



EF ACADEMY

International
Boarding Schools

EF ACADEMY - TORBAY

Fire Evacuation Procedure



EF ACADEMY

International
Boarding Schools

Document title:	Fire Evacuation Procedures
Date Created:	Sept 2015 (new format created from original document)
Author:	Site & Facilities Manager
Individuals Involved in Developing the Document:	Head of School, Deputy Head
Document Purpose:	To notify staff on school premises evacuation procedures
Related Documents:	
Date of Next Review:	Sept 2021
Change Log (what changes have been made, by who and when):	Oct 16 (Dave Sumner) amendments to text (Included sever back up) Dec 16 (DSU) update on evacuation point Sept 17 (dsu) update on names and marshals Sept 18 (RTA) updated names and responsibilities Jan 2019 (RTA) added specific Site manger responsibilities Feb 2020 (NWI) updated names of Marshalls. Updated procedures to reflect recent FRA recommendations to have both alarm systems operating independently. September 2020 (RTA) updated names of Marshalls and deleted references to Deputy Head

EVACUATION PROCEDURE

PERSON DISCOVERING FIRE should break glass of nearest alarm

On having the fire confirmed the School Site & Maintenance Manager or Head/SLT to ring 999. Outside of school hours this is the responsibility of Kevin/Activities team or cleaners.

On hearing the fire alarm:

ALL PERSONS PROCEED TO ASSEMBLY POINT – Castle Road Park (exit school turning left onto Castle Road & the park is on the opposite side of the street).

Leave the building by the nearest exit. Primary route indicated.

Walk in silence.

If evacuating from the Tower use the outside stairwell unless instructed otherwise. If the fire alarm has been triggered in the Tower then a Fire Marshall will be on hand to guide you to exit via the Castle.

Should the alarm ring during Break or Lunchtime student should be instructed by staff to leave the building by the nearest safe fire exit and proceed to the Assembly Point.

Staff should assist this process where possible without putting themselves at risk.

Under no circumstances should staff or students return to their form rooms or attempt to re-enter the building.

Students should turn left when exiting the school grounds and walk on the school side of the road until they are opposite the park where members of staff will be there to help them cross the road safely.

Disabled students

Any member of staff who is with a disabled person (student or visitor) when the fire bell rings must remain with that individual until you make contact with the relevant Fire Marshall. Together (with the assistance of other staff if necessary) you must then ensure the person is assisted in ensuring they are able to exit the site safely.

Refuge Point Locations:

Castle—outside classroom 101 and by ladies toilets top floor
Tower—stairwells both sides of the building not the middle stairs



