



About this PPT

- Slides 2 to 15 are about if a fire alarm is activated during the school day.
- Slide 16 is about if a fire alarm is activated before 8am.
- Slide 17 is about if a fire alarm is activated after 3.10pm

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VALUES - CARE - ACHIEVEMENT



In the event of a fire

- Activate the nearest alarm system.
- All staff assist in clearing the building.
- Close all doors and windows (DO NOT LOCK)
- Proceed to the back field
- Make sure room is empty of students
- Turn off any gas if applicable

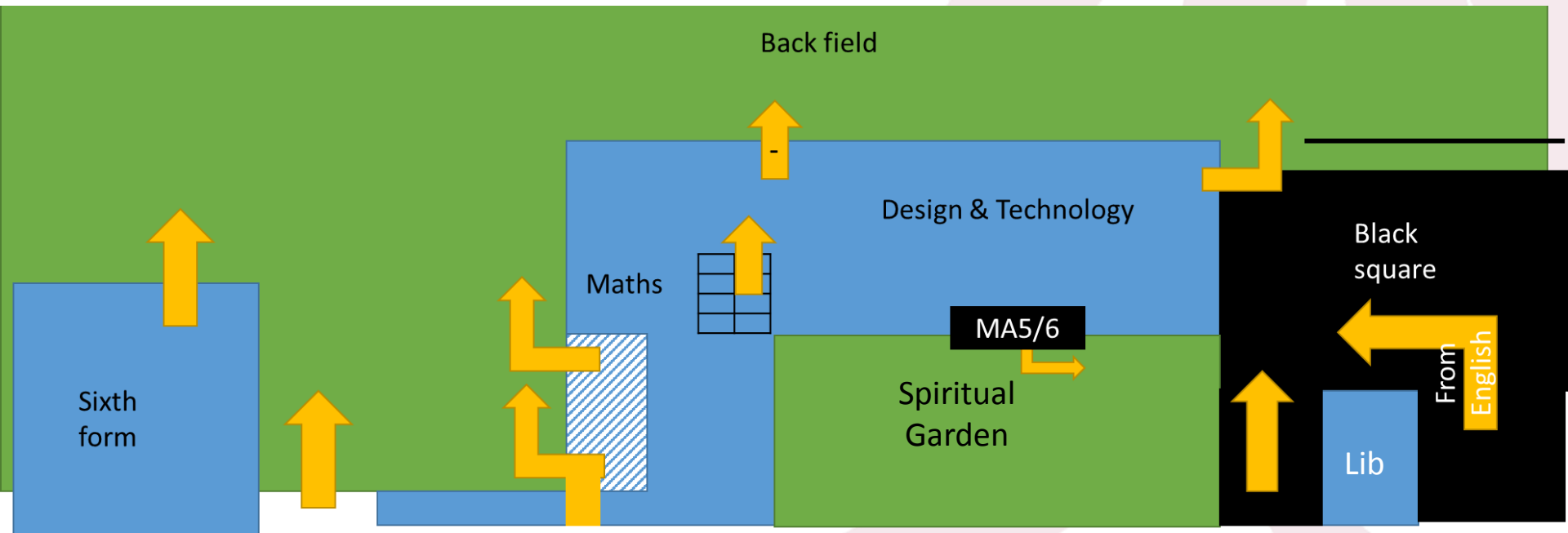
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Exit routes to the back field



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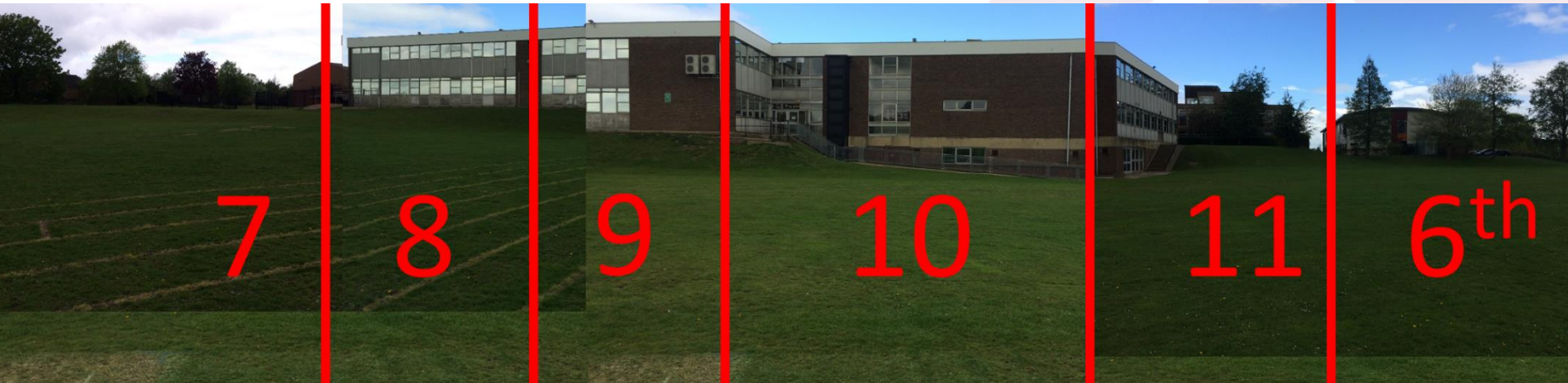
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Where you stand?

Look at the building for markers!



Lucy (Sarah), Jacqui, and Katie will be in front of the students

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Those with forms

Before a fire

- ***Prepare your form.*** Do they know where to stand? Do they know alphabetical order? Do they understand single file and silence?
- Sixth form – do they know to sign out, even if going to the shops?

During a fire

- Get register from Lucy (Rb) (Yr7-11), Wal (6th Form)
- Complete register
- Give back to HOY
- Tell HOY of any missing students
- Proactively ensure form is silent and behaving until directed otherwise



HOY

- See Lucy (Rb) and Wal to get registered and pick up any spare registers
- Go to front of year group, collect in registers and return to Rb, highlighting any missing students and staff.
- Proactively ensure year group is silent and behaving



SLT

- See Ro to get registered
- Spread across each year group
- Support HOY as they request it
- SLa to register and then manage Badger Hill shops.

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Fire officers and the Head

- Make contact with DI
- DI to inform Fire Officers
- Ss to check on visitors inc. Lettings and then inform DI of anyone missing
- DI to check with Lucy (Rb) who is missing. Lucy (Rb) , Sb, Wal and Ch to inform Ro of anyone missing.



Office staff

- See Ro to get registered
- Stand behind Ro and Rb Lucy (Rb) to help them as directed

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All teaching staff without forms

- See Ro to get registered
- Ask Lucy (Rb) if she needs any help
- Spread out amongst year groups to proactively support and ensure silence
- Please meet behind the students

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Staff covering a form

- If you have completed a register in the morning and there is a fire alarm. Please cover that form until the afternoon, at which stage the MOS who takes the register PM reg covers for P5.



School Assistants

- See Ch to get registered
- If with a student, support student
- If not stand behind year groups and proactively supervise behaviour

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All other support staff

- See Ss to get registered
- Ask Lucy (Rb) if she needs any help
- Spread out amongst year groups to proactively support and ensure silence, best to stand behind the students.



All other staff and visitors

- See Ss to get registered. Ss will be stood in front of the students
- Stand behind Ss, behind the students. Please remember that students are expected to be in silence, we should model to the students how to conduct themselves by leading by example.
- If you have parents, please treat them the same as any other visitor, however if you have a different role, please leave with Ss and at the end come back and collect them.



At the end...

- DI to inform staff they can re-enter once all clear has been given by fire officers
- Forms to be dismissed by SLT and led back inside by tutor, starting from either end, one form at a time.

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Silence

- Remember that we ask all students including Sixth Form to be silent and not hold conversations. We should do the same.

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Fire Alarms before school

The fire alarm is tested every Thursday morning at approximately 7.15am by a short series of short rings. If the alarm sounds continuously for more than thirty seconds, at any time, this means it is **not** a practice.

Therefore, do not stop to collect your belongings. Leave the building immediately by the nearest available fire exit and assemble on the back field.

Registers will be taken for pupils and office staff will check that all staff and visitors are present. You will be advised by the Site Team when it is safe to re-enter the building.

If you leave the site during the school day you must ensure that you sign in and out of Reception to ensure that we know your whereabouts in the event of a fire.

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Fire Alarms after school

- If the fire alarm sounds after the school day, please assemble at the front of the building outside the English block.

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