



The Birley Academy

A L.E.A.D. Academy

Emergency Evacuation Procedures

2024-2025





Scope

This procedural document will detail the roles and responsibilities for staff in the event that the building has to be evacuated in an emergency. These procedures are reviewed and amended at key points in the year, usually following an evacuation practice known as a drill. A drill will take place termly at a minimum and instructions will be delivered through tutor sessions to students. Further training around fire safety and prevention will be delivered to staff on a regular basis.

The Fire Alarm

- The academy is fitted with a sophisticated fire detection system for heat and smoke.
- If heat and/or smoke is detected the alarm will sound a continuous tone.
- The alarm can also be activated by pushing a call point if a fire is visible or probably for example the presence of smoke.
- It is an expectation that all personnel evacuate the buildings immediately and support students to do the same.
- A member of the premises team will go directly to the fire panel in reception and radio the location to the rest of the team who will investigate the location if safe to do so to establish if there is a genuine threat. This will then be clearly feedback on the emergency channel.
- Do NOT tackle a fire unless trained and only if you consider it safe to do so.
- Only use appliances if you have been trained.
- Do not take any risks





Evacuation (term time, between 8am-4pm)

- Evacuations will be coordinated by The Emergency Coordinator - Victoria Hall who will be deputised by Sarah Sleaford.
- Upon hearing the alarm, the premises team, the emergency coordinator and the operations manager go to the emergency channel on the radio. Other staff should not switch to this channel unless they need to report an urgent piece of information to the emergency coordinator. This is to avoid students overhearing details that could cause panic or upset but also to keep this channel free for clear communication.
- All staff should wear a high vis vest although should not put themselves in danger to retrieve one. Leave doors unlocked, collect belonging and evacuate via the nearest exit and not use the lifts.
- The estates team member at the panel must stay at the front entrance to prevent visitors entering the building during the evacuation, they will also meet the fire brigade, notify the emergency coordinator that the fire brigade are in attendance and begin relaying known information to the fire brigade, if they attend. The operations manager will liaise with the fire brigade relaying information of discrepancies' etc.
- Teaching staff and staff who are with students should give clear instructions upon hearing the alarm;



- Stop work and listen carefully
 - Leave belongings where they are
 - Evacuate via the nearest exit, sensibly, no running and in silence
 - Line up on the MUGA in form groups
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- Teachers should usher students to the nearest exits giving clear direction, correcting behaviour and preventing students from re-entering.
 - All staff not teaching or without specific duties should support the student evacuation.
 - If you have a visitor in the building explain the alarm means we need to evacuate and direct them to the visitor muster point.



- The receptionist including staff covering reception will print the staff and visitor registers and check waiting area and reception area and give instruction to all go outside via the front doors if safe to do so. They will then take registers and direct visitors to the visitor muster point.
- Admin/ attendance officers and attendance manager coordinate student registers to be printed from SIMs and taken to the MUGA and give to relevant HOYS.
- Attendance will make hard copy full form lists available in the reception office which will be used if the reception area needs to be immediately evacuated or is power to the printer is lost. In that scenario form teacher will take registers using the full class list and detail discrepancies to HOYs. Attendance will support the emergency coordinator accounting for absence students. Class charts mobile access should be able to support this.
- The Emergency Evacuation coordinator will appoint members of the pastoral team or spare teachers to complete registers for any form that is missing a teacher.
- E Childs will support student behaviour and the HOY team on the MUGA.
- Students on OSD will line up at Muster point 1 and be registered by L Daley and any discrepancies will be reported to D Payling
- Students in Pegasus will line up at Muster point 1 to be registered by L Monks/C Haddon and any discrepancies will be reported to D Payling
- Students from IR will muster at point 1 and be registered by R Smallridge/ D Payling.
- D Payling sign off and will report any discrepancies from IR, Pegagsus and OSD to V Hall the emergency coordinator.
- Students with PEEPs will either muster with the IR students or in form depending on their PEEP. They will be accounted for by R Jones/J Anderson will sign off or will report any discrepancies to V Hall the emergency evacuation coordinator.