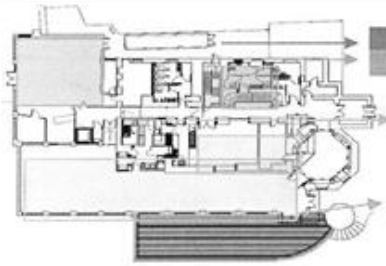
EF ACADEMY

International Boarding Schools

Castle

Tower

Ground Floor



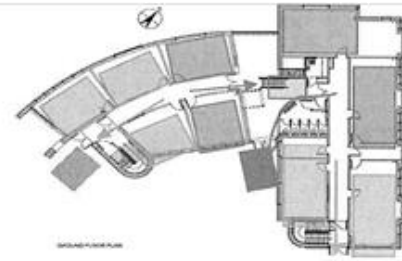
Rear Passage

All other Areas

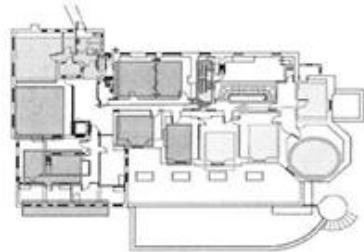
Rooms

306 307 308

301 302 303 309



Middle Floor



Use stairwell

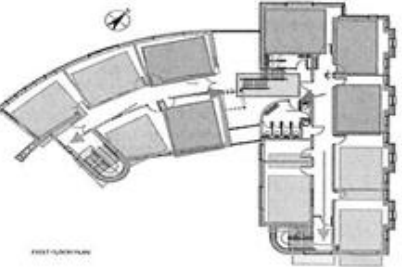
Use main stairs leading to Reception

Rooms

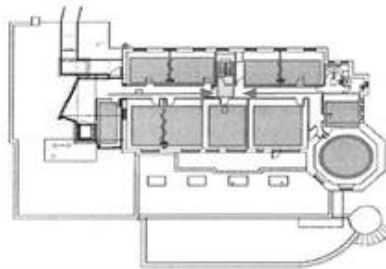
408 409 410

401 402 403 407

411



Top Floor

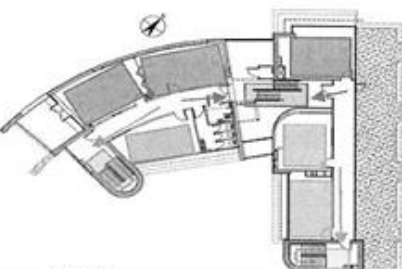


Rooms

504

501 505 506

502 503





EF ACADEMY

International
Boarding Schools

NOMINATED FIRE MARSHALLS

FIRE WARDEN – Site & Maintenance Manager (Nathan Winstone)

FIRE MARSHALLS

Castle

Top Floor: Tim Hann

Middle Floor: Adrian Harrington

Ground Floor: Craig Duff & Debbie Chatterton

Tower

Top Floor: Gundel Bonfield & Nick Smith

Middle Floor: Mandy Meek & Dan Luly

Ground Floor: Wendy Daniels & Tricia Asquith

The following table is designed to assist all staff in ensuring they are clear of the expectations on them during an evacuation. Those staff responsible for roles 1-6 will have been notified and briefed in advance. All other staff should refer to 7,8 & 9 below:

Evacuation Role	Responsibility	Actions
1. Fire Marshall(s)	Ensure all rooms in designated areas (inc toilets) are clear.	<ul style="list-style-type: none"> - Put on high visibility vest - Check all rooms in designated corridor(s) are clear and ensure any person present are quickly and quietly moving towards an exit. - Report to Head or Director of Teaching and Learning in the Head's absence (at front of school) when completed. - Walk to fire assembly point to register with staff member checking staff attendance. - Teachers & tutors then commence other roles (see below)
2. LT Evacuation	Ensure all LT members of staff (and students if necessary) have left the site safely.	<ul style="list-style-type: none"> - Check all LT staff and students have left the site safely. - Report to Head or Director of Teaching and Learning in the Head's absence (at front of school) when completed. - Wait a safe distance from the school site until given all clear.
3. Catering evacuation	Ensure all catering staff have left the site safely.	<ul style="list-style-type: none"> - Check all catering staff have left the site safely. - Report to Head or Director of Teaching and Learning in the Head's absence (at front of school) when completed. - Wait a safe distance from the school site until given all clear.
4. Visitor evacuation	Ensure all those who have signed in to the visitors books have left the site safely.	<ul style="list-style-type: none"> - Collect the visitor signing in/out book from reception. - Wait immediately outside the school entrance to check out any visitors who are evacuating the school. Instruct them to wait across the road opposite the school. - Report to Head or Director of Teaching and Learning in the Head's absence (at front of school) when completed. - Walk to fire assembly point to register with staff member checking staff attendance.
5. Staff evacuation	Ensure all Academy staff have left the site safely and are in the fire assembly area.	<ul style="list-style-type: none"> - Collect the staff signing in/out book from reception. - Walk to the assembly point & register staff as they arrive. - Report to Head or Director of Teaching and Learning in the Head's absence (at assembly area) when complete & all staff are accounted for.
6. Student evacuation	Ensure all students who are on the school site have left safely and are in the fire assembly area.	<ul style="list-style-type: none"> - Collect the tutor group lists from reception. - Walk to the assembly point & distribute these lists to tutors as they arrive. HOFs will take the place of absent tutors from their faculty. - Collect back in all tutor group lists which are complete (either all students present or all present and missing students accounted for). - Report to Head or Director of Teaching and Learning in the Head's absence (at assembly area) when complete & all students are accounted for.
7. Tutors (or HOFs in tutor absence)	<p>Before - Ensure all your tutees know how to act and behave during an evacuation (both on the way to and at the assembly point).</p> <p>During - to ensure all your tutees have left the site safely</p>	<ul style="list-style-type: none"> - Complete Fire Marshall role if applicable. - Walk to assembly point & register with staff member taking staff attendance (5). - Collect your tutor group register. - Go to your designated area & ensure your tutees are lining up in the correct order and in silence. - Take the register, identifying clearly which students are present or



EF ACADEMY

International
Boarding Schools

	and are accounted for in the fire assembly area.	absent. - If any students are absent report immediately to the SHP at the entrance to the assembly point who will have a list of known absences. Use this list to account for remaining students. - If, after this check, students are still unaccounted for inform Head or Director of Teaching and Learning in the Head's absence immediately. - When register is complete (all present or known absence) then take completed register to the member of staff who gave it to you. - Return to supervise your tutor group until further instructions.
8. Senior House Parent on Duty	SHPs – assisting the member of staff checking student attendance. SHPs – supervising student exit from school site (Please note if not all SHPs are present assisting student attendance takes priority).	SHP assisting student attendance must: - Ensure you bring a list of all known student absences recorded at 9am that morning & updated (by hand) during the day. - Walk to assembly point & register with staff member taking staff attendance (5). - 1 st SHP to stand adjacent to the member of staff in charge of student evacuation (6) and help tutors to account for missing students. - 2 nd SHP to stand adjacent to member of staff in charge of student evacuation (6) and assist in checking off all completed and returned tutor group lists (ie. those which show all tutees have been accounted for). - Stand at the entrance to the school & ensure all students are leaving the school quickly & quietly & are walking on pavement nearest to the school towards assembly area. - Challenge any students who are wearing headphones, on their phones, talking etc. - When all students have left the site walk to assembly point & register with staff member taking staff attendance (5). - Assist other staff as required.
9. All remaining staff (not included in 1-8).	Assist with safe & prompt student evacuation.	- Assist students in crossing the road immediately opposite the assembly area (please challenge any students who cross in other places). - Challenge students who are wearing headphones, on their phones, talking etc. - Walk to assembly point & register with staff member taking staff attendance (5). - Once all students are in the assembly area please proactively assist other colleagues or assist with walking around assembly area to ensure student behaviour remains good.

The Head of School or Director of Teaching and Learning in the Head's absence will, after checking with the Site & Maintenance Manager, inform all staff & students when it is safe to return to the school site.

If the alarm is outside of main school hours Kevin Tyler & SLT on site will check the call location and call Emergency services and direct them accordingly & will ensure the building is empty.
Club teachers to ensure all students are closed



EF ACADEMY

International
Boarding Schools

Site Evacuation Record

Date:	Completed by:	Reason for evacuation:
Time (start):	Time (Complete site evacuation):	Time (all present):

Record completed by Head or in his absence SLT present. 1-9 should be confirmed on site before 10-11 confirmed at fire assembly point.

Roles & Responsibilities (shared prior to evacuation)				Evacuation record (completed by Head/Deputy Head during evacuation)		
Evacuation Role	Staff 1	Staff 2 (if 1 absent)	Staff 3 (if 1 & 2 absent)	Successful evacuation time	Reported by	Reported to
1. Fire Marshall (Tower – top floor)	Gundel Bonfield	Nick Smith	Nathan Winstone			
2. Fire Marshall (Tower –middle floor)	Mandy Meek	Dan Luly	Nathan Winstone			
3. Fire Marshall (Tower – ground floor)	Wendy Daniels	Tricia Asquith	Nathan Winstone			
4. Fire Marshall (Castle – top floor)	Tim Hann	Mark Glew	Nathan Winstone			
5. Fire Marshall (Castle – middle floor)	Adrian Harrington	Rob Murphy	Nathan Winstone			
6. Fire Marshall (Castle – ground floor)	Craig Duff	Debbie Chatterton	Nathan Winstone			
7. LT evacuation	Britta Noergaard	Cassie Hunt	Nathan Winstone			
8. Catering evacuation	Bruce Duff	Criag Duff	Tim Green			
9. Visitor evacuation	Debbie Chatterton	Rob Tasker	Nathan Winstone			
10. Staff evacuation	Jane Orchard	Louise Blondell	Rob Tasker			
11. Student evacuation	Su Layfield & Duty PM	Louise Blondell & Duty PM	Rob Tasker (& 2x PMs)			

Notes/obseavtions: