



Emergency Evacuation Policy

School Principal	Head of Education	Academic Director
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1 Purpose

It is the overall aim of The Sheffield Private School to minimise the risks to staff, students, visitors and members of the public in the immediate vicinity of the school, which may arise from fire or similar incidents that occur in school that pose a danger to occupants, and to comply with any regulations issued by the relevant authorities.

This Emergency Evacuation Policy is formulated to give clear instruction on how the building premises will be evacuated and secured in preparation for the arrival of emergency services and ensure all onsite personnel are accounted for in the case of an emergency evacuation. It also advises on how the school will take measures to prevent fire.

2 Scope

The school's procedure for evacuation is applicable to all types of accidents and emergencies that may require the emergency evacuation of the school building. This includes, but not exclusively: natural disasters, fire, major incidents/accidents, environmental damage, terrorist or bomb threat, civil unrest or war.

3 Overall Responsibilities

1. **The TSPS Health and Safety Committee** is responsible for annually reviewing this policy as well as providing any necessary updates as a result of observation of emergency drill practices or committee discussions.
2. **The Principal** has overall responsibility for ensuring the Emergency Evacuation Policy is appropriate and operates effectively. Any updates or amendments to this policy must be ratified by The Principal and Britus Education.
3. **All Employees** have a responsibility for making decisions to ensure their own safety while on school premises, which includes being aware of this policy and any specific responsibilities that they may have in its implementation.

4 Procedures

In the event the emergency alarm sounds, students and adults must proceed immediately to the designated Evacuation Assembly Points, of which there are two at the rear of the building.

Security guards will lock the school's front pedestrian gate to prevent access by further persons and will open the two front side gates and the back gate that will allow vehicular access to the emergency services.

A guard will be stationed by each front gate and back gate whilst open and prevent access to non-authorised persons and be available to guide in any emergency service vehicle or personnel.

When the evacuation alarm is raised:

Exiting the building

1. Teachers, or those supervising students in classrooms at the time, and having previously acquainted themselves with the evacuation routes for that classroom, will instruct students to stand and proceed silently and in single file to the designated exit for the room, leaving bags behind.
2. Teachers will instruct students to use the designated staircase and building exit according to the evacuation map on the door of the classroom.

3. After checking the room is empty, teachers will be the last to exit the room, ensure the windows are closed, and **must leave the door open.**
4. Teachers and students will proceed silently and purposefully but without running to their designated Evacuation Assembly Point.
5. At the designated Evacuation Assembly Point, students will stand silently in single file at their Form Group designated point, which will be designated by a poster, and with their Form Teacher at the front of their line. The teacher will have their back to the wall and children will face them so that, in effect, the students are facing away from the building. When all students are accounted for, the whole class should sit and the teacher should raise the green card in their folder. If a pupil is not accounted for, the red card should be raised.
6. It is the responsibility of all adults to actively ensure students are disciplined and silent in their exit.
7. Stairwells may be descended two abreast, with younger children holding banisters if necessary and able. Primary students will descend to the right of the stairwell and secondary to the left.
8. The central lift must not be used in the case of an emergency evacuation.
9. Students or staff with mobility challenges that prevent them using the staircase will be supervised using the stair chair lifts by a designated and trained member of staff.
10. Administration, support and academic staff who are not teaching at the time of an evacuation, should proceed silently and purposefully but without running, to their designated Evacuation Assembly Point, ensuring windows are shut and **leaving their previously occupied room door open.**
11. Non-form teachers will be allocated to a form/class and should proceed directly to it. Other staff (LAs and admin) will be allocated a muster point in Area B.

