

EMERGENCY EVACUATION

Presentation for staff

Emergency Evacuation

- ▣ This presentation only covers the changes arising from the installation of the new fire alarm system
- ▣ It is an update on the recent presentation to staff
- ▣ The Emergency Evacuation Plan is being updated and there will be further presentations on this topic

Emergency Evacuation

- ▣ What you are about to hear about fire evacuation warning messages relates to all buildings with the exception of The Grange
- ▣ The Grange has the original evacuation and class change system in place
- ▣ It is hoped to upgrade The Grange to be in line with the rest of the site within the next few months

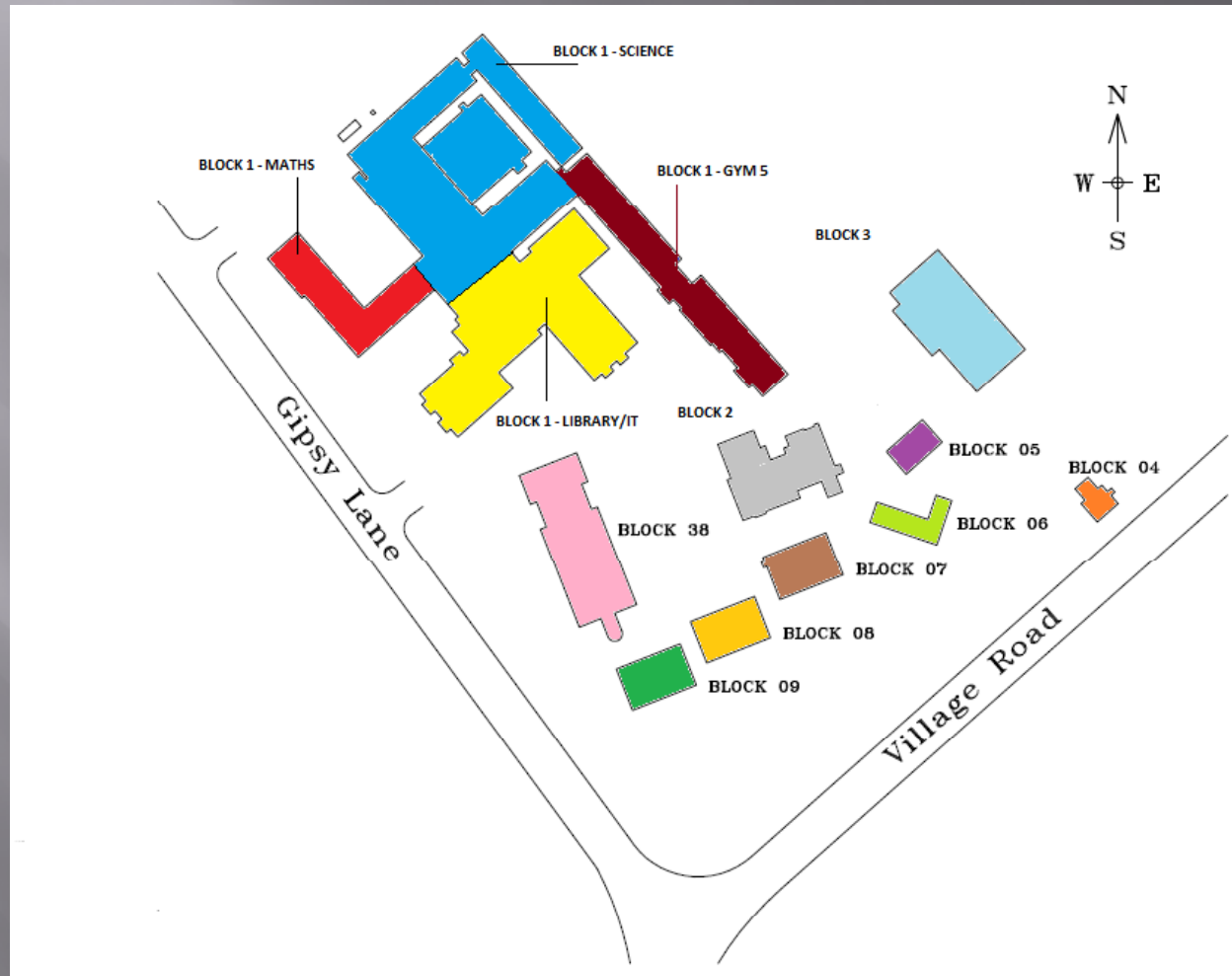


FIRE

Emergency Evacuation

- ▣ Each building has its own fire detection & warning system and alarm sounders
 - Automatic smoke or heat detectors
 - Manual alarm points
- ▣ Not all buildings will be evacuated – only the building where the fire has been detected
- ▣ Large buildings have been divided into a number of fire zones

Emergency Evacuation

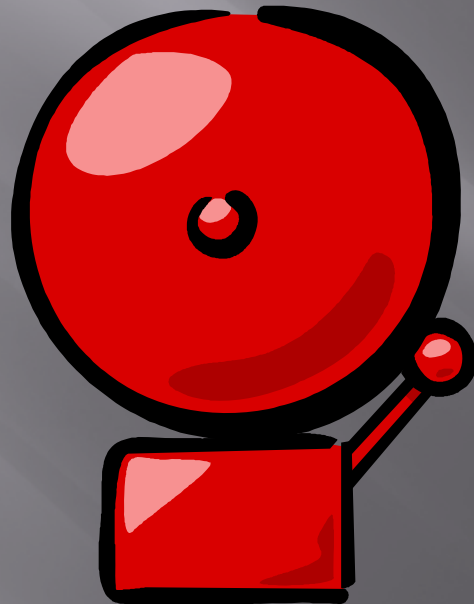


Emergency Evacuation



Emergency Evacuation

Fire Evacuation Bells have been replaced



Emergency Evacuation

- ▣ There are now three messages relating to an emergency evacuation
 - The Evacuation Alarm
 - The Alert Alarm
 - The All Clear”

Emergency Evacuation

THE EVACUATION ALARM

- ▣ A loud emergency sounder followed by a male voice instructing you to evacuate the building

Emergency Evacuation

THE EVACUATION ALARM

- ▣ “This is a fire alarm, please leave the building immediately by the nearest available exit”



Emergency Evacuation

THE ALERT ALARM

- ▣ A female voice saying:

Emergency Evacuation

THE ALERT ALARM

- ▣ A female voice saying:

“AN INCIDENT HAS BEEN REPORTED IN THE BUILDING PLEASE AWAIT FURTHER INSTRUCTIONS”



Emergency Evacuation

- ▣ Although the alert refers to an incident “IN THE BUILDING” this should be interpreted as an incident “ON SITE”
- ▣ The alert sounder will repeat every two minutes until either the evacuation sounder is activated or the “all clear” is sounded

Emergency Evacuation

THE “ALL CLEAR”

- ▣ The “All Clear” is signalled by 5 rings of the class change bells
- ▣ This indicates that the incident is over and that you should continue as normal

Emergency Evacuation

THE “ALL CLEAR”

- ▣ It is not possible to zone the class change bells
- ▣ The “All Clear” will be sounded across all buildings on both sites
- ▣ If the alert sounder is not activated within the building you are in ignore the “All Clear”

Emergency Evacuation

- ▣ The alert sounder means one of two things
 - There is a fire within an nearby building
 - There is an incident on site and you should stay in your room

Emergency Evacuation

- ▣ Where buildings or fire zones are close together, when an evacuation alarm is triggered in one building an alert alarm will automatically be triggered in a nearby building

Emergency Evacuation

Heavy Craft

Media

Nursery

ALERT

EVACUATE

ALERT



Emergency Evacuation

Heavy Craft

Media

Nursery

EVACUATE

EVACUATE

EVACUATE

Emergency Evacuation

- ▣ If you hear the evacuation sounder
 - LEAVE THE BUILDING IMMEDIATELY & GO TO THE EVACUATION ASSEMBLY POINT FOR YOUR CLASSROOM

- ▣ If you hear the alert sounder
 - REMAIN WHERE YOU ARE & CLOSE ALL WINDOWS & DOORS

Emergency Evacuation

- ▣ Evacuation sounders are loud
- ▣ You may hear the sounder from another building or fire zone
- ▣ Ignore it & only respond to the sounder in your building or fire zone
- ▣ It should be clear to you when the sounder relates to your building or fire zone

Emergency Evacuation

- ▣ If the evacuation alarm is activated for a building you are about to enter, i.e. between lessons or at the end of a break:
- ▣ DO NOT ENTER THE BUILDING WHERE THE ALARM IS SOUNDING & PREVENT STUDENTS FROM DOING SO
- ▣ GO TO THE EVACUATION ASSEMBLY POINT FOR THE CLASSROOM YOU SHOULD BE GOING TO

Emergency Evacuation

- ▣ If the evacuation alarm is activated during a break for a building you are due to enter at the end of the break:
 - ▣ ENSURE STUDENTS KEEP A SAFE DISTANCE FROM THE BUILDING
 - ▣ DO NOT ENTER THE BUILDING WHERE THE ALARM IS SOUNDING & PREVENT STUDENTS FROM DOING SO
 - ▣ GO TO THE EVACUATION ASSEMBLY POINT FOR THE CLASSROOM YOU SHOULD BE GOING TO AT THE END OF THE BREAK

Emergency Evacuation

- ▣ If the alert alarm is activated for a building you are about to enter, i.e. between lessons or at the end of a break:
- ▣ ENTER THE BUILDING WHERE THE ALARM IS SOUNDING & GO TO YOUR CLASSROOM
- ▣ AWAIT FURTHER INSTRUCTIONS

Emergency Evacuation

- ▣ If the alert alarm is activated towards the end of a lesson it is possible that students will be trying to enter rooms already occupied by other students
- ▣ If the alert alarm is activated in a building within 10 minutes of the end of a lesson the alert will be sounded within the remaining buildings on that site
- ▣ The 10 minute period may be adjusted following practical experience

Emergency Evacuation

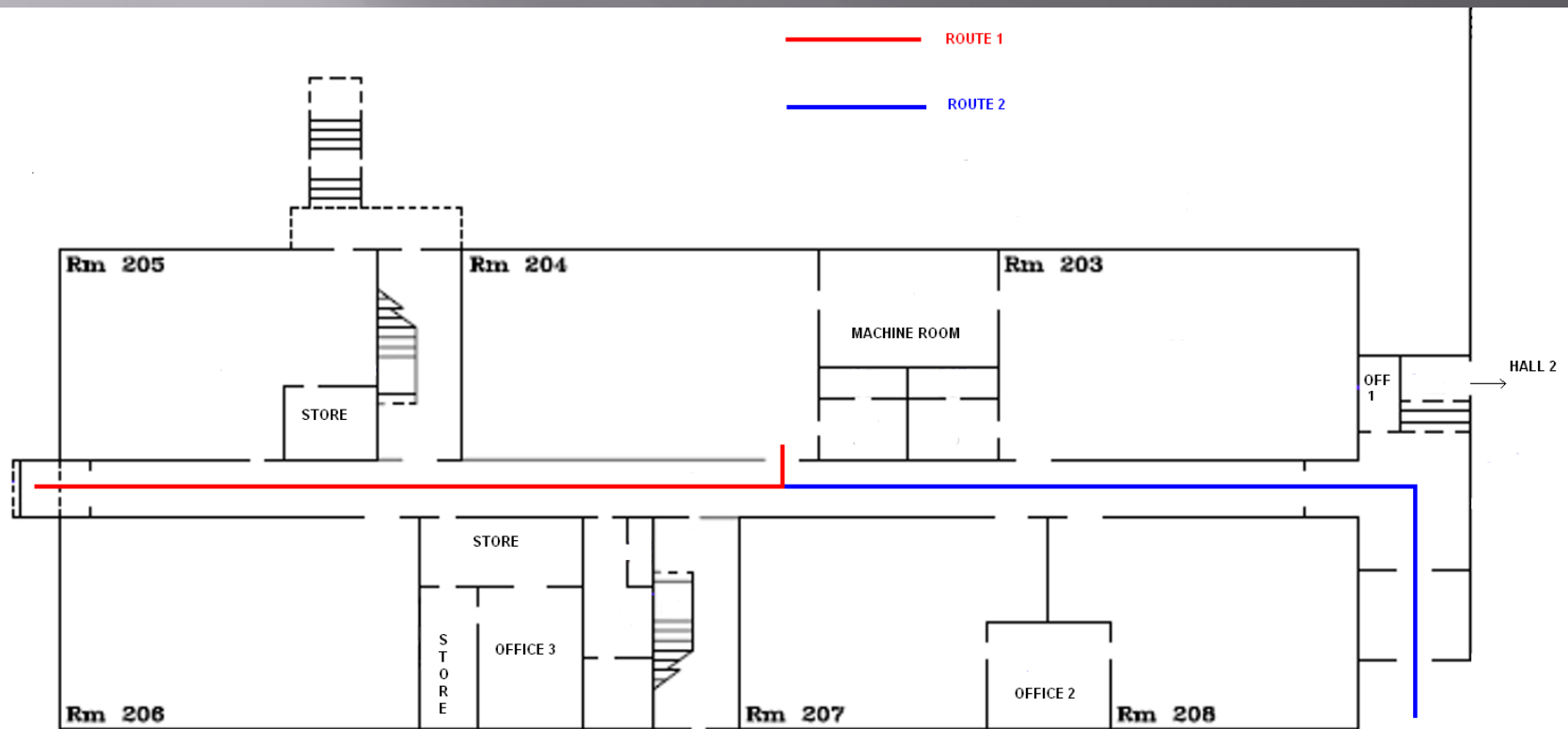
- ▣ Emergency Evacuation Points
 - In Gipsy Lane the Evacuation Assembly Point is no longer on the grass in front of the Sports Hall
 - It is now the large astro turf pitch (Do not damage the surface)
 - There is no change on the Green Close Site

Emergency Evacuation

- ▣ If students are in transit from one site to the other when an alarm is activated they will be met by a member of the caretaking team at the end of the path and directed to the appropriate Evacuation Assembly Point for the site they are moving towards

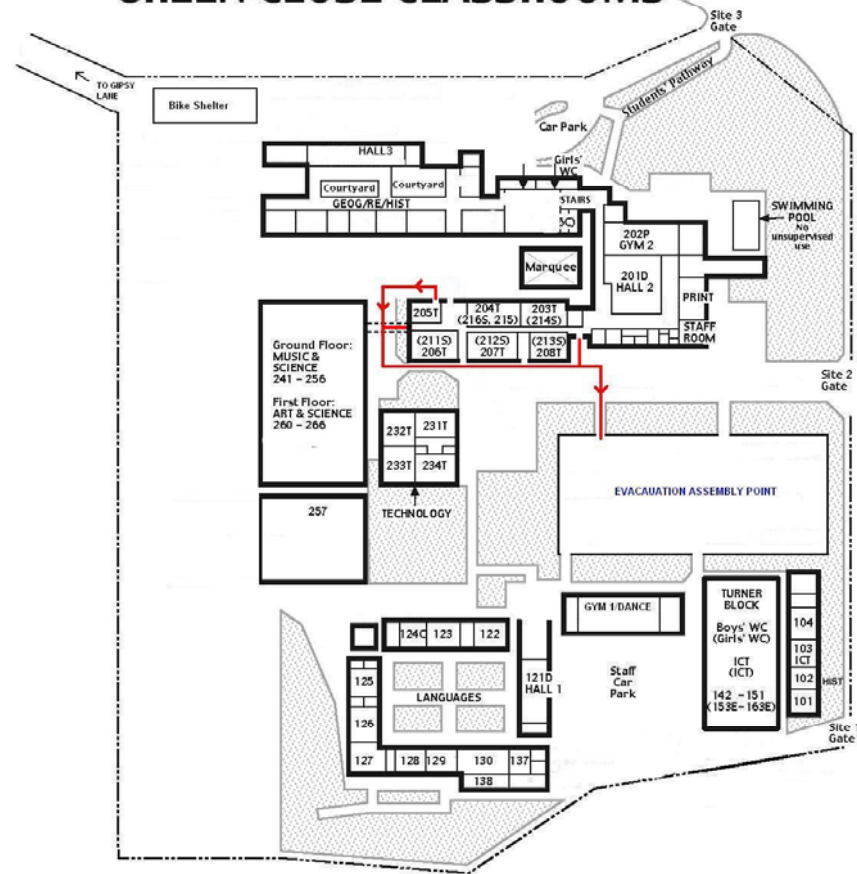
Emergency Evacuation

- ▣ Look at the Emergency Evacuation Poster in each room. It will show you:
 - The primary & secondary escape routes from the room you are in
 - The route to the Evacuation Assembly Point



BLOCK 11 - GROUND FLOOR

GREEN CLOSE CLASSROOMS



RED LINES INDICATE THE ROUTE TO YOUR EVACUATION ASSEMBLY POINT

Emergency Evacuation

- ▣ ENSURE STUDENTS DO NOT
- ▣ Move fire extinguishers
- ▣ Tamper with fire extinguishers
- ▣ Damage the wires on the automatic fire doors

Emergency Evacuation

Fire Marshals will only search buildings where they are based

Some buildings will not have Fire Marshals

Teachers must be aware of the location of students temporarily absent from their class

CLASS CHANGE BELLS

- It has been set up in corridors
- The new system is a 5 second bell
- There are plans to put up a few more sounders in external areas – these should be in place by the end of the week

CLASS CHANGE BELLS

- Please report any issues to James Murphy by Friday 19th April
- Too loud
- Not required
- Cannot hear it
- Contractors will be back on Monday to deal with any such problems

Emergency Evacuation

THE END

Emergency Evacuation

THE END