



Emergency evacuation procedures during COVID-19

Annex to Barr Beacon Emergency Procedures Policy Updated 5th January 2021

Context

The way schools and colleges are currently operating in response to Coronavirus (COVID-19) is fundamentally different to “business as usual”. In the preparation of school reopening additional control measures to protect against COVID-19 have been put in place. However, it is crucial that the schools’ evacuation procedures also remain a priority.

This annex to our Emergency Procedures Policy sets out details of our evacuation procedures during the phased return to school **and following the national lockdown announced on the 4th January 2021**, COVID-19 social distancing restrictions and when we would be operating on reduced pupil and staff arrangements.

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1 Dissemination of the annex to the policy

This annex will be reviewed by the Leadership team on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff by email.

2 Fire emergency evacuation procedures in school

In the event of a fire, the normal emergency procedures will apply.

If any doors have been wedged open due to **Coronavirus (COVID-19)** control measure, to reduce the need to touch locks and door handles, etc. it is essential that this hazard is balanced against the risk of uncontrolled spread of fire and smoke when a fire occurs and doors are closed. The class teachers should close all window and doors on leaving.

Staff and pupils where possible will incorporate social distancing when evacuating the building and walking to the designated fire assembly point.

3 Fire Assembly Point

The fire assembly point will remain on the top field, although pupils will not line up in their tutor group. Pupils will remain in their COVID-19 teaching group/key worker group and the member of staff currently teaching them at that time will be responsible for registering them.

Pupils will line up in alphabetical order abiding by social distancing guidelines where a register will be taken by the teacher of that group.

In the event of the fire alarm occurring during a group change over, all pupils and staff will go to the fires assembly point. Pupils will be expected to line up in their COVID-19 teaching group/**key worker group** in alphabetical order and teaching staff on site will be allocated 2 groups (the group prior to and after the changeover). **The register will be passed to them by the House PA and the class teacher will quickly register the pupils returning the completed register to the House PA.**

It is important that all pupils wait in silence.

Designated areas will be clearly marked out and will be reviewed as pupil/year groups increase.

Pupils displaying COVID-19 symptoms who are in the **COVID-19 venue (tent)** will assemble at the top/front gate along with the Fist Aider in the **COVID-19 venue (tent)** who will register them.

Any contractors and cleaners who are on site who will assemble at the sports hall car park.

4 Roles and responsibilities

There will be sufficient staff levels to maintain procedures as necessary.

In the event of the fire alarm being raised:

The Head of House **in school** that day and a lead Deputy Headteacher will go straight to the assembly point (top field) to meet pupils and staff and place each COVID-19 teaching group/**key worker groups** in designated marked areas following social distancing guidance.

Due to COVID-19 staff rota changes, the daily lead Deputy Headteacher will assign roles to members of the Leadership team.

One Deputy Headteacher on rota will assess and support the evacuation of **D Block** building and an Assistant Headteacher will remain on the Amphitheatre. One Assistant Headteacher will support the evacuation of **E-Block**.

Any staff that are teaching live lessons from their classroom with no pupils present will still need to evacuate their classroom promptly.

The medical log and a walkie talkie will be handed to the lead Deputy Headteacher on rota that day by the reception staff on rota that day. Reception staff will also bring any pupils currently in A-block medical room down to the field with them to be registered.

Any person (first aider, pupil displaying COVID-19 symptoms) located in the COVID-19 venue (tent) should evacuate to the main entrance/front gate following social distancing guidance.

Any person located in the Success Centre should evacuate to the main entrance/front gate following social distancing guidance.

Registers (teaching groups for that day/key worker register) will be printed and taken to the fire evacuation points by House PAs and distributed.

The designated House PA and Sixth form PA (or staff allocated to this role) will bring COVID-19 registers (teaching pod groups/key worker list) to the assembly point.

The designated House PA will confirm any pupils that have been sent home that day. It is important that when a pupil is taken to the COVID-19 venue (tent) due to COVID-19 symptoms the first aider in the Success Centre informs the House PA on rota that day. The Success Centre first aider should make a further call when the pupils is collected so this can be accurately logged to confirm any pupils that have been sent home.

A caretaker will open the top gate for any contractors and cleaners who are on site who will assemble at the sports hall car park. They will be registered by M.McCarthy (in his absence M.McCarthy will direct this role to another caretaker).

The Head of House on rota that day will be handed the daily staff signing in and out list by reception staff and will check that all teaching staff are accounted for.

The House PA and Head of House will confirm attendance of staff and pupils to the Headteacher. In the absence of Ms L Draycott (Headteacher), the lead Deputy will assume that role.

Support staff must report to the designated area and register with Mrs C Chandler (Headteacher's PA & HR Manager). In her absence the lead Deputy will designate this role.

Mrs J Tomalin (HR Assistant) and Mrs G Cox (admin support) should open and locate themselves with a walkie talkie at the main school entrance/gate and ensure that no vehicle or pedestrian is allowed access. Mrs J Tomalin (in her absence Mrs G Coc) should contact Mrs C Chandler to confirm the presence of any persons that have evacuated with to the front of the school.

5 Social distancing

Staff training includes the need to remind pupils of the social distancing rule where feasible.

Clear messages to pupils on the importance of social distancing and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards and floor markings.

Staff model social distancing constantly.

Staff and pupils where possible will incorporate social distancing when evacuating the building and walking to the designated fire assembly point.

6 Staff training and induction

All current School staff are aware of the evacuation procedures at Barr Beacon school.

If staff from another setting attend the school site then they will receive the necessary information on evacuation procedures.

As part of the new staff induction programme (either online or in school) they are made fully aware of the evacuation procedures. Ideally this will happen before a member of staff arrives but where that is not possible it will happen as soon as reasonably practicable.

Ongoing training and updates pre and post opening will take place where necessary.