

## **Addendum to the substantive Fire and Emergency Plan for President Kennedy School**

**Date: 15<sup>th</sup> June to the end of the Academic Year**

This document is not intended to supersede the school's current Fire and Emergency Plan document and reflects only the changes to our usual arrangements and will be kept under review.

Any changes will be communicated to staff/ pupils accordingly. Social distancing will be adhered to wherever reasonably practicable and fire exits will be made available. The Facilities Manager/ Site Services Officer will continue to check the Fire Panel.

The fire alarm system is inspected and working as normal and there are no changes to our substantive local procedures. The following provides details of how Fire Evacuation will be managed:

1. Headteacher or Deputy Headteacher will muster at the front of Main Reception and ensure they have a walkie-talkie with them at all times.
2. The Headteacher or Deputy Headteacher will liaise with the Facilities Manager/ Site Services Officer to determine the location of the alarm and whether it is a real or false alarm. They will call 999 (where required.)
3. Richard Beattie (Leadership Group 1) and Tyson Lane (Leadership Group 2) will be the Evacuation Controller. They will ensure they have a charged walkie-talkie with them at all times. They will assemble in the middle of the tennis court.
4. Members of the Leadership Group will collect a high visibility pink jacket from Hayley Goodwin's office on arrival to school and keep this with them in case of Fire Evacuation.
5. The admin team member in that day will take the registers and First Aid grab bag all located together in the office.
6. All other members of Leadership Group will be the Fire Marshalls and sweep classrooms, offices and toilets.
7. The school does not anticipate any student in receipt of a Personal Emergency Evacuation Plan being on school site. In the event that they are, their PEEP will be amended accordingly.
8. The tennis court will remain as the assembly point for staff and students. They will remain in their social bubble and stand 2 metres apart from each other and other bubbles.
9. Year 10 students will stand on the right hand side of the tennis court, Year 12 students will stand on the left hand side of the tennis court and the Vulnerable/ Key worker group will stand inside the tennis court adjacent to Student Reception.
10. The Teacher with each respective bubble will evacuate with them to the assembly point on the tennis court. As they leave their classroom, they will shut the door to indicate that the room is clear.
11. All fire exits will be unlocked and you are still to use the nearest exit as depicted in the Fire Evacuation Routes document (See addendum Excel document). Information about which stairwell and exit you will use will be on the inside of the classroom door for your review.

12. The admin team member will distribute registers (maintaining a distance of 2m) and teachers will conduct a roll-check.
13. The teacher will raise their hand if there are any children missing from their social bubble. In the event that there are students missing, the Evacuation Controller will approach the teacher, maintaining a 2m distance and be informed of the student's name and any possible location.
14. Cleaning staff will evacuate in the normal way and assemble on the tennis court on the side farthest away from Student Reception. Cleaner in Charge will account for cleaning staff and will raise their hand if there are any cleaners not accounted for. In the event that there are students missing, the Evacuation Controller will approach the Cleaner in Charge, maintaining a 2m distance and be informed of the cleaner's name and any possible location.
15. Evacuation Controller will use the walkie-talkie to inform the Headteacher or Deputy Headteacher that all students and staff are accounted for, or to inform them of any missing and possible location
16. Visitors will only attend site where necessary. They will be informed to register to the front of the Main Reception and the Facilities Manager/ Site Services team will account for them and feedback to the Headteacher or Deputy Headteacher.
17. Once the Headteacher or Deputy Headteacher has confirmed it is safe to re-enter the building, the Evacuation Controller will manage the egress from the tennis court to ensure social bubbles are maintained.