Fire Wardens

Although fire wardens are given an area to check during an evacuation it is a collective responsibility off all staff to check rooms, toilets and offices as they leave. Fire wardens will play a vital role in fire safety on a day-to-day basis. In an evacuation they will be allocated an area which is identified as being close to their normal working area. Fire wardens should use caution to ensure the area they are entering is safe and that they have a safe exit. If wardens encounter anyone struggling to evacuated or that may be a wheelchair user, they should request support on channel 3 and/ or by triggering a refuge point and speaking with the estates team to inform them of the situation.

Fire Wardens	Area
A Bates	Kitchen, estates office
L Docking/ R Hardy	English corridor/Bridge, English to IR Stairwell
B Chadburn/ E Fodor	Science corridor, science stairwell
A Squillino/ J Abbot	DT corridor, attendance, Stairs to dance, all ground floor rooms
M Cairns	Art, staffroom, stairs to history, student toilets
A Pemberton/ Art Technician	Library, MFL, staff toilets stairs to music
Food Technician	Food technology, graphics, ADRR, stairs to DT
K Green/ Jo Anderson	IR/ Pegasus
K Harrison	Music, History, Maths
P Hunt/ L Dronfield	Servery, Main hall & dining room, humanities
T Shelley/ S McKay	SLT Corridor, medical, PE corridor, main stairwell
W Defoe/ L Flaherty	3rd Floor, stairwell to caretakers office

Mustering

Students – Muster points on MUGA in forms

- Registers will be brought to the MUGA by the attendance (AOs/AM) and admin teams and handed to HOYs/ DHOYs of the associated year groups.
- HOYS/DHOYs will distribute the registers to form tutors. Form tutors will register their form group and hand registers back to HOYS whilst reporting and discrepancies and



- HOYs/DHOYS will distribute to form tutors who will register their form group and hand the registers to the HOYS reporting any discrepancies include relevant information. E.g. Joe Bloggs was in PD but is now unaccounted for.
- HOYs/DHOYs take registers and report names and notes to the Emergency Coordinator supported by Keeley Hartley
- The Emergency Coordinator will immediately act to locate unaccounted for students by speaking with attendance and using class charts then record any remaining discrepancies and any details e.g. Joe Bloggs – unaccounted for was in 220 when alarm sounded.
- The Emergency Coordinator will relay to the Operations manager who will liaise with the Fire service the fire brigade all information.

Year 7		Year 8	
HOY/ DHOY C Mitton		HOY/ DOY	
7ARE	A Reed	8AGI	A Gillies
7BDA	B Adams	8DCS	D Casey
7BGR	B Grayson	8KMA	K Mason
7GTO	G Townsend	8MGE	M Gevaert
7JCU	T Rahim	8MWE	M Webb
7KEV	K Evans	8NMN	N Miniot
7OHA	O Hall	8PRO	P Robersshaw
7TRA	J Shannon	8WOR	W Ormesher
Year 9		Year 10	
HOY/ DHOY		HOY/ DOY	
9DMI	D Mikulik	10ABR	A Brown
9HCL	H Clark	10AMU	A Murphy
9IGA	I Gaunt	10CPA	C Palmer
9LCO	L Cowell	10JFA	K Farrell
9MAV	M Avery- Thompson	10KHI	K Hirst
9RWO	R Woffenden	10RMA	R Mason
9SVE	S Venables	10RSU	R Suleiman
9TPU	T Puckett	10SPE	S Perry
Year 11		PEEPs, Pegasus, IR	
HOY/ DHOY		D Payling – Muster Point 1	
11HJA	H Jackson	IR Students	D Payling /R Smallridge
11MTO	M Thomas		
11ABA	A Batten		
11ABO	A Bougara	Pegasus	L Monks/ C Haddon
11AHU	A Hulme		
11DAL	D Allen	PEEPs	R Jones/ J Anderson
11SKE	S Kerfoot		
11SSH	S Shah	OSD	L Daley

Staff Registers



The Receptionist, A Richards (or whoever is on reception at the time of the alarm) and Claire Walton distribute the staff registers to the responsible staff listed below. The staff named as responsible for registering the groups below should sign off with the Emergency coordinator as well as reporting discrepancies. Staff should also make a note if staff are present but not signed in.