Ensuring complete evacuation of the building by personnel

Three designated floor sweeps are allocated for each floor, who will be the last to leave that floor, and ensure all personnel from that floor have been evacuated. All sweeps will be given allocated rooms to check. If the designated sweep is not present on that floor during an evacuation, then they should not return to attend to this duty and it will be carried out by the remaining sweeps. Where such an absence is expected (e.g. a PE teacher may be out on the field) then a deputy/co-sweep has already been allocated

The role of the floor sweeps is to:

- i. Check each classroom, workroom and office is empty and then shut the room door to show it has been checked.
- ii. Guide students and other staff to exit points if necessary.
- iii. Assist in ensuring a disciplined exit by students.
- iv. Report the clearance of their floor to the Head of Primary or Secondary at their designated Evacuation Assembly Point.
- v. Ensure their own safety at all times while sweeping and exiting the building.
- vi. Wear a high visibility vest to identify themselves during an evacuation.

Accounting for onsite personnel

Students:

1. Form Teachers (or Year Leads in their absence) are responsible for head-counting the safe evacuation of all their Form students.
2. Reception Staff are responsible for keeping Year Group folders of student registration information and for bringing those to each Evacuation Assembly Point.

The information included in each **Year Group folder** will be:

- i. 5 green and 5 red flashcards.
- ii. 5 sharpened HB pencils.
- iii. 5 student un-accounted forms.
- iv. An updated full class list for each Form in the year group.

- v. The iSAMS generated morning in-school registration list for each Form Group in the year (this should be printed off daily at 9:00am by the reception staff and daily replaced in the Year Group folder).
3. One member of reception staff will go to Evacuation Assembly Point A with the relevant folders and one will go to Evacuation Assembly Point B with the relevant folders.
4. FS and Primary Year Leads or Key Stage Leads in Secondary, are responsible for collecting their year groups folder from a member of reception staff and distributing the contents to their respective Form Teachers.
5. On receipt of the registration information, Form Teachers will task the leading student in their Form line to hold up the red flashcard. This indicates that students are currently unaccounted in that class.
The Form Teacher will then use the daily in-school registration list to account for the presence or not of students. If an evacuation drill happens prior to 9:00am Form Teachers will use the full class list to help identify any potentially missing students. The teacher will have their back to the wall and children will face them so that, in effect, the students are facing away from the building. When all students are accounted for, the whole class should sit and the teacher should raise the green card in their folder.
6. If students are found to be unaccounted, the red card should remain held aloft and the teacher will complete the relevant details of the absentee on the un-accounted form and hand this to the Year Lead/ KS3/KS4 Achievement Leaders.
7. If all students are found to be correctly accounted, the green card is held aloft.
8. Once all Form groups in the year group are reported green or red, the year lead or Key Stage Lead will report this to the Head of Primary or Secondary responsible for that muster area. Any completed un-accounted forms are handed to the relevant Head so that a written record of unaccounted students is centrally held.
9. Form Teachers should check students **as quickly, but as accurately as possible**.
10. Year Leads and Key Stage Leads and Admin will report their accounting records to the respective Headteacher **as quickly, but as accurately as possible**.
11. The respective Headteacher will decide on any action regarding an unaccounted student and then report their Evacuation Assembly Point status to the Principal and Vice Principal by WhatsApp, telephone or in person.

Staff and visitors:

1. All visitors to the school site will have been normally logged in at the security gate on arrival. SECURITY MUST NOT ALLOW ANYONE ONTO THE SITE ONCE THE ALARM HAS SOUNDED.
2. A notice in the security window will advise visitors of the muster point for visitors at Evacuation Assembly Point B.
3. Relevant sweeps will remind visitors in their allocated area to go to the muster point. Any member of staff who has a visitor with them will remind direct them to the muster point.
4. Anyone leading a group event, for example in the hall, should go through the evacuation procedure as part of the welcome process.
5. The Facility Manager is responsible for ensuring accurate daily attendance records are kept of cleaners, caterers, guards, drivers and maintenance personnel and are available for use in an evacuation situation. Cleaners, caterers, guards, drivers and maintenance personnel will muster at Evacuation Assembly Point B and their accounting will the responsibility of the Head of Stores who will report the results of this accounting to the Principal's PA.
6. The School Development Officer is responsible for ensuring accurate daily attendance records are kept of all other admin staff, apart from cleaners, caterers, guards, drivers and maintenance personnel and are available for use in an evacuation situation. These administrative staff will muster at Evacuation Assembly Point A and their accounting will the responsibility of The School Development Officer who will report the results of this accounting to the Vice Principal .

7. Learning Assistants will assemble with the class/child they are working with.
8. Subject specialist teachers who are not Form teachers and are therefore not responsible for accounting for students will go to allocated assembly point. LAs from SEND will proceed to their designated muster point and report to the Head of Inclusion, who will account for them and report to the VP.
9. A staff folder will be held at reception, that will include full staff lists for each group of staff to be accounted. The signing in book is kept on reception so that staff who have left the building are accounted for. This folder will be brought to Evacuation Assembly Point A by one of the reception staff and distributed. The folder will also contain 5 HB pencils and '5 unaccounted lists.'

SPECIAL ARRANGEMENTS DURING THE EXTERNAL EXAM PERIOD:

1. A register is taken as part of the exam process. If there is a fire during the examination, students will be led by the invigilator to the muster point indicated in Area B. As invigilators may also be Form Tutors, the students will be met there by Examinations Admin Officer (Mary Joy) .
2. The invigilator should record the details of timings and students should be kept under exam conditions as far as is practical as part of the Exams process.
3. Students in school for revision activities should sign in The Exam Signing in Book at reception. In the case of evacuation, they should proceed to the examination muster point. The Exam Period signing in book will be taken out with the green folders and given to the Examinations Admin Officer to check.
4. Students who have left an exam but intend to stay in school should sign in the Exam Period Signing in book and follow the above procedure.

5 First Aid, Catering for Wheelchair Bound Students and a Safe Haven

1. The School Nurses are responsible for bringing a first aid kit to each muster point. A school nurse or doctor will be stationed at each Evacuation Assembly Point after reporting to their accounting person.
2. For students who are wheelchair bound, training will be given to a minimum of five staff who each normally teach on floors 1 and 2 to ensure there are personnel trained to use the stairlifts.
3. If the Evacuation Assembly Points are compromised, unsafe or if there is a bomb scare, the Principal or his acting VP will make the call to move students to the vacant ground to the north of the school to make the roll calls, which will act as a safer haven.

6 Liaising with Emergency Services

1. All external communications are ultimately the responsibility of The School Principal.
2. The School Principal, along with the Facility Manager, will take responsibility for communicating as necessary with external Emergency Services, including any on-site service provided.
3. If the School Principal is absent, the Vice Principal will work with the Facility Manager in regards to communications with any external body.
4. The School Principal or his/her VP representative will be responsible for informing the emergency services of any unaccounted personnel.

7 Re-entering the premises after an emergency evacuation

1. Students and adults must not leave the Evacuation Assembly Points until told to do so by the Principal.
2. Non-Form Staff should leave their Evacuation Assembly Point and return inside school before students.
3. Students and their Form Teacher will be dismissed year by year, with the youngest students first.

8 Internal Communication of emergency evacuation procedures

1. Annually, at the start of each academic year, this Emergency Evacuation Policy will be shared with all staff. All school employees will be asked to complete an online document to state that they have read and understood the contents.
2. If the policy is updated during the academic year all employees will receive notification of any changes by email.
3. Employees will be invited to give feedback after each Emergency Evacuation drill which can then be taken into consideration by the TSPS Health and Safety Committee in any review of the policy.
4. All academic staff will be provided with access to the Educare Module on Fire Safety in International schools.
5. Form Teachers will ensure that part of their PSHE/Form Time is spent ensuring that all students are fully aware of the evacuation procedures.
6. A display poster in the Reception area will inform visitors of the evacuation procedures for them while they are on-site.

9 Emergency Evacuation drill

1. An emergency evacuation drill, that includes informing external authorities will take place once each academic year. This will give authorities an opportunity to test their procedures in regards to a response to a school fire or evacuation emergency.
2. Termly, an internal emergency evacuation drill will take place. This may be repeated with a further drill if significant issues are identified or the outcomes of a change in the policy is wished to be tested.
3. Each emergency evacuation drill will be recorded into a log.
4. The TSPS Health and Safety Committee will review each emergency evacuation drill and recommend any changes to policy if necessary.

10 Reducing Fire Risk in school

1. The Fire Alarm System will be tested on a quarterly basis by the appointed fire company and records of that inspection will be maintained and shared with the TSPS Health and Safety Committee.
2. Emergency Lighting within school will be tested weekly and records of that inspection will be maintained and shared with the TSPS Health and Safety Committee.
3. Fire Extinguishers are available on all floors and are clearly signed. These will be periodically checked and serviced according to regulatory requirements. The inspection of these will form part of the regular H&S inspection carried out by the TSPS Health and Safety Committee.
4. All emergency exits will be kept free and unobstructed. The inspection of these will form part of the regular H&S inspection carried out by the TSPS Health and Safety Committee.
5. Unused flammable materials such as old paperwork and books, chemicals and cleaning products, disused furniture and other goods will be periodically and regularly disposed. The removal of these will form part of the regular H&S inspection carried out by the TSPS Health and Safety Committee.
6. Smoking is strictly prohibited on school premises.
7. All rooms will have an evacuation map on the inside of the entrance/exit door.

Appendix A -Evacuation Assembly Points

Evacuation Assembly Point B North side of Astro turf	Evacuation Assembly Point A South Side of Astro turf
FS1	Year 1
FS2	Year 5
Year 2	Year 6
Year 3	

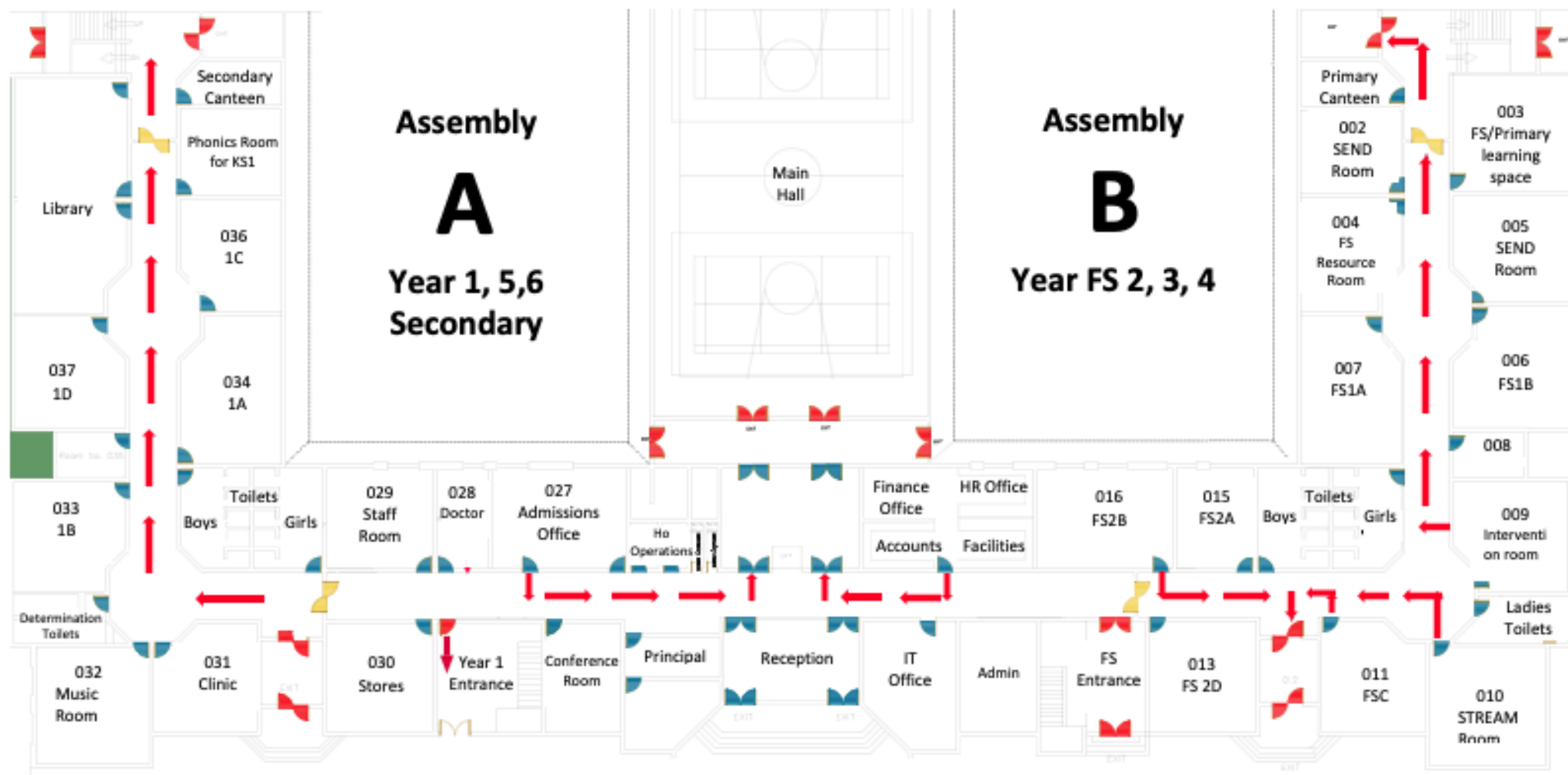
Year 4	All Non-Form Teachers
All Administration and Support Staff (except one school nurse)	Learning Support Assistants & Teaching Assistants (Years 1, 5, 6 and Secondary)
	Year 7
	Year 8
Learning Support Assistants & Teaching Assistants (FS1, FS2, Years 2, 3 and 4)	Year 9
Head of HR	Year 10
Head of IT	Year 11
Head of Stores	Year 12
Visitors	Year 13
Cleaners, drivers, guards, maintenance	Year Leads
One Nurse/Doctor	One Nurse/Doctor
Head of Operations	Deputy Head of Secondary
Head of Primary	Head of Secondary
School Principal/Vice Principal/Facility Manager/ Head of Inclusion - Floating	

Appendix B - Personnel Responsibilities for Academic Year 2024-2025

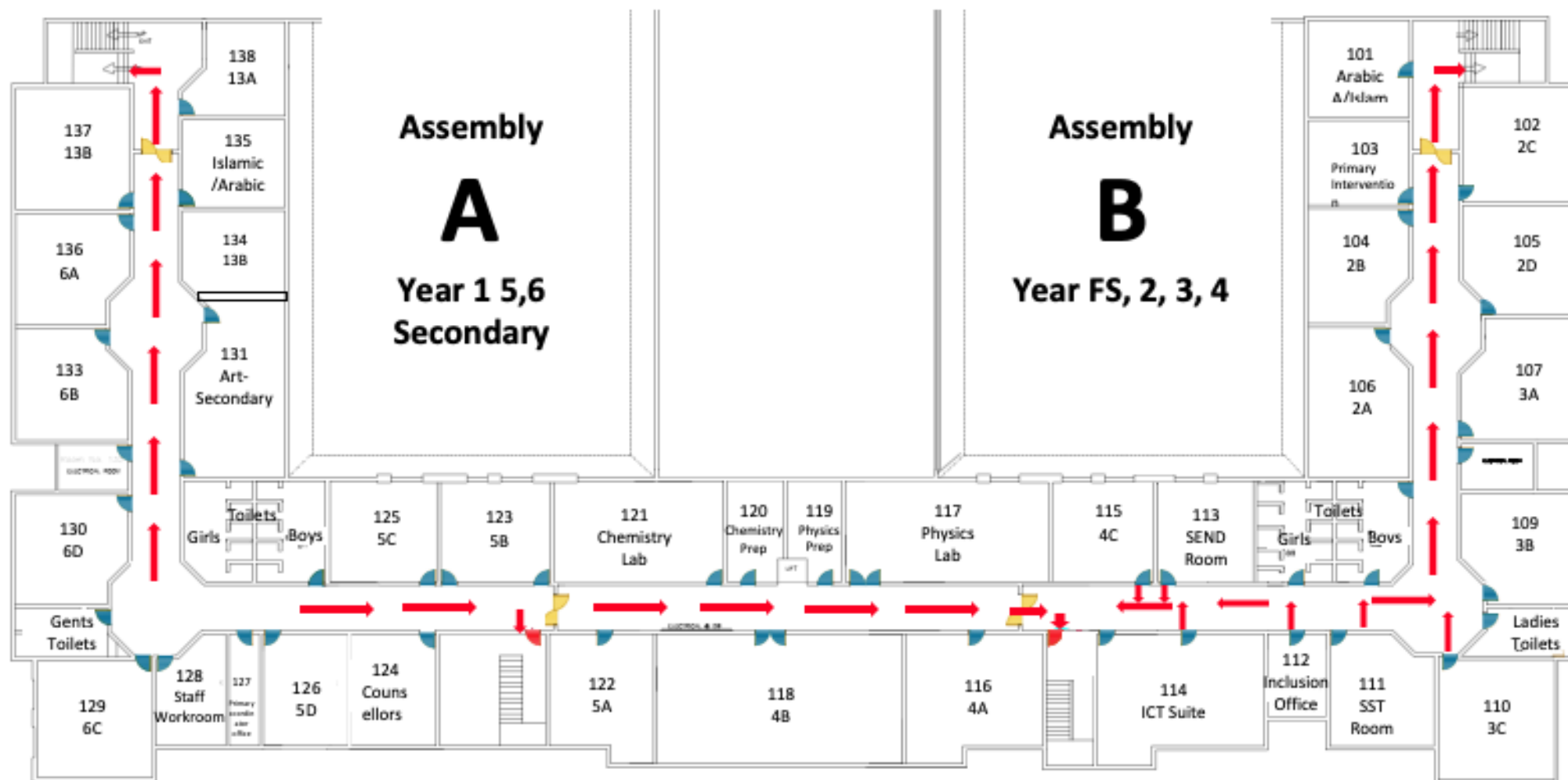
Role	Muster Point	Designated Person
Sweep 1 – Floor 2		Head of Year 12
Sweep 2 – Floor 2		Head of Year 10
Sweep 3 – Floor 2		Head of Year 13
Sweep 1 – Floor 1		Head of Inclusion
Sweep 2 – Floor 1		Head of Maths

Sweep 3 – Floor 1		Head of Primary
Sweep 1 – Ground Floor		Head of IT
Sweep 2 – Ground Floor		Head of Stores
Sweep 3 – Ground Floor		Head of HR
Maintaining Year Group and staff folders and bringing them to the muster points	A and B	Reception Staff
Accounting for student and Teaching Assistants evacuations and reporting to Year Leads or Key Stage Leads.	A and B	Form Tutors (Year Leads in their absence)
Discipline of students	A and B	All adults
Reporting accounting of student evacuations to Head of Primary or Secondary	A and B	Year Leads (or designated teacher in their absence)
Accounting for evacuation of visitors and reporting to Head of Operations	B	Reception team member
Accounting for evacuation of cleaners, caterers, guards, drivers and maintenance staff and reporting to Head of Operations	B	Head of Stores (Head of Finance in their absence)
Accounting for evacuation of all other admin staff apart from above, and reporting to Head of Operations	B	Head of HR (Head of Admissions)
Accounting for evacuation of Learning Assistants and reporting to Head of Operations	B	Head of Inclusion (or Head of Primary in their absence)
Accounting for evacuation of Non-Form Teachers, Year Leads and Key Stage Leads and reporting to Head of Secondary	A	Head of Secondary Deputy Head of Secondary
Communicating evacuation accounting to School Principal	A and B	Head of Operations Head of Primary Vice Principal
Communicating with Emergency Services	A and B	School Principal (or VP in absence)
Deciding on all-clear to re-enter premises	A and B	School Principal (or VP in absence)

Appendix C – Ground Floor Evacuation Plan



Appendix C – First Floor Evacuation Plan



Appendix C – Second Floor Evacuation Plan

