



Birchwood High School Evacuation Procedures 2022/23

In the event of an emergency CIE (CGK or SSS in his absence) has overall responsibility.

At the sound of the fire bell, students and staff should make their way immediately to their designated assembly point.

- Remind students to exit the building by the nearest fire exit, NOT the one-way systems.
- Do not use lifts.
- It is your responsibility to ensure students not to run or talk during an emergency evacuation.
- Do not waste time by collecting personal belongings.
- The teacher in charge must check that all students have exited the room and must leave the room last.
- The teacher in charge must escort their students to their Assembly Point before going to their own area.
- The last person to leave must shut the door on exit.
- All personnel must remain silent unless directing others.
- Do not re-enter any building until the all clear is given by the Person in Charge.
- Do not tackle a fire unless trained to use the emergency equipment provided.

ASSEMBLY POINT A (Hard Play Area behind Technology) - Person in charge CIE (SSS in his absence)

- At Assembly Point A - please face away from the building.
- Years 7, 8 and 9 students and their Form Tutors and Heads of Year.
- All teaching staff except tutors and SLT specifically assigned to assembly point B.
- All supply staff, visitors, contractors and external hirers.
- All support staff please assemble in department areas.
- **SLT: CIE, SSS, RHT**
- **Staff with responsibility for named students must stay with the students in their tutor groups.**

ASSEMBLY POINT B (Hard Play Area behind 6th Form Centre) - Person in Charge CGK (SCR in his absence)

- Years 10, 11, 12 and 13 students, Form Tutors, and Heads of Year.
- **SLT: CGK, JJN, SCR.**
- **Staff with responsibility for named students must stay with the students in their tutor groups.**

ASSEMBLY POINT C (grass area by Reception) or D (the Piazza) - Person in Charge - Senior Exam invigilator.

- During public examinations the invigilator will follow the Public Examinations Emergency Evacuation Procedures, escort candidates to Assembly Point C or D and await instructions from a member of SLT.
- Students must line up in examination order.
- Students with disabilities should be accompanied by an invigilator where they should assemble with their form.
- All staff members who are hosting visitors are responsible for ensuring their visitor is aware of the procedure in the event of an evacuation. Visitors should evacuate the building with the member of staff they are visiting unless told otherwise on signing in at the school.
- Staff are reminded to wait in silence until the all clear is given.
- The all clear will be given by CIE (or CGK/SSS in his absence) after liaison with RLW (or a Facilities Team member in his absence).

If you know that someone should be present but isn't you must report this to the Person in Charge at your assembly point so, if necessary, the Emergency Services can be informed.



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Secondary Evacuation Procedures

The I/C member of SLT will make the decision to enforce secondary evacuation to the School Field

ASSEMBLY POINT A (Hard Play Area behind Technology) - Person in charge CIE (SSS in his absence)

- On the SLT instruction a Member of SLT will lead Years 9, 8 and 7 to the field by either Route 1 or Route 2 dependent on building risk.
- On arrival on the Field Years 7, 8 and 9 students will reform in Tutor Groups, be re-registered and await further instruction.
- **SLT: CIE, SSS.**
- **Staff with responsibility for named students must stay with the students in their tutor groups.**

ASSEMBLY POINT B (Hard Play Area behind 6th Form Centre) - Person in Charge CGK (SCR in his absence)

- On the SLT instruction a Member of SLT will lead Years 13,12,11 and 10 to the field.
- On arrival on the Field Years 13,12,11 and 10 students will reform in Tutor Groups, be re-registered and await further instruction
- **SLT: CGK, JJN, SCR.**
- **Staff with responsibility for named students must stay with the students in their tutor groups.**

ASSEMBLY POINT C (grass area by Reception) or D (the Piazza) - Person in Charge - Senior Exam invigilator.

- On the Senior Exam invigilators instruction, the Person in Charge will lead all students to the field by either Route 3 or Route 4 dependent on location and building risk.

The all clear will be given by CIE (or CGK/SSS in his absence) after liaison with RLW (or a Facilities Team member in his absence).

If you know that someone should be present but isn't you must report this to the Person in Charge at your assembly point so, if necessary, the Emergency Services can be informed.