Group	Responsible Staff	Muster Point
Teaching staff	B Coleman/ D Casey	MUGA
Pastoral and SLT	T Shelley/ S Calvery	MUGA/Muster point 2
Business Services	K Harrison/R Hardy	Muster point 3
Inclusion Team	K Green/ R Smallridge	Muster point 1
Visitors	C Walton/ A Richards (reception cover)	Muster point 4
Approved Visitors & LEAD	C Walton/ A Richards (reception cover)	Muster point 4

Muster Points





- Students with disabilities or injuries causing a higher risk when evacuating, should only attempt to descend the stairs if it is safe to do so and they are able to do this without causing injury to themselves or others assisting them.
- A personal emergency evacuation plan (PEEP) will be put in place by the School First Aid and Medical Officer and agreed with the student and parent.
- All PEEPs will be circulated to the form teacher, class teacher, SLT and any other supporting/relevant staff e.g. SEND team, Wellbeing officer. PE etc.
- The School First Aid & Medical Officer (and Deputy Head -Sarah Husband at the panel) will be responsible for confirming students with a PEEP have been safely evacuated and any discrepancies reported to the Evacuation coordinator.
- The evacuation of students, staff or visitors with PEEPs will be coordinated via channel 5 on the radio. Staff trained on Evacuation chairs, S Husband and R Jones should turn to this channel and await instruction from S Husband to the location of the students. R Jones clearly confirms when they are out of the building.
- Not all PEEPs will require staff involvement beyond checking they have evacuated safely. This will be detailed on the PEEP document.
- The medical officer will identify the location of the students, either by radio or via the refuge point phone line at the front of school, and direct supporting staff to the locations.
- Key staff will be trained in the use of the evacuation chairs and this procedure. The health and safety coordinator will ensure the number of trained staff accounts for any absence of staff.
- Where possible visitors with mobility issues should remain on the ground or first floor.
- Staff hosting visitors should offer a PEEP to be put in place if needed in advance of the visit

List of staff trained in Evacuation Chairs

- Victoria Hall
- Ian Hill

Evacuation outside of normal working hours



Before school, access to the building should be restricted to student to ensure they can be supervised and escorted outside in the event a fire alarm is sounded. If access is required earlier than normal a manned area should be nominated and communicated to staff including a access route and toilet.

Staff on site should follow their usual procedure but muster on the MUGA however it's likely that staff responsibilities won't be covered for registering etc. The most senior staff member should act as Emergency evacuation coordinator and gather information of who is on site and any known people who are unaccounted for.

After school, students in detention, enrichment or additional sessions after 3pm must be registered in the session. The lead for the session will be responsible for directing students out of the building via the nearest exit to the MUGA and registering them with the register they have taken at a designated muster point. The most senior member of staff on site will act as emergency evacuation coordinator and note any discrepancies to the emergency services.

All staff on site should perform their duties as usual between 8am and 4pm.

Weekend and holiday sessions for students should be risk assessed and a bespoke evacuation plan put in place which is communicated to staff in attendance and to students.

Staff and visitors should be registered at the muster points by a member of the admin team if they are in school. When there is no admin in school for example late evenings, holidays and weekends, the SLT on site or leading the provision should be responsible for identifying who is on site to the best of their abilities and accounting for them before passing on the information gathered to the fire brigade.

Staff must sign in and out on the sign in system on every occasion that they attend site school including in holidays and at weekends as this system can be used to register staff if accessible.



Evacuation during an examination

- The Invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.
- Stop candidates from writing.
- Collect attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Students will muster on the small, grassed area at the front of school next to the carpark. Invigilators must account for the students against the signing in register and report any discrepancies to Lisa Docking who will be supported by Sarah Sleaford.
- Sarah Sleaford will radio discrepancies to the Emergency Evacuation Coordinator.
- Invigilator register will be brought to this grassed area by Stacy McKay
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence and maintain silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates (With question paper and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.