

Emergency Evacuation Procedures

Responsibilities (Mitie)

Name: Phil Helliwell, Facilities Manager Role **Emergency Co-ordinator**

Name: Michelle Hinchcliffe, Premises Manager (to act as deputy should the manager not be on site)

Duties:

- To ensure the plan is effectively communicated
- To monitor the plan and ensure adequate precautions are taken
- To appoint competent persons to act as fire marshals and arrange training
- To liaise with local fire brigade service
- To act as co-ordinator should a fire/emergency occur
- To ensure adequate security measures are in place
- To carry out annual fire risk assessment and reviews
- Ensure fire drill is held once every term, results recorded and necessary actions taken
- Ensure a roll call is taken at the assembly point in the event of an evacuation for Mitie staff, Mitie Visitors and contractors.

Responsibilities (Springwell)

Teacher without a form group	Assemble in the near left hand corner of the MUGA (opposite Y11) in silence . You may be required to stand in for an absent form tutor.
Teacher with a class	<ul style="list-style-type: none">• Shut the windows and doors. DO NOT LOCK.• All bags to be left in the class• Direct & accompany the students to leave and proceed directly to the Fire Assembly Point (MUGA) via the nearest exit.
Teacher with a disabled student in class who is unable to walk	<ul style="list-style-type: none">• Direct other students out as above• If necessary, request support from other teachers / TAs and take appropriate steps to get the student out of the building, utilising the Evac-Chair where appropriate.
Student Progress Leaders	<ul style="list-style-type: none">• Report full presence / missing students to SLT.
Form Tutors	<ul style="list-style-type: none">• Ensure students are lined up in alphabetical order in silence.
Senior Leadership Team	<ul style="list-style-type: none">• Assign teachers without a form group to stand in for absent colleagues where required.

	<p>0 = Organise upper 1 = Organise lower 2 = Intervention 3 = Inspire 4 = Discover 5 = Create 6 = Perform 7 = Energise 8 = Enact (LRC/Dining) 9 = Chartwells 10 = BIC</p> <ul style="list-style-type: none"> • One person to stand outside each area to prevent anyone else entering and ready for the POD token to be collected by the Business and Resource Manager.
All Support Staff	<ul style="list-style-type: none"> • Assemble in the near left hand corner of the MUGA (opposite Y11) in silence.
Site Manager	<ul style="list-style-type: none"> • Report to the Headteacher when building is safe for students and staff to return
Headteacher	<ul style="list-style-type: none"> • Control Assembly • Instruct students and staff to return to college

UNLESS IT IS SAFE TO DO SO, STAFF SHOULD NOT TACKLE A FIRE AS NO TRAINING ON FIRE FIGHTING APPARATUS HAS BEEN GIVEN. IF IT IS A MANAGEABLE SITUATION, ENSURE THE APPROPRIATE EXTINGUISHERS ARE USED.