



# HAMILTON COLLEGE POLICY FOR FIRE & OTHER EMERGENCY EVACUATION PROCEDURES

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# FIRE AND OTHER EMERGENCY EVACUATION PROCEDURES

## IMPORTANT

Please destroy any previous version of this document, including Assembly Point plans and use only this version.

Please display Fire Exit Route details prominently in your room.

If your display copy of the Fire Exit Route needs renewed, please send page 8, duly completed, to the office for updating.

At the start of term, Class teachers and Form teachers should instruct pupils in the correct procedure to be followed in the event of the Fire Alarm sounding.

## GENERAL SUMMARY

- If the fire alarm sounds, it is school policy always to follow the fire drill evacuation procedure. No instructions should be given to the contrary.
- The Assembly Point for everyone except pupils with mobility difficulties is the Main Car Park. Precise locations are shown on the plan attached to this document. Arrangements for evacuation and assembly of pupils with mobility difficulties are explained throughout.
- The electronic doors open automatically when the Fire Alarm sounds

## VISITORS

- All visitors to the school (including contractors, students, parents or external staff) should be asked to follow our fire drill procedures. They should sign in and out at the office.

## EVACUATION: DETAILED PROCEDURES

Please note that in these instructions

- **north/northerly** mean the **Bothwell** end of the building
- **south/southerly** mean the **Hamilton** end of the building.

INSTRUCTIONS TO PUPILS	
1.	<p>The fire alarm is a siren sound. <b>If the fire alarm sounds:</b></p> <ul style="list-style-type: none"><li>• Leave the building by the shortest available route, heading for the Assembly Point (see paragraph 4 below).</li><li>• Do not stop to clear desk or locker. Leave bags, cases, etc.</li><li>• Do not return to form / teaching classes - use nearest available fire exit.</li><li>• Do not touch fire extinguishers</li></ul>
2.	<p><b>As you leave the class,</b></p> <ul style="list-style-type: none"><li>• Walk smartly, and keep to the left in corridors and stairs. Pupils should be asked to walk quietly.</li></ul> <p><b>In the car park,</b></p> <ul style="list-style-type: none"><li>• pupils should <b>stand quietly</b></li><li>• pupils should <b>line up in alphabetical order</b></li></ul>
3.	<p><b>SENIOR Pupils</b> leaving by the main door and all other exits <b>should walk up the driveway</b>. Seniors must not use the steps and must not walk on the concrete paved area, but on the roadway, keeping to the marked pedestrian path.</p> <p><b>JUNIOR Pupils</b> leaving by whatever exit <b>should use the steps</b> up to the car park.</p> <p><b>NURSERY pupils</b> walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway.</p> <p><b>ALL PUPILS</b> with mobility difficulties will leave by the nearest exit and move to assembly point in car park</p>
4.	<p>Instructions to re-enter the building will be issued by the Director of Education if a fire drill or a Fire Officer in the event of a real fire. A fire drill should take no more than 10 minutes in total. A quiet and orderly return to normal classes is expected as soon as the word is given by the Director of Education or Fire Officer. Nursery &amp; Junior School Pupils should return first with Senior School pupils following, allowing time for younger pupils to enter and so avoid congestion.</p>

## INSTRUCTIONS TO STAFF AND VISITORS

1.	<p>The fire alarm is a siren sound. <b>If the fire alarm sounds:</b></p> <ul style="list-style-type: none"><li>• <b>Reception staff</b> will dial 999 and ask for the Fire Service.</li><li>• <b>Senior school staff</b> will direct pupils to leave the building by the shortest available route, and head for the Assembly Point in the Main Car Park.</li><li>• <b>Junior school staff</b> will accompany their classes to the Assembly Point (unless their classes are under the supervision of another teacher).</li><li>• <b>Nursery staff</b> will bring the children to the Assembly Point using their special safety equipment.</li><li>• <b>Support staff</b> will leave the building and assemble in the Main Car Park at the appropriate meeting points.</li><li>• <b>Visitors</b> should be directed to the main assembly point by office staff or the member of staff they are visiting.</li></ul>
2.	<p>Enforce an orderly exit.</p>
3.	<p>On leaving the classroom / office, close the door.</p>
4.	<p>If you are responsible for ensuring that certain other areas are completely evacuated, carry out the check, and then notify SLTm that your check has / has not been completed. SLTm will be stationed at the pedestrian crossing at the North end of the building. You should then proceed by the shortest available route to the Main Car Park. Report to the appropriate personnel in the car park as regards your own safety.</p>
5.	<p><b>Form tutors (Senior School)</b> count pupils. Report to the appropriate <b>Pupil Support (Guidance)</b> teacher (see page 5) <b>(whom failing Reception/Front Office staff)</b> either all present or the name of any pupil unaccounted for. Make sure that pupils stand quietly at the assembly point. Pupil Support (Guidance) then reports to Head teacher.</p> <p><b>Class teachers and assistants (Junior School)</b> follow same procedures but report to <b>Head of Junior School (whom failing Reception/Front Office staff)</b> who then reports to The Head Teacher</p>
6.	<p><b>Kitchen /Dining Hall staff</b> assemble in main car park and report to the <b>Catering Manager (whom failing Reception/Front Office staff)</b> who then reports to <b>Head Teacher</b>.</p>
7.	<p><b>Janitorial staff</b> report to <b>Facilities Manager</b> in the foyer. Once cause of fire alarm is established this will be communicated to The Head Teacher in the car park (via telephone)</p>

8.	<b>First Aider</b> should repatriate any pupils from FA with their form tutor/teacher and then report to <b>The Head of Junior School (whom failing Reception/Front Office staff)</b> .
9.	<b>Pupil Support staff, staff without form tutor duties and the School Librarian</b> should report to <b>Head of PE (whom failing Reception/Front Office staff)</b> in the car park at the staff assembly point (see plan). <b>Head of PE must then report to the Head Teacher.</b> (For checklist see appendix 2)
10	<b>Reception/Front Office staff to check attendance of Science Technicians who will manage traffic at front gate</b>
11	<b>The Nursery Manager counts pupils and checks Nursery Staff list.</b> The <b>Nursery Manager</b> reports to the Head Teacher on presence of Nursery staff and pupils. If the Nursery Manager is absent, Nursery staff should report directly to Receptionist/Front Office Staff.
12	<b>Visitors, Cleaners, Contractors, Marketing and Admissions staff, Finance Staff, Lab Technician, IT staff, Administrative staff, CEO, COO and Executive Assistant</b> should report to the Reception/Front Office staff who will have the visitors' sign-in book. Reception staff will then report on to The Head Teacher.
13	<b>Instrumental instructors</b> should report to <b>Head of Music (whom failing Reception/Front Office staff)</b> who will report on to <b>The Head Teacher.</b>
14	<b>Vehicle entry/exit during Fire Drill:</b> for pupils' safety any vehicle attempting to exit the school grounds should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation. <b>Responsibility: Science Technicians</b>

**All staff should assist in making sure that pupils stand quietly at the assembly point.**

#### **EVACUATION CHECK: STAFF DUTIES**

In accordance with advice given by the Fire Service, certain staff assume responsibility for ensuring that certain areas, normally unsupervised, are completely evacuated, as follows:

**NB: Each responsible person must nominate and brief a deputy to cover their duty in the event of any absence.**

1.	PE Wing, PE Office	Mr C Lawrie
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2.	Assembly Hall, S6 Common room and Pastoral Care Base, S5 Common room, Library and PE Office	Mrs K Morton
3.	Offices, staff toilets on ground floor	Mrs L Logan
4.	Kitchens, Dining Hall and stores	Mr S Brown, Catering Manager
5.	Infant boys' toilets, Junior girls' toilets, Junior School Assembly Hall and First Aid Room	Mrs Rutherford
6.	Aftercare Rooms / Conference Room	Mr N Purton / Mrs E Wilson / Mrs L Tonner /Aftercare Staff
7.	A Floor (north) and staff room, both sets of boys' toilets (Junior and Senior)	Mrs L Duncan
8.	A Floor (south) toilets and stairwell	Mrs S Pirie
9.	A Floor centre stairwell	Mrs E Furie
10.	B Floor (north) toilets and stairwell	Mr Scott
11.	B Floor (south) Girls' toilets and stairwell	Mrs L Reid
12.	B Floor centre stairwell	Mr M Shields
13.	C Floor (north) and music practice rooms	Mr Scott
14.	C Floor (centre) girls' toilets and stairwell	Mrs Tweedie
15.	C Floor (south), including toilets	Ms Armstrong
16.	Library	Mrs K Lane / CEO
17.	Nursery Wing	Ms C Wallace
18.	Annexe	Mr P Anderson

**NOTE: Staff in Senior School checking toilets and stairwells on all floors should be prepared to escort pupils with mobility difficulties downstairs and out nearest exit.**

**\* All persons on First Aid duty will be responsible for the safety of any pupils in First Aid.**

**Those staff who have responsibility for checking the above areas should report to the SLTm at the North end pedestrian crossing to indicate whether each area has been cleared. (Appendix 7 - Head Teacher's checklist)**

**These arrangements operate only when staff are in their normal locations. Staff are not required to go back upstairs or go against general movement of people leaving the building. They should leave by the nearest exit as per fire regulations.**

**Senior Leadership Team Member in charge of Fire Evacuation (SLTm)(Head of Middle School)** will remain stationed at the pedestrian crossing at the North of the building until evacuation is complete. SLTm will advise Director of Education and Facilities Manager as regards Evacuation Checklist. The **Facilities Manager** or one of the Janitors will remain in the foyer in order to establish the cause of the alarm.

**EXIT ROUTES FOR CLASSES - (Access to key box for security gate is by code available from SLT)**

PUPILS & STAFF IN:		LEAVE AS FOLLOWS:
1	Juniors - J1, J2 and Junior Music room	leave by main door and walk along the concrete paved area immediately in front of infant classrooms. <b>Use the steps to main car park.</b>
2	Juniors - J3, J4 and J5	leave by descending fire escape stairs to the dining hall and use the fire exit opposite stairs (at servery). <b>Use the steps to main car park.</b>
3	Juniors - J6 and J7 Juniors - ICT room	leave by the stairs down to the dining hall and go out the exit in dining hall at the library end. <b>Use the steps to main car park.</b>
4	Junior School on <b>wet break:</b> <b>Juniors</b> in Junior corridor	J4 and J5 in Junior corridor: go along the J4/J5 corridor, go down the dining hall stairs and leave by the fire exit between the library and dining hall. J6 and J7 exit by normal route i.e. go down the escape stairs to the dining hall and use the fire exit opposite the stairs (at servery).
5	Pupils in Junior Assembly Room Pupils (and staff) in the First Aid Room	use <b>north exit</b>
6	Pupils in Dining Hall	use fire exit between the library and dining hall.
7	Pupils in Library	<b>Junior and Senior</b> pupils leave through the library rear door and racecourse exit.
8	Pupils in Assembly Hall (both Senior and Junior pupils)	leave by nearest appropriate fire exit, following directions by the staff in charge.
9	Pupils in Aftercare	leave by <b>main door.</b>
10	Staff in PE / Guidance Base	leave by <b>racecourse exit.</b>

11	Pupils on 1st and 2nd floors in rooms to the <b>north</b> of the more northerly fire-doors	use <b>north stairs</b> and leave by <b>north exit</b> , facing main car park. Avoid congestion at north exit.
12	Pupils on 1st and 2nd floors in rooms between the northerly and middle sets of fire-doors	use <b>central stairs</b> and leave by <b>main door</b> .
13	Pupils on 1st and 2nd floors, in rooms <b>between</b> the middle and southerly sets of fire-doors, also B11 (large Geography Room)	use <b>south stairs</b> leave by the <b>Nursery corridor exit</b> and proceed to assembly point.
14	Pupils at PE (Sports Hall, Gymnasium, Swimming Pool)	leave by fire exit doors in Sports Hall and come round building to car park <b>past</b> dining hall.
15	Pupils outside for PE (on the astroturf and on the rugby pitches)	<b>walk across the racecourse and follow the fence line</b> towards the trees at the back of the car park, accessing the school car park at the end of the fence.
16	Pupils on 3 <sup>rd</sup> Floor in Music and Lab 7, also pupils having music tuition with Instructors.	use the <b>north staircase (Bothwell end)</b> and leave by the <b>north exit</b> .
17	Pupils on 3 <sup>rd</sup> Floor, in lab 6, in room C6 and in Computing.	use the <b>central stairs</b> and leave by the <b>main exit</b> .
18	Classes in rooms C7, Technology, C8 and Art Department	use the <b>south stairs</b> , leave by the <b>nursery exit</b> and proceed to assembly point.
19	Nursery	leave by <b>nursery garden exit</b> , through the garden gate and proceed to assembly point.
20	Conference Room	leave by <b>main exit</b> and proceed to assembly point.
21	S5 Common Room /S1B classroom	leave by <b>main exit</b> and proceed to assembly point.



22	S6 Common Room PE Base / S1A classroom	leave by <b>racecourse exit</b> .
23	Office Staff	leave by <b>main exit</b> and proceed to assembly point.
24	Pupils with mobility difficulties on A, B and C floors	remain at top of safest stairwell nearest to exited class until escorted downstairs by duty staff.

## COLLECTION AND DISTRIBUTION OF REGISTERS

**Junior School Class Lists and Daily Absences Folder and Staff List (appendix 1)** is taken to the Assembly Point by Reception/Front Office Staff and passed to the Head of Junior School. The Head of Junior School takes a register of all pupils and staff (Junior school teachers, first aider, aftercare and class-room assistants) who report to the Head of Junior School. The Head of Junior School reports to the Head Teacher and gives them the register of staff and pupils.

**Senior School Class Lists and Daily Absences Folder** is taken to the Assembly Point by Reception / Front Office staff and issued in the car park to Form teachers. Pupil Support Guidance collect all class sheets from Reception/Front Office staff for distribution to Form teachers. Form teachers should take a register and report immediately on any missing pupils to the appropriate Pupil Support (Guidance) teacher/member of staff, as noted below. On completion of the roll check / register, Form teachers return the register to the appropriate Pupil Support (Guidance) teacher/member of staff, to be given to the Head Teacher.

**Senior School Staff List (appendix 2.1 and 2.2)** is taken to the Assembly Point by Reception/Front Office Staff and passed to the Head of PE (for non-form teachers, pupil support for learning, lab technicians and librarian) (Appendix 2.1) and Pupil Support Guidance (for form teachers)(Appendix 2.2). The Head of PE and Pupil Support Guidance takes a register of all pupils and staff. They report to the Head Teacher and give them the registers.

**Nursery Registers and Staff List (appendix 3)** is taken to the Assembly Point by Reception/Front Office Staff and passed to the Head of Nursery. The Head of Nursery takes a register of all pupils and staff who report to the Head of Nursery. The Head of Nursery School reports to the Head Teacher and gives them the register.

**Catering Staff List (appendix 4)** is taken to the Assembly Point by Reception/Front Office Staff and passed to the Catering Manager. The Catering Manager takes a register of staff. They report to the Head Teacher and give them the register.

**Instrumental Tutors List (Appendix 5)** is taken to the Assembly Point by Reception/Front Office Staff and passed to the Head of Music. The Head of Music takes a register of staff. They report to the Head Teacher and give them the register.

**Support Staff List (Appendix 6)** is taken to the Assembly Point by Reception/Front Office Staff. The Reception / Front Office Staff takes a register of staff (Marketing and Admissions, IT Staff, CEO, COO, EA to SLT, Finance Staff and Administration staff). They report to the Head Teacher and give them the register.

The Front Office/Receptionist will take the **Visitors' Book** and the Sign-In/Out Book to the car park. A register will be taken of all visitors, contractors and cleaners. A report will be made to the Head Teacher .

SLTm to uplift **Floor Check Register (Appendix 7)** from Reception. The SLTm reports to the Head Teacher on areas of the building that have / have not been checked.

The **Head Teacher** collates information / registers and informs the Facilities Manager of any absent pupils or staff members. The **Whole School Checklist (Appendix 8)** will be taken to the car park by the Reception / Front Office Staff for this purpose. All registers will be returned to the Front Office / Receptionist.

#### **Teachers responsible for Senior School form class registers**

S1-S3 Mrs H Clark-Hewitt

S4-S6 Mrs M Hewitt

### **EXAMINATIONS IN THE ASSEMBLY HALL**

In the event of an examination taking place in the Assembly Hall, the invigilator(s) should instruct candidates to stop working and leave the building by the main door. Candidates should assemble **behind the car parking bay in front of main door** with the invigilator(s) supervising. The invigilator (s) will bring the attendance sheet and take a roll call. If it is possible to re-enter the building, the examination may continue.

### **SENIOR SCHOOL TEACHERS TEACHING JUNIOR SCHOOL CLASSES**

Where a Nursery or Junior School class is being taught by a Senior School staff member, the SS Staff member should take the class out to the assembly point. The SS teacher should remain with the JS class until the Nursery/Junior School teacher appears. If the SS teacher is a Form teacher they should ask one of the SS relief register teachers to check and stay with their Form class until they are free.

## SUMMARY: MAIN EXIT ROUTES FROM BUILDING TO CAR PARK

- \* **SENIOR Pupils** leaving by the main door and all other exits **should walk up the driveway**. Seniors must not use the steps and must not walk on the concrete paved area, but on the roadway, keeping to the marked pedestrian path.
- \* **JUNIOR Pupils** leaving by whatever exit **should use the steps** up to the car park assembly point.
- \* **NURSERY Staff and Pupils** leave by the exit from the rear of the Nursery into the garden and proceed around the building to the assembly point.

## DISABILITY STRATEGY

Pupils and staff with mobility difficulties should remain at the top of the safest stairwell nearest to the exited class until escorted downstairs by duty staff as noted on page 3. Thereafter, they should be assisted to the car park assembly point if able. If necessary someone with a mobility issue could be allowed to wait across from the front entrance. *Teaching staff should make these arrangements clear to pupils affected prior to exiting the classroom.* HR staff will have organised a PEEP to be in place for staff.

## INSTRUCTIONS TO RETURN TO BUILDING

Instructions to re-enter the building will be issued by the **Head Teacher**. A fire-drill should take no more than 10 minutes in total. Quiet and orderly return to normal classes is expected as soon as the word is given by the Director of Education. If the alarm activates and it is not a fire drill, a member of the emergency services will instruct when it is safe to re-enter the building. Nursery & Junior School Pupils should return first with Senior School pupils following, allowing time for younger pupils to enter and so avoid congestion.

## SLT - ABSENCE COVER AND OTHER DUTIES

If the Director of Education is out of school during a Fire Drill, staff who would normally report to the Head Teacher should report to **the CEO/COO**.

SLTm will be stationed at the North pedestrian crossing until evacuation is complete and the cause of the alarm is established.

**The Head of Junior School** will regulate movement at the north end of the building.

## SPECIAL FIRE EVACUATION AND EMERGENCY PROCEDURES

**1 Special arrangements apply if the fire alarm goes outwith the school day.** These arrangements are designed to cover a situation which may arise if the fire alarm sounds **prior to 9.00am** before the school day begins, **between 3.30pm and 4.00pm** when the main car park is busy with cars and buses and **beyond 4.00pm**.

- **Pupils and staff should evacuate the building by the nearest safe exit.** Before 9.00am, registration has not been carried out and there is no reliable way of knowing which pupils or staff are present
- **All staff and pupils should make their way to the Assembly Points in the Car Park as normal.** Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility as **Supervisor** as follows:
  - Prior to 8am: **Facilities Manager or duty Janitor**
  - 8.00am-9.00am: Head teacher, or one of the SLTm or CEO/COO
  - 3.30pm-6.00pm: Head Teacher, or one of the SLTm, or CEO/COOor duty janitor
  - After 6pm: **Facilities Manager or duty Janitor**
- **The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.** At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to enter/exit should be directed into the side car park via the nearest barrier which will be raised for the duration of the evacuation
- **Children who have arrived on buses should remain on board** until instructed otherwise by a member of SLT or the emergency services
- **These arrangements are intended only for situations which may arise prior to 9.00am or after 3.30pm.** At all other times, the fire evacuation procedures outlined in the main part of this document should be followed
- **NOTE 1:** If the fire alarm sounds at the end of the school day when the Car Park is busy with traffic, the Assembly Point will require to be the grassy area adjacent to the Car Park
- **NOTE 2:** Staff running school clubs and after-school lets **must ensure that they keep an accurate register of those in attendance on each occasion the club meets**
- **NOTE 3:** Nursery and Aftercare staff have established procedures for the safe evacuation of children prior to 9am and after 4pm. (See appendices 10 and 11)

- 2 **Special arrangements also apply when an emergency situation compromising the safety of pupils and staff arises.** In such an instance a warning klaxon will sound as a signal for pupils to re-enter the school building and assemble in Classrooms (JS) or Form Classes (SS). Only members of SLT or, should they be unavailable, the Facilities Manager, have the authority to order the sounding of the klaxon.

#### PROCEDURES FOR SIGNING IN AND OUT OF SCHOOL (TEACHING AND NON-TEACHING STAFF)

- It is **essential** that staff sign in and out of the building if leaving for, or arriving back from, appointments, meetings etc during the course of the school day.
- It is also **essential** that staff sign in and out when coming into or leaving the school building during holiday periods.

## Fire Alarm Exit Route

### Notice for Pupils

You are in: \_\_\_\_\_

Your exit route:

- Leave room/ lab/ games hall
- Turn left / right
- Go down north/ central/ south stairs/ fire escape stairs
- Go out of the north exit/main exit/Nursery exit/racecourse exit/fire escape door at servery
- Go up the main drive/ up the steps
- Assemble in the Main Car Park

To All Staff:

As a check when we prepare notices for each location, please write down on this sheet the key instructions as you see them from your normal teaching location.

### Notice for Pupils

You are in: \_\_\_\_\_

Your exit route:

- Leave \_\_\_\_\_
- Turn \_\_\_\_\_
- Go down \_\_\_\_\_ stairs
- Go out of the north exit/main exit/Nursery exit/racecourse exit/fire escape door at servery
- Go up the main drive/ up the steps
- Assemble in Main Car Park

Staff: Please add any other simple wording for your location that you think helpful.

# FIRE

1. Operate the nearest Fire Alarm (or tell a teacher, an adult or prefect)
2. Inform Office as quickly as possible (perhaps by internal telephone)
3. Go to assembly point by quickest route.

*When you hear the fire alarm....*

1. Go immediately to the assembly point by quickest route closing all doors on route unless someone is behind you.
2. Remain calm.
3. Wait quietly for roll call.
4. Do not re-enter the building until told to do so.

*To call the Fire Brigade, Dial 999, Say “This is 282700 (Which Service?) Fire at Hamilton College, Bothwell Road, Hamilton”. Make sure the message has been correctly received by hearing it repeated.*

# CAR PARK - MAIN ASSEMBLY POINT

**MAIN DRIVE**

S5A	S5B				S6A	S6B		
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S3.1	S3.2	S3.3			S4.1	S4.2	S4.3	S4.4
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S1A	S1B				S2.1	S2.2	S2.3	
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- T B
- T A
- J6A
- J6B
- J5
- J4

**REMAINING  
TEACHING  
STAFF**

**SUPPORT  
STAFF,  
FIRST  
AIDER  
&  
VISITORS**

**NURSERY**

**ALL SENIOR  
PUPILS WALK  
UP DRIVEWAY  
TO ASSEMBLY  
POINTS**

**ALL JUNIOR PUPILS  
COME UP STAIRS TO  
ASSEMBLY POINTS**

**KITCHEN  
STAFF AND  
CLEANING  
STAFF**

J1	J2	J3
INFANTS		



# Fire Evacuation Checklist for Junior School Staff (Appendix 1)

	Days/Times in School	Date:	Date:	Date:	Date:
<b>JS Teachers</b>					
Susan C					
Kayleigh					
Karen S					
Shirley					
Susan O					
Nathan					
Edith	Mon (PM) /Wed-Fri				
Linda					
Gayle	Tue/Wed/Thur				
<b>Support Assistants</b>					
Beth	Mo/Tu/Th/Fr				
Helen					
Karen					
Margaret					
Leylah	Tu/We				
<b>First Aid/ Aftercare</b>					
Vicki					
Jane	2.30-6pm				

Once completed please return this form  
to the Head Teacher

# Fire Evacuation Checklist for Senior School Teaching Staff (Appendix 2.1)

	Days/Times in School	Date:	Date:	Date:	Date:
<b>Librarian</b>					
Katie L	M-F (12-5)				
<b>Pupil Support</b>					
Helen C-H	Help with Form Classes				
Maureen	Help with Form Classes				
Elaine					
Sharon	M-F (9-12.45)				
<b>English</b>					
David	Mo/Tu/Th/Fr				
<b>Modern Languages</b>					
Rod					
Audrey	Mo/Tu/We				
<b>PE</b>					
Fraser					
Jeni	Mo/Tu & Wed(Form Teacher)				
<b>RE</b>					
Lois	Finishes 2.30pm on TH & FR				
<b>Science</b>					
Shelda					
Eleanor	Mo/We/Fr				
<b>Maths</b>					
Claire F	Mo/Tu - Finish 2.30pm We - Finish 3pm Th -Start 9.45am-Finish 2.30pm Fr -Start 9.45am-Finish 1.00pm				
Phillip					
Gillian K	Tu -Start 9.45am-Finish 3pm We-Start 9.45am-Finish 2.30pm Th-Start 9am - Finish 2.30pm Fr-Start 9.45am-Finish 3.45pm				
<b>Music</b>					
Graeme					
<b>Social Subjects</b>					
Aileen					
Stuart	Mo/Tu/We				
<b>Computing Etc</b>					
Dave					
Melanie	Mo/Th				
Scott					

Once completed please pass this form to the Head Teacher

# Fire Evacuation Checklist for Guidance Staff (Appendix 2.2)

The following form teachers should report to Guidance staff in the event of a fire evacuation.

	Form Classes/ Teachers	Date:	Date:	Date:	Date:
T1A	Ms Armstrong				
T1B	Mr Black				
S1A	Mrs Duncan				
S1B	Mrs Tweedie				
S2A	Mr Lawrie				
S2B	Mr Mitchell (Mo/Tu/Th/Fr) Mrs Lennox (We)				
S3A	Mr Sommerville				
S3B	Mr Jack (Mo/Tu) Mrs Murray (We/Th/Fr)				
S4A	Miss Reed				
S4B	Mrs Reid				
S4C	Mrs Cooke				
S5A	Mr Cunningham				
S5B	Mrs Smith				
S6A	Mrs Furie				
S6B	Mr Shields				

The following staff can be used for relief form cover:

Mrs C Ford (M/TU/W)/Mr McLaren/Mr Browning/Mrs Bell (Mo/We/Fr)/Mr Forrest/  
Mrs Mackay/Mr Anderson/Mr Scott/Mrs Lennox (Mo/Tu)/Mr Brankin/  
Ms Christie (Mo/We/Fr)/Miss Gibson (Mo/Th)/Mrs Pirie

**Once this form is completed please  
pass to the Head Teacher**

# Fire Evacuation Checklist for Nursery Staff (Appendix 3)

	Days/Times in School	Date:	Date:	Date:	Date:
<b>Nursery</b>					
Claire	M/TH/F (9-4) TU/W (8-5)				
Cat					
Laura					
Dani	8-4 M-F				
Karen Mc	3-5 Mon/ 3.30-4.20 TH/ 3.30-4.30 F				
<b>Support Assistants</b>					
Rebecca	9-4.30 (M/TU/W)/ 8-3.30 (TH/F)				
Megan	10-3 M-F				

**Once completed please pass this form  
to the Head Teacher**

# Fire Evacuation Checklist for Catering Staff (Appendix 4)

	Days/Times in School	Date:	Date:	Date:	Date:
Stevie	8am-2.30pm				
Liz	6.30am - 3.30pm				
Geraldine	8am - 2.30pm				
Charlotte	11am -2.30pm				
Marion	11am -2.30pm				
Fiona	11am -2.30pm				
Samantha	11am -2.30pm				
Sandra	11am -2.30pm				
Ryan	8am - 2.30pm TBC				

**Once completed please pass this form  
to the Head Teacher**

# Fire Evacuation Checklist for Instrumental Teachers (Appendix 5)

Name of Teacher	Days/Times in School	Date:	Date:	Date:	Date:
John Gray (Guitar)	Mon				
Elias Rooney (Cello)	Mon				
Ewan Laing (Drums)	Tue				
Linda Caldwell (Voice)	Tue				
Joanne Freeland (Clarinet)	Tue				
Rachel Forbes (Flute)	Tue				
Suzy Crawford (Piano)	Mon/Wed/ Thur				
Andrew Foden (Brass)	Wed/Fri				
Lizzie Galbraith (Piano)	Thu/Fri				
Charlotte Penketh (Violin/Viola)	Thu				
Lewis Banks (Saxophone)	Fri				

**Once completed please return this form to the  
Head Teacher**

# Fire Evacuation Checklist for Support Staff (Appendix 6)

Reception		Date:	Date:	Date:	Date:
Ainsley					
Angela					
Helen					
<b>Accounts</b>					
Elsa	Not in Tuesday				
Irene	Not in Monday				
Sandra	Not in We/Th/Fr				
<b>Lab Techs</b>					
Grace					
Gillian					
<b>Marketing</b>					
Barry					
Yvonne	Not in Mo/Fr				
Greta					
<b>IT</b>					
Phil					
Scott K					
Diane	Finishes at 3pm				
<b>SLT</b>					
Katie					
Heather					
Stuart					
Jenny					
<b>PA</b>					
Lorraine	Starts 9.30am				
<b>Cleaners</b>					
Anne	6am - 10am				
Irene	6am - 10am				
Patricia	6am - 10am				
Tom	10am - 3pm				
Linda	10am - 3pm				
David	6am - 10am				
Anne	4pm-7pm				
Irene	4pm-7pm				
Jean	4pm-7pm				
Rosa	4pm-7pm				
Pranee	4pm-7pm				
Louise	4pm-7pm				
David C	4pm-7pm				
David E	4pm-7pm				

**Once completed please pass to the Head Teacher**

## Fire Evacuation Checklist - SLT Member (Appendix 7)

	Area	Person Responsible	Checked
1	PE Wing, PE Office	Mr Lawrie	
2	Ass Hall, S6 Common Room, Pupil Support Office, S5 Common Room, PE Office & Library	Mrs Morton	
3	Offices, staff toilets on ground floor	Mrs Logan	
4	Kitchens, dining hall and stores	Catering Manager	
5	Infant boys' & junior girls toilets, JS Ass Hall and First Aid Room	Mrs Rutherford	
6	Aftercare Rooms & Conference Room	Mrs Wilson/ Mrs Tonner/Aftercare staff	
7	A Floor (north) and staff room, both sets of boys' toilets (JS & SS)	Mrs Duncan	
8	A Floor (south) toilets and stairwell	Mrs Pirie	
9	A Floor centre stairwell	Mrs Furie	
10	B Floor (north) toilets and stairwell	Mr Scott	
11	B Floor (south) girls' toilets and stairwell	Mrs Reid	
12	B Floor centre stairwell	Mr Shields	
13	C Floor (north) and music practice rooms	Mr Scott	
14	C Floor centre stairwell and girls' toilets	Mrs Tweedie	
15	C Floor (south) including toilets	Ms Armstrong	
16	Library	Mrs Lane	
17	Nursery Wing	Ms Wallace	
18	Annexe	Mr Anderson	

**Once completed please advise the  
Head Teacher and Facilities Manager**



# Fire Evacuation Checklist for Director of Education

## Appendix 8

<b>Date:</b>	<b>YES</b>	<b>Comments</b>
<b>App 6 - Support Staff Checklist (Reception)</b>		
<b>App 7 - Area Checklist (SLTm)</b>		
<b>App 5 - Music Tutors Checklist (H of M &amp; EA)</b>		
<b>App 1 - Junior School Checklist (Head of N &amp; JS)</b>  Pupils  Staff		
<b>App 2.2 - Form Teachers / SS Pupil checklist (Pupil Support Guidance)</b>		
<b>App 2.1- Support Staff (Head of PE) Checklist</b>		
<b>App 3 Nursery Manager Checklist</b>  Pupils  Staff		
<b>App 4 - Catering Staff (Catering Manager Checklist)</b>		
<b>App 9 -Facilities Manager Checklist (Janitorial)</b>		

<b>Signature of Head Teacher:</b>	
<b>Date:</b>	

# Fire Evacuation Checklist for Facilities Staff (Appendix 9)

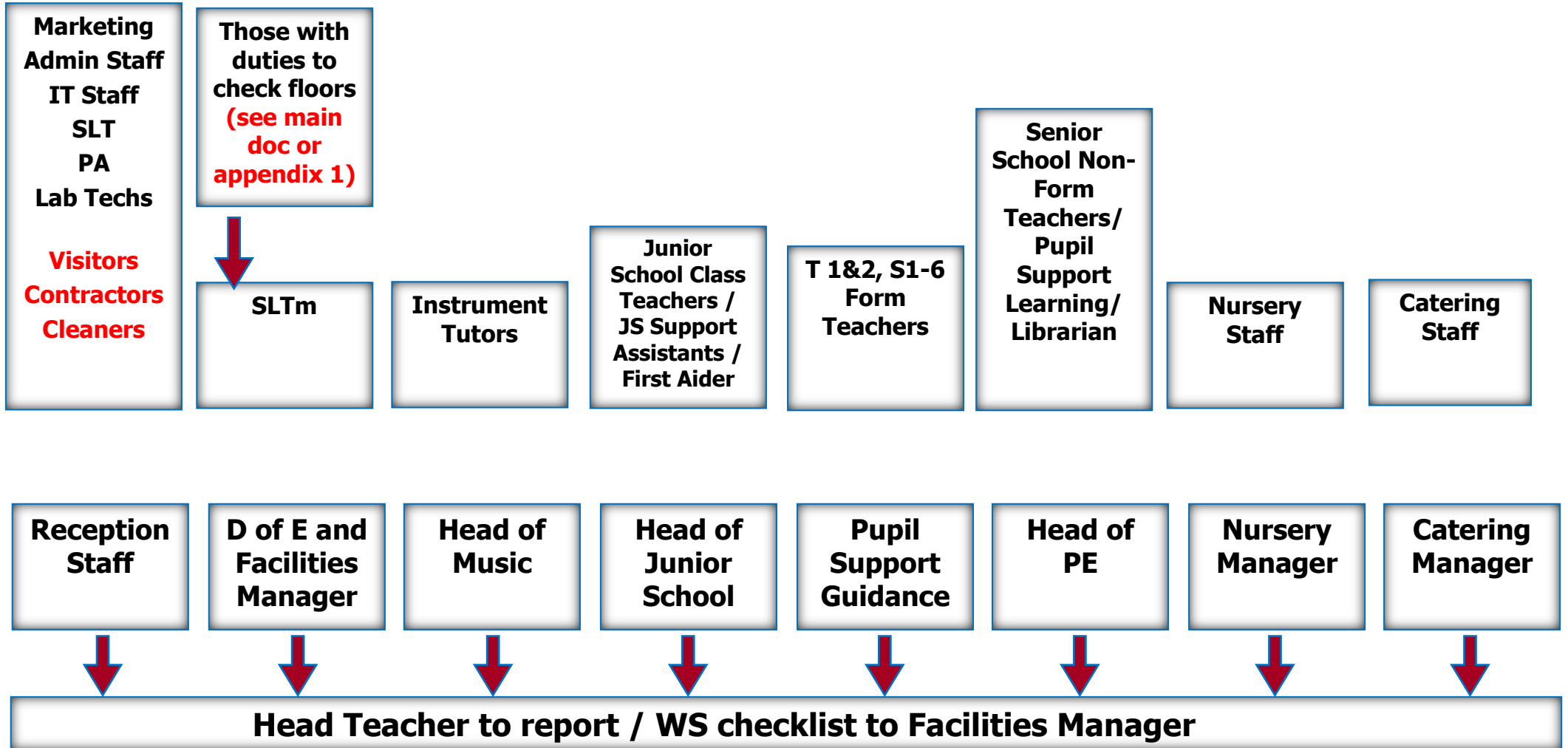
Name	Date:	Date:	Date:	Date:
Kenny				
John				
Scott				

**Once completed please return this form to the  
Head Teacher**

# Reporting Lines - Appendix 10

Reporting lines following fire alarm and evacuation of building during school hours. Date ..... Evacuation Time .....

The SLTm (Fire Drill) will remain at the North crossing and Facilities Manager will remain in the foyer / front door.



## Nursery - Appendix 11

### NURSERY

#### SPECIAL FIRE EVACUATION AND EMERGENCY PROCEDURES

Special arrangements apply if the fire alarm goes outwith the school day.

These arrangements are designed to cover a situation which may arise if the fire alarm sounds **prior to 9am** before the school day begins, **between 3.30pm and 4.00pm** when the main car park is busy with cars and buses and **beyond 4.00pm**.

- **Children and staff should evacuate the building by the designated exit.**
- **All children and staff should make their way to the Assembly Points in the Car Park as normal.** Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility as **Supervisor** as follows:
  - **Prior to 8am: Facilities Manager or duty Janitor**
  - **8.00am-9.00am: D of E or duty Senior School member of SLT (in absence of D of E)**
  - **3.30pm-6.00pm: D of E or senior staff member on Aftercare duty (in absence of Principal)**
  - **After 6pm: Facilities Manager or duty Janitor.**
- **The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.** At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to exit should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation.
- **These arrangements are intended only for situations which may arise prior to 9.00am or after 3.30pm.** At all other times, the fire evacuation procedures outlined in the main part of this document should be followed.
- **NOTE:** If the fire alarm sounds at the end of the school day when the Car Park is busy with traffic, the Assembly Point will require to be the grassy area adjacent to the Car Park.

2. **Special arrangements also apply when an emergency situation compromising the safety of children and staff arises.**

- In such an instance a warning klaxon will sound as a signal for children and staff to re-enter the school building and return to the Nursery.
- Only members of SLT or, should they be unavailable, the Facilities Manager, have the authority to order the sounding of the klaxon.

## Aftercare - Appendix 12

### AFTERCARE

#### SPECIAL FIRE AND EMERGENCY EVACUATION PROCEDURES

- Children and staff should evacuate the building by the designated exit.
- All children and staff should make their way to the Assembly Points in the Car Park as normal. Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility as Supervisor as follows:
  - Prior to 8am: Facilities Manager or duty Janitor
  - 8.00am-9.00am: D of E or duty Senior School member of SLT (in absence of Principal)
  - 3.30pm-6.00pm: D of E or senior staff member on Aftercare duty (in absence of Principal)
  - After 6pm: Facilities Manager or duty Janitor.
- The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.

At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to exit should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation.

- **NOTE:** If the fire alarm sounds at a time when the Car Park is busy with traffic, the Assembly Point will require to be the grassy area adjacent to the Car Park.

Date Reviewed	Reviewed by	Notes
July 2020	K. Morton/G. Stewart	Front cover added/Name title changed
August 2020	K Morton / G Stewart	Name/title changes Alteration to S1 classroom area Update re COVID TT
April 2021	K Morton / G Stewart	Update following fire drill
August 2021	K Morton	Update following drill and new staff list / duties