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EUROPA SCHOOL UK FIRE ACTION

Pupils and Staff

Version and Date		Action/Notes
V2	5 September 2017	
V3	1 October 2018	Added policy for Wednesday Afternoons Included Primary
V4	1 September 2019	Updated information on staff
Review Date September 2020		

- 1. When a fire alarm sounds, the buildings must be evacuated immediately.**
- 2.** On hearing the alarm, teachers should escort their pupils, not forgetting pupils who may be in the toilet, and go to the assembly points, if it is safe to do so. If possible, teachers should turn off all electrical equipment and close all doors and windows before leaving the classroom. Teachers, teaching assistants and technicians who are evacuating from a particular storey on the school premises should verify that there are no pupils on their floor by checking other classrooms and toilets in the vicinity before leaving.
- 3.** Teachers leave the building with all their pupils by the nearest exit, closing all doors on the way. Teachers teaching in the same areas will verify that all areas have been checked to ensure complete evacuation.
- 4.** Everyone must walk quickly, but quietly, to the assembly point. Older pupils must give way to younger pupils. No one may re-enter the building.
- 5. Primary pupils** assemble in class groups in the space in front of the primary quad. Class labels are attached to the fence to indicate where each class line up. The class teachers must assemble with that year group and ensure that the pupils are in class lines and are silent. The class registers will be brought by the office team and distributed to the teachers who will then take the register. Any missing pupils will be reported to the Head of Primary.

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6. During school sessions including recreational breaks **Secondary pupils** assemble **in class groups (NOT in teaching groups)**; S1 being at the south end (near the laboratories), ascending in order to S7 at the north (Sports Hall) end. The class names are painted on the playground surface indicating where to form the line. The teachers who have been teaching in a particular year group must assemble with that year group and ensure that the pupils are in class lines in alphabetical order and are silent. The Directors of Teaching and Learning (DTL) will bring the class lists, the student signing in/out book, the counsellor's daily notice for absent teachers and a list of student absences printed from School Base after 9:30 am from reception for teachers to verify whether pupils are present.

7. On Wednesday afternoons there are no scheduled lessons for S1-S5 in Secondary. On this afternoon only, S1-S5 must line up in lines according to the activity they are participating in. Registers will be taken according to their activity group.

8. Secondary pupils not in class

The Librarian checks the Library and the Study Room and accompanies pupils working there to the Assembly point. The Counsellors check the Common Rooms and the main-building toilets and accompany pupils from these rooms to the Assembly point. The Canteen staff ensure that secondary pupils here are evacuated to the Assembly point. Teachers in R10 check the distance learning room 9. Teachers in rooms R11 and R12 check the common room R13. The teacher/supervisor who is supervising the field checks the field and the front football pitch. Secondary pupils who are not in class and not in any of the areas mentioned above must also go to the Assembly point. All these pupils should join class lines in the Primary playground.

9. Secondary pupils in a PE lesson on the field over the Bridge

The fire siren cannot always be heard on this field so students and teachers should remain on the field even if they hear the alarm. A list of students will be deposited with reception by the sports teacher before going to the field. This will be given to the DTL's during the evacuation to facilitate the roll call. Reception will remain in contact with the teachers via mobile phones.

10. Secondary pupils taking examinations (NOT class tests)

Refer to the documents entitled "Written Exams Fire Alarm procedure Europa School Culham" and "Oral Exams Fire Alarm procedure Europa School Culham".

11. If the alarm sounds during break times, pupils must go to the assembly points and line in class groups as described in point 5. The subject teachers of the next lesson period will help check if all pupils are present in a particular year group. All other teachers assembled will help if necessary.

12. **Teachers who have a free period** should go to the Primary playground and assist the counsellors and head.

13. At the assembly point, the DTL distributes the student lists using the counsellors to organise teachers for each class group. Class teachers should check their class group not their subject group. If a class teacher is not present, a subject teacher will be directed to check the class group by the counsellors and the evacuation leaders. Teachers should mark student lists, and report to the DTL if there are any missing students.

14. Everyone must remain at the assembly point until the all-clear is given.

15. Pupils must keep quiet at the assembly points so that announcements can be heard. In the event of a real fire this will be important.
16. No one is allowed back into any buildings until the delegated school fire officer or the attending chief fire officer (in the event of a real fire) gives the word.
17. Teaching staff will be registered by the Assistant Head in Primary using a pre-compiled list of attendance at school and daily absence notices.
18. Part-time secondary teaching staff and teaching assistants should sign in and out of school via the front reception so that staff can be registered during the fire evacuation by one of the DTLs.

Non-Teaching Staff assemble near reception in the main building

1. The non-teaching staff (admin, technicians and support staff) assemble outside the reception. Any missing staff will be reported to reception.
2. One member of the reception staff stays in the office to check the fire alarm and communicate the sector of the school where the alarm has been activated to the School fire officer, caretakers and the director. The receptionist stays in the reception, if it is safe to do so, to remain in contact with the fire officer and to make phone calls to the emergency services if required.
3. In the case of the receptionist being forced to evacuate immediately then they should go if possible to the Schuman Hall lobby to check the alarm control unit. In this case the receptionist will use a mobile phone to communicate with the fire officer and emergency services.
4. The receptionist will direct emergency vehicles to the front/ rear access according to the emergency and they will contact the caretakers to open the gates and direct the emergency staff.
5. The reception staff are responsible for updating class lists on a regular basis and producing a list of absent students daily.

Visitors

Visitors in the reception or in the admin area should leave the building and assemble with the admin staff. Visitors/Volunteers to other areas of the school should follow staff to the nearest assembly point and communicate their attendance to the coordinating team.

Head of Primary

The Head of primary will proceed immediately to the primary playground to organise the primary roll call. In the case of absence, the person responsible will be the Assistant Head. The Assistant Head will register all teaching staff.

Directors of Teaching and learning (DTLs): Secondary

The DTLs will collect the following from reception: walkie-talkie, loudspeaker, class lists (laminated), pupil signing in/out book and a list of absences printed from School Base at

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9.30 each morning. They will proceed immediately to the primary playground to organise a roll call. In case of absence, the person responsible will be named on the daily notice. One of the DTLs will register all teaching staff.

Principal

The principal collects a walkie-talkie and remains in contact with the fire officer and the heads of the primary and secondary school in order to coordinate the evacuation. In case of absence, the person responsible will be named on the daily notice.

School Fire Officer and Site Team

The school fire officer communicates with reception to locate the source of the fire, and remains in contact with the site team who proceed to the fire risk area to assess the fire risk. The officer remains in contact with reception; the principal is the person who gives permission for staff and pupils to re-enter the buildings. In case of absence, the person responsible for school fire safety will be named on the Daily notice.

Notes

The school will undertake at least one drill per academic term and may on these occasions test the evacuation procedures by blocking one the exit routes for example.

For the academic year 2018-19 the following named members of staff have fire action responsibility

School Fire Officer	Marie-Christine Greenwood
Site Team	Mike Eve, Rob Blackwell
Principal of School	Lynn Wood
Head of Primary	Pascal Marechau
Assistant Head Primary	Sarah Kynoch
Director of Teaching & Learning Secondary	Paul Spiring
Counsellors	Marek Stepan, Jo Davies, Christian Pohle
Main Receptionist	Bee Matthiesen/Susi Dalton/Annie Fabulet
Non-teaching staff	Desi Correia

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