

# Wellington College Belfast



## Emergency Evacuation Policy and Procedures

2024-25

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## 1.0 Introduction

Wellington College is a co-educational Grammar school situated on Carolan Road in South Belfast. The current building was opened in December 2001 under PFI arrangements. As such the College is maintained by Graham Facilities Management (GFM) and subsequently there are different roles and responsibilities regarding Emergency Evacuation procedures (inc Fire Evacuation procedures) between the school and GFM.

This document relates only to Wellington College's roles and responsibilities and should be read in conjunction with the GFM Fire Evacuation policy. However both parties are clear on their respective responsibilities in the event of an emergency evacuation real or perceived.

Emergency lighting, fire doors, fire alarm systems and fire fighting equipment must be maintained in effective working order. This is the responsibility of Graham FM as part of their weekly checks and Planned Preventative Maintenance programme.

In the event of an emergency evacuation which results in the attendance of the NI Fire and Rescue Service it is the responsibility of Graham FM staff to provide the Chief Fire Officer with the fire panel keys and the Fire Box.

## 2.0 Individual Responsibilities

**Note:** Staff should be aware of their responsibilities regarding Emergency Evacuations and should also familiarise themselves with the **Evacuation Routes** for each classroom in which they teach. It is essential that staff follow these routes in the event of an evacuation as they are designed to minimise the build up of traffic in certain areas eg. stairwells. Any member of staff with a **visitor** on site during an evacuation is responsible for that visitors safe evacuation from the building.

### 2.1 Principal

- To ensure that appropriate fire safety precautions are in place
- At the activation of the alarm proceed to the Assembly Point
- Direct WCB staff and pupils to the Assembly Point and oversee the orderly supervision of pupils in tutor groups
- Liaise with Chief Fire Warden to confirm that the building has been fully evacuated; liaise with SMT/GFM staff regarding any unaccounted for pupils/staff/visitors
- Upon arrival of the Fire Service, provide them with details of any unaccounted for individuals
- To inform the Chair of the Board of Governors of any evacuation where Fire Service or other Emergency Services are involved
- In liaison with the Chair, to inform all Board members in any case of extended evacuation or where Critical Incident procedures are instigated

### 2.2 Vice Principal/Senior Leaders

- At the activation of the alarm proceed to the Assembly Point. If teaching a class at the time of the alarm they should also follow the responsibilities for subject teachers
- Direct WCB staff and pupils to the Assembly Point and oversee the orderly supervision of pupils in tutor groups
- Liaise with the Year Heads (as shown below) and Office Staff regarding any unaccounted for pupils/staff/visitors and inform the Principal

Year 8	Mr McFarland
Year 9	Mr Cardwell
Year 10	Mr Lemon
Year 11	Miss McDowell
Year 12	Mr Watts
Year 13 & 14	Mr English

- Oversee the orderly return to the building of pupils and staff

### 2.3 Year Heads

- At the activation of the alarm proceed to the Assembly Point. If teaching a class at the time of the alarm they should also follow the responsibilities for subject teachers
- Upon reaching the Assembly Point escort class (if applicable) to Year group area then collect tutor group lists for their own Year group from Office staff; distribute them to Form tutors in their Year to allow for a register to be taken
- If a tutor is absent liaise with a member of staff without a tutor group to take their place and register pupils
- Collate the information for their Year group regarding absent /missing pupils and report to the appropriate member of SMT (as shown below)

Year 8	Mr McFarland
Year 9	Mr Cardwell
Year 10	Mr Lemon
Year 11	Miss McDowell
Year 12	Mr Watts
Year 13 & 14	Mr English

- Oversee the orderly supervision of pupils in their Year group and the orderly return to the building

### 2.4 Tutors

- At the activation of the alarm proceed to the Assembly Point. If teaching a class at the time of the alarm they should also follow the responsibilities for subject teachers
- Upon reaching the Assembly Point escort class (if applicable) to Year group area then proceed to own tutor group; complete register using lists provided from Year Head; inform Year Head of any absent/missing pupils
- Supervise pupils in orderly lines until instructed to return to the building
- Upon receiving permission to return to the building, tutors (beginning with Year 14) should escort pