



DRAYTON MANOR HIGH SCHOOL

EMERGENCY PROCEDURE

March 2021

Update: Covid-19 - Social Distancing – Bubble Playgrounds / Muster Points

Highlighted Red Sections – Denote Changes

CONTENTS

1.	EVACUATION PROCEDURE	3
2.	ROLES AND RESPONSIBILITIES	4
	FACILITIES MANAGER	4
	DUTY SENIOR EMERGENCY OFFICER	4
	EMERGENCY OFFICERS	5
	RECEPTION STAFF	5
	TEACHING AND NON-TEACHING STAFF	5
	TUTORS	5
	HEADS OF YEAR	5
3.	EMERGENCY OFFICERS	6
	APPENDIX 1 – Duty Senior Fire Officer Check List	
	7	

1 EVACUATION PROCEDURE

On hearing an intermittent alarm

Get ready to evacuate by bringing work to a close, closing windows and doors, staying where you are and listening for either the continuous alarm or the all-clear.

If you are in a corridor, go to the nearest classroom or office and shut the door.

On hearing the continuous alarm

Close windows and doors.

Leave the building by the nearest available exit and go swiftly but calmly to your muster point using outside paths. **Teachers must be mindful of social distancing whilst travelling to the muster point and instruct students accordingly**

Muster points

Onsite

Who	Muster Point
<ul style="list-style-type: none">• Year 7• Year 8• Year 9• Year 10• Year 11• Staff (including Catering)	<p>Playground behind SMS Building Rear Playground – Right Dryden Playground Piazza Cage Playground Rear Playground – Right - at front</p>
<ul style="list-style-type: none">• Years 12-13• Sixth Form tutors	Rear Playground – Left
<ul style="list-style-type: none">• Students sitting public examinations	Year Group Muster Point

Offsite (when directed)

Who	Muster Point
<ul style="list-style-type: none">• The whole school	School offsite Playing Fields
<ul style="list-style-type: none">• Students sitting public examinations and staff and students with reduced mobility	Drayton Green Park

Report to the person in charge of the roll-call at your muster point and remain there until you are given other instructions.

2 ROLES AND RESPONSIBILITIES

FACILITIES MANAGER (or the most senior member of site staff)

- When the alarm is activated, identify the address of the activation at the control panel and go to the source immediately
- If there is a small fire and you are confident that you can fight it without any personal risk, then try to bring it under control
- If you cannot fight it or have not been able to control it with an extinguisher, contact the Duty Senior Emergency Officer immediately about the nature and exact location of the fire, advising him which muster point is to be used
- Other emergency incidents should be radioed to Senior Staff
- If a full evacuation is necessary, ensure the alarm is changed to a continuous tone throughout the school
- Contact all Facilities Staff on site and direct them to turn off the gas and electricity supplies and to open the gates and doors. Station a member of staff at each gate and instruct them not to allow any vehicle or pedestrian traffic to enter or leave the site. Request help from the Emergency Officers if there are insufficient Facilities Staff to do this
- Go to the main gate to direct the Emergency Services to the most appropriate part of the site
- Confirm your location to the Duty Senior Emergency Officer
- Remain at the main gate unless summoned by the Senior Emergency Officer to assist the Emergency Services with information or until given the all clear to re-enter the building
- On receiving the all-clear from the Duty Senior Emergency Officer contact all Facilities Staff and inform them

DUTY SENIOR EMERGENCY OFFICER

- On hearing the alarm, stop work and await contact from the Facilities Manager
- If the Facilities Manager confirms there is a fire or emergency, call the Emergency Services and direct them to the main gate where the Premises Manager will meet them
- Contact the Senior Deputy Head to inform them of the situation and that a full evacuation is about to start. Confirm the designated muster point
- Put out a radio call to all Emergency Officers asking them to call in and confirm that they are in the building and have begun their checks. If any do not respond find a placement from the pool of deputises and direct them to the appropriate building
- At the muster point put on a tabard to await those who are responsible for taking the roll-call. Ensure they are all there and summon replacements for anyone who is not

- Oversee the smooth running of the roll-call and ensure all absences are reported to you
- Keep the Senior Deputy Head informed
- Ensure that no-one re-enters the building until the all-clear is given by the Emergency Services. Once this is received, radio the Facilities Manager and confirm that the emergency is over
- Liaise closely (by radio) with the Heads of Sixth Form at their muster point

EMERGENCY OFFICERS

- On hearing an intermittent alarm in your building, stop work and prepare to evacuate
- Check your area and as soon as you are satisfied that it is clear inform the Duty Senior Emergency Officer at the muster point

RECEPTION STAFF

- On hearing the alarm, unlock security doors, close windows and put a fire evacuation notice on the front door
- Collect tutor group registration reports (which are printed out twice daily by the Student Welfare Office after each registration), student late book, the visitor's book, staff signing in/out book, two tabards, clipboards, pens and copies of the Emergency Procedure and go to the muster points using the nearest available exit
- Ensure all visitors in reception are escorted to the **staff** muster point
- Hand tabards to the Duty Senior Emergency Officer and Heads of Sixth Form
- Give registers to appropriate tutors for them to begin the roll-call
- Give the staff signing in/out book to the Administration Manager
- Take a roll-call of all visitors and non-teaching staff and report any absences to the Duty Senior Emergency Officer

TEACHING AND NON-TEACHING STAFF

On hearing the alarm close all doors and windows. Do not lock doors. Teachers should direct students to begin an orderly evacuation. Switch off gas and electricity, if possible

Teachers should escort students to the muster point, using the nearest available exit **Teachers must be mindful of social distancing whilst travelling to the muster point and instruct students accordingly**

- All staff report to the appropriate muster point

TUTORS

- If you are teaching a class, proceed as above and once at the muster point take the roll-call for your group using the registration report given to you.
- Report any absences immediately to the Head of Year

HEADS OF YEAR

- Report any absences to the Duty Senior Emergency Officer

3 EMERGENCY OFFICERS

BUILDING	AREA/FLOOR	STAFF
Allenby	<ul style="list-style-type: none"> • Hall, ground floor main corridor • First • Girls' toilets, ICT offices • Music corridor • Mezzanine Corridor • Gyms • Sixth Form Centre <ul style="list-style-type: none"> - Ground - First • Kitchen/dining hall 	<ul style="list-style-type: none"> • Head of Science • Head of Maths • SLT (A145) • Head of Music • Deputy Head of Maths • Head of PE • Head of Year 12 • Head of Year 13 • Catering Manager
C	<ul style="list-style-type: none"> • Ground and toilets • First and toilets 	<ul style="list-style-type: none"> • Head of Social Science • Head of MFL
Dr Evans	<ul style="list-style-type: none"> • Ground and Staff Room and staff toilets • First and Boys' Toilet • Second 	<ul style="list-style-type: none"> • Head of Inclusion • Head of Humanities • School Librarian
Frances Moore	<ul style="list-style-type: none"> • Ground and toilets • First • Second 	<ul style="list-style-type: none"> • SLT (FM113) • Head of English • Head of Business & Economics
Sir Montagu Sharpe	<ul style="list-style-type: none"> • Ground and toilets • First • Second 	<ul style="list-style-type: none"> • Head of The Arts • SLT (SMS102) • Head of Art

NB when any of the above staff are unavailable, the role should be assumed by the next most senior member in the area.

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Allenby	<ul style="list-style-type: none"> • Hall, ground floor main corridor • First • Girls' toilets, ICT offices • Music corridor • Mezzanine Corridor • Gyms • Sixth Form Centre <ul style="list-style-type: none"> - Ground - First • Kitchen/dining hall 	<ul style="list-style-type: none"> • Head of Science • Head of Maths • SLT (A145) • Head of Music • Deputy Head of Maths • Head of PE • Head of Year 12 • Head of Year 13 • Catering Manager
C	<ul style="list-style-type: none"> • Ground • First 	<ul style="list-style-type: none"> • Head of Social Sciences • Head of MFL
Dr Evans	<ul style="list-style-type: none"> • Ground and Staff Room • First and Boys' Toilet • Second 	<ul style="list-style-type: none"> • Head of Inclusion • Head of Humanities • School Librarian
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DRAYTON MANOR HIGH SCHOOL

Duty Senior Emergency Officer Check List

Year 7	
Year 8	
Year 9	
Year 10	
Year 11	
Year 12	
Year 13	
Catering	
Non-Teaching Staff	