

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

**Purpose: To enable the guidance on the reopening of schools in March 2021 to be implemented**

**Dates: To commence on the 8<sup>th</sup> March 2021 and until Government guidance is changed**

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. Year group social bubbles 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.

From the 8<sup>th</sup> March 2021, President Kennedy School will operate a Year Group social bubble structure. Where possible, year groups will use different entrances and exits from the school building, staircases, classroom zones and outside space. These will be utilised in the event that there is a Fire Evacuation.

The following provides details of how Fire Evacuation will be managed:

- Headteacher (NC), Deputy Headteacher (SR) and Assistant Headteacher (RBT) will all operate as Evacuation Controllers:
  - RBT will muster on the tennis court and be responsible for ensuring roll call is undertaken for years 10, 11, 12, 13, staff not currently teaching (teachers and TA's) and PAS.
  - NC will be the lead Evacuation Controller and will muster on the playing field and be responsible for ensuring roll call is undertaken for all groups mustered here (years 9 and 11).
  - SR will muster on the MUGA and be responsible for ensuring roll call is undertaken for all groups mustered here (years 7 and 8).
- The Facilities Manager (NM) and Site Services team will determine if the alarm is false or real.
- NC, SR, RBT, NM and Site Service Officers must ensure that they have walkie talkies with them at all times.
- 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. The Facilities Manager will call 999 (where required.)
- In the event the fire bell is activated between 10:15-10:30am or between 11:30am-1:00pm:
  - Teachers currently teaching a lesson will escort their class down the correct stairwell and out of the building. Teachers then make their way to their College muster point and undertake a roll-call with their tutor group. Students will make their way to the necessary muster point and line up in tutor groups.
  - If teachers are not currently teaching a lesson, they make their way to the College muster point and undertake a roll-call with their tutor group.
- If the fire bell is activated during any other lesson time, class teachers will escort their class down the correct stairwell and out of the building to the appropriate year group muster point. The teacher will then undertake the roll-call for the class.
- The teacher will conduct a roll call of students and then raise their hand if there are any missing from their class. 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.
- If students are on the MUGA for outdoor PE lessons, they should move to the nearest clear location on the field. If students are on the field, they should stay on the field. If students are on the tennis court, they should line up down the middle of it. PE teachers should stay with these groups.
- Members of Leadership Group will support crowd management and coordination across the Year 7, 8 and 9 bubbles
- Fire Marshalls will undertake their role as usual. (See below for further detail).

- Evacuation Chair Marshalls will rally at the front of the Main Reception with the Facilities Manager.
- All day cleaner (JM) will rendez-vous at the main entrance to stop vehicles from entering the site and to wait for Emergency Services to arrive.
- Paper registers are produced centrally and given to teachers at the start of term. Teachers will be expected to carry these with them at all times and use these as a reference for roll-call during a Fire Evacuation.
- Year group Pastoral Leads and Learning Mentor will go to the relevant year group muster point. They will check off any missing students against the absentee list.
- Any students in PE lessons, in either the Sports Block, on the playing field or on the MUGA, will muster on the old AGP on the playing field. In this event, the Pastoral Lead will go to the normal muster point and the Learning Mentor to the playing field muster point. They will check off any missing students against the absentee list.
- The First Aid Manager will take the First Aid grab bag with them and assemble at the front of the school building.
- All other members of Leadership Group will be the Fire Marshalls and sweep classrooms, offices and toilets.
- Staff or Students with a Personal Emergency Evacuation Plan (PEEP) will make their way to the nearest refuge room where the Fire Marshall will escort them to the nearest stairwell to wait for the Evacuation Chair Marshalls. The Fire Marshall will liaise with the Facilities Manager (at the front of Main Reception). The Fire Marshall will inform the Facilities Manager as to which stairwell the staff member or student is in. The Facilities Manager will liaise with the Headteacher and agree that an Evacuation Chair Marshall can be deployed to the relevant stairwell and evacuate the student/member of staff.
- The Teacher with each class will evacuate with them to the assembly point. When they leave their classroom, they will shut the door to indicate that the room is clear.
- All fire exits will be unlocked and you are still to use the nearest exit as depicted in the Fire Evacuation Routes document (See below).
- PAS and those teaching staff not currently teaching (i.e. – teachers and TA's) will muster on the tennis court at the end nearest to Student Reception. The Cover Officer will undertake a roll call of these staff.
- Cleaning staff and Catering staff will evacuate in the normal way and assemble on the tennis court on the end closest to Student Reception. The All-Day Cleaner (JM)/ Catering Manager will account for cleaning/ catering staff and will raise their hand if there are any cleaners not accounted for. In the event that there are cleaners / caterers missing, the Evacuation Controller will approach the All-Day Cleaner/ Catering Manager, maintaining a 2m distance and be informed of the name and any possible location.
- The three Evacuation Controllers will use their walkie talkie to communicate. The Headteacher will ensure all students and staff are accounted for. In the event they aren't, then they will ensure a list of names and possible locations is produced ready to hand over to the Emergency Services.
- 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.
- Once the Headteacher or Deputy Headteacher has confirmed it is safe to re-enter the building, each Evacuation Controller will manage the egress from the various muster points. It is important that all students and staff re-enter the building using the same route, door and stairwell used to exit the building. This will allow re-entry to be managed carefully to avoid cross bubble congestion.

Evacuation routes (egress and ingress) and muster points:				
Year Group	Entrance/Exit	Additional exit info	Muster point	Route back in to school
7	Bridge Playground	<ul style="list-style-type: none"> <li>Students to be directed up the outside steps on to the MUGA</li> </ul>	<p>MUGA</p> <p>Line up on the left hand side</p>	DHT to allow Year 7 students and staff to re-enter the building after all Year 8's have left the MUGA.
8	Gateway Stairwell	<ul style="list-style-type: none"> <li>Students to be directed to line up in single file, away from the building, to enable Year 7 and Year 9 to make their way to their muster points.</li> <li>Students to then be directed up the outside steps on to the MUGA</li> </ul>	<p>MUGA</p> <p>Line up on the right hand side</p>	DHT to allow Year 8 students and staff to re-enter the building first.
9	G08 Stairwell	<ul style="list-style-type: none"> <li>Students to be directed to turn right out of the building, walk along the back of the building</li> <li>Students to then be directed up the outside steps on to the playing field</li> </ul>	<p>Playing Field</p> <p>On the old AGP</p> <p>Right hand side</p>	HT to allow Year 9 students and staff to re-enter the building after all year 7 and 8's have left the MUGA.
10	Student Reception and central staircase	<ul style="list-style-type: none"> <li>Students to be directed out of Student Reception using either door to exit and to make their way on to the tennis court using the side entrance by the plant room.</li> </ul>	<p>Tennis Courts</p> <p>Line up on the left hand side.</p>	AHT to allow Year 10 students to re-enter the building using student reception, after all year 11 students are back in the building.
11	Lift Stairwell	<ul style="list-style-type: none"> <li>Students to be directed to turn left out of the building (lift side door) and enter the tennis courts using the main gates.</li> <li>Line up on the right hand side.</li> </ul>	<p>Tennis Court</p> <p>Line up on right hand side.</p>	AHT to allow Year 11 students to re-enter the building using main entrance/exit from the tennis court entering the building using the lift side door.
P16	Main Reception and central staircase	<ul style="list-style-type: none"> <li>Students to be directed to exit the building using Main Reception and to enter the Tennis courts using the side entrance near the garden. Students should use the footpath/pavement and then cross over to garden path. If in the temporary buildings, P16 should be directed by the class teacher to make their way to the muster point in such a way that they do not mix with other year group bubbles.</li> <li>Post 16 to line up along the bottom of the tennis courts at the far end.</li> </ul>	<p>Bottom of the tennis court at the far end.</p>	<p>AHT to allow Post 16 to re-enter the building, using the main reception, after years 10 and 11.</p> <p>Staff teaching P16 in temps to escort students on their return and ensuring no cross-bubble mixing.</p>
Staff	Staff not teaching use staircase and exit most convenient at that time	<ul style="list-style-type: none"> <li>Teaching staff and TA's to line up with the class they are currently with.</li> <li>Teachers, TAs and PAS (not currently teaching) to line up on the top terrace.</li> <li>Students currently in PE lessons on the tennis court to line up down the middle section of the tennis courts.</li> </ul>	<p>Those teaching to line up at the year group muster point.</p> <p>Those not teaching or PAS to line up in the Tennis Court.</p>	AHT to allow staff to re-enter the building before students ( all year 10, 12 and 13 staff and students) have re-entered the building.

## **Evacuation- Fire Marshalls (Appendix 1)**

All Fire Marshalls must familiarise themselves with their designated zones. If the alarm goes off for an evacuation and you are not in your zone, do not return to your zone. Move out to the designated assembly point and report that your zone has not been checked.

During an evacuation, you must:

- Follow your training at all times.
- Wait until all the students and staff have walked down the staircases.
- Walk around your designated area and ensure there are no students or staff left.
- Remember that all classrooms with closed doors indicate that they are clear.
- Check all toilets and cupboards/ offices for staff/ students.
- If you come across anyone, ask them to leave immediately. If they refuse to leave, then leave them there and report this when you get downstairs. Do not allow them to delay you.
- When you get to the refuge rooms, please identify quickly if there is anyone that needs an Evacuation chair. Staff or Students with a Personal Emergency Evacuation Plan (PEEP) will make their way to the nearest refuge room where the Fire Marshall will escort them to the nearest stairwell to wait for the Evacuation Chair Marshalls. The Fire Marshall will liaise with the Facilities Manager (at the front of Main Reception). The Fire Marshall will inform the Facilities Manager as to which stairwell the staff member or student is in. The Facilities Manager will liaise with the Headteacher and agree that an Evacuation Chair Marshall can be deployed to the relevant stairwell and evacuate the student/member of staff.
- If there are students or staff who can walk down after the initial rush, please bring them down with you and they will need to be taken to the front of the building via the assembly point for Fire Marshalls.

### **Fire Marshalls:**

#### Ground Floor

- ZONE 1: Caroline Vincent- Squibb; Hayley Goodwin
- ZONE 2: Steve Hewins; Marion Lissaman; Myshola Kirkham
- ZONE 3: Jo Cobden; Rebecca Fawcett

#### First Floor

- ZONE 1: Usha Ranchhod; Claire Lindsay; Jack Stanley
- ZONE 2: Gareth Davies; Kirsty Long
- ZONE 3: Imraan Khalifa; Karen Heatherton
- ZONE 4: Natalie Colley (Mon-Thurs), Alma Haynes

#### Second Floor

- ZONE 1: Dave Keddie, Adrian Chapman
- ZONE 2: Lindsay Doolan; Lorraine Anderson
- ZONE 3: Sarah Scotting; Lorraine Tipper

#### Sports Block

- Steve Garlick
- Jade Newbold

### **Evacuation Chair Marshalls:**

- Neil Milliner
- Jordan Booth
- Charlie Read
- Agnes Slezak
- Cynthia Jewkes