SLT Link:Miss A Wright
11O	Mrs L Baker (French)	LBA	LBA	LBA	LBA	FPR	TE6	Mrs D Dobney TLT
11W	Mr P Hollis						EL10	Mrs S Owen HOF
11N	Ms A Teladia (MAT SBA)						DU18	Mrs N Mohammed HOF
11H	Mr D Williams						TX8	Mr R Sheikh HOF
11I	Mr J Giling						DL5	
11L	Mrs P Sagoo /Mrs S Marshall	PSA/SMA	PSA	SMA	PSA	SMA	DL8	
11S	Ms H Botting						EL4	
11U	Ms H Skemp						EL7	
11E	Ms I Punia/ Ms M Patel						XU18	
11M	Mr S Ahmod						Disco Aud.	



KSL: Mr Y
Patel

Miss A
Wright

Mr F Adam



SLT/Principal Overall responsibilities of staff and pupils
Farham Adam (Principal)* > Overall responsibility for evacuation and return to school when it has been established that it is safe to do so.

Note: *C Bailey to cover any Senior Staff Absence. In the event that F Adam is absent, C Bailey to take Overall Responsibility.

If there is no absence C Bailey to support Senior Colleagues.

ALL SLT TO CARRY TWO WAY RADIO – CH1

Form Tutors Form tutors should make their way with their teaching class to the allocated congregation point.
They must collect their form group register from one of the Office Staff who will then provide additional support if required.
They must then wait for their form to arrive, if the class is not already there.
Line students up correctly in alphabetic order of the register.
Take the register and report to their respective Year Head that the pupils are all present.

The pupils must then be kept silent until all staff and pupils have been reported as safe and present.

After the emergency is over and if it is safe to re-enter the building, the form tutor must accompany their pupils back into the building and head them off towards their appropriate lesson.

Any pupil misbehaving at any time while under supervision of the form tutor must be reported to the Key Stage Leader responsible for that particular Year.

Non-form tutors Non-form tutors who are teaching a class, accompany that class to the muster point for the particular year they are teaching.

They must make sure that the pupils are placed in the correct area for checking by form tutors.

Remain calm and quiet > Lead by example

J Foster, S Duis, C Bailey, J Wright, A Wright to report to F Adam everyone present via radio or in person

Student Teachers – to report to C Marvin.

Cover Cover Supervisors – to report to **C Marvin**. Who in turn reports to **D Barnett**
Supervisors .

Support Staff Support Staff congregate on the field.

Key members of the Support Staff must collect relevant registers from **D Barnett**, check registers and return to **D Barnett**

ALL Staff once registered to assist Form Tutors.

Once accounted for all TA's must support the student or Class they are attached to when first evacuated. If not attached they must support Yr 7 students congregated.

They should also assist with the smooth re-entry into the building of pupils ensuring that no one misbehaves on the way back.

Visitors **C Patel** check visitors (book/list from reception) report to **D Barnett** once having checked that all are accounted for and to be responsible for visitors to the school at time of evacuation.

Visitors with physical disabilities (including those on crutches and those whose mobility is temporarily impaired) Should make their way or be escorted to the nearest fire exit or safe point, if corridors are overly congested then they should hold back to avoid being knocked over.

DISABLED ALL DISABLED VISITORS MUST BE ACCOMMODATED AT SAFE REFUGE VISITORS AREAS AND AWAIT INSTRUCTION.

In the event of these Visitors being unable to leave the building then support staff should note the visitors name and location of visitors/pupils and report to Dean Barnett.

Emergency services informed of visitors/pupils locations if they are still in the building

Main Office Admin Staff Office Staff > Print off paper based registers every AM
Distribute registers to form tutors and collect after registration
Collate with appropriate TAC that all registers have been completed

Attendance **K Bishop** to collect pupil signing out book / late book and report **F Adam**.
SLT Yr link to check with **F Adam** and **K Bishop** any missing students.
C Patel to collect staff signing out book if required by F Adam.
All nominated members of Support staff recording staff to report to **D Barnett** that all support staff are present and accounted for.

D Barnett to report to F Adam.

CLC & TEMPORARY MODULAR The Steward is to:

- BUILDING**
1. Ensure the hand gates to the rear of the sports hall are open to allow staff & students safe passage from the TMB / CLC to the congregation area.
 2. Sweep the building to ensure everyone has vacated the building.

Pupils They should immediately stop work and wait quietly for instructions from their teacher

They should follow instructions from their class teacher as to where to go and how to get there

They should proceed to their muster point as a class in silence

They should not stop at lockers to collect anything

They should not wait for friends

They should line up in alphabetical order in the appropriate muster station

They should wait in silence while the register is being taken

They should remain in silence until they are dismissed and on their way back to their lesson

Pupils with physical disabilities (including those on crutches and those whose mobility is temporarily impaired) Should make their way or be escorted to the nearest fire exit or safe point, if corridors are overly congested then they should hold back to avoid being knocked over.

Staff will be made aware of the disabled pupils' location and will assist in the evacuation of these pupils

In the event of these pupils being unable to leave the building then support staff should note the pupils name and location of pupils and report to **D Barnett**

GENERAL Emergency services informed of pupils' locations if they are still in the building

Staff should escort their pupils out of the classroom using the nearest available exit.

Staff should not stop to pick up outdoor coats but should escort pupils out of the building in an orderly and quiet manner.

Staff should accompany their pupils to the muster point keeping them in their sight at all times.

All members of the school should exit the building by the nearest means possible and under no circumstances enter the building again until told to do so by F Adam.

Treat every alarm bell seriously even if you are expecting one.

Remember our first priority is to get the children and ourselves out of the building as fast as possible, with the minimum of fuss.

Emergency services informed of pupils' locations if they are still in the building

Staff should escort their pupils out of the classroom using the nearest available exit.

Staff should not stop to pick up outdoor coats but should escort pupils out of the building in an orderly and quiet manner.

Staff should accompany their pupils to the muster point keeping them in their sight at all times.

All members of the school should exit the building by the nearest means possible and under no circumstances enter the building again until told to do so by F Adam.

Emergency Evacuation Arrangements for Exam Candidates:

EXAMS

The lead invigilator must explain briefly the procedure and escape route at the start of each exam.

The lead invigilator should make a note on the record of invigilation sheet of any student who would require help in the case of an evacuation of the exam room and make sure that there will be someone to call upon to assist with this.

If the fire alarm sounds, students must stop working and sit in silence.

The time will be noted on the record of invigilation sheet.

An invigilator will contact reception to ask if the exam hall needs to be evacuated.

If evacuation is not necessary, the exam can be restarted when the alarm has stopped. A note of the time should be noted on the record of invigilation sheet by the lead invigilator. Candidates should get the full amount of time.

If evacuation is necessary, students should leave in silence with the invigilators using the safest route. Nothing apart from the attendance registers and seating plans should be removed from the exam room.

No bags are to be collected.

An invigilator must check that all students present have evacuated the building.

Invigilators will escort the candidates to the assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area.

The exam room must be secured and the students informed that exam conditions still apply whilst assembling.

The separate congregation area for exams will be located at the rear of the Sports Hall (next to the cycle shelters).

Students must adhere to a no talking, conversing or interacting policy at all times.

If students are allowed to re-enter the building to finish the exam, the time should be noted on the record of invigilation sheet by the lead invigilator. Candidates should get the full amount of time.

If students are not allowed to re-enter the building, the exams officer will apply for special consideration for all students present for the exam.

All staff should assist in keeping the pupils quiet during any evacuation.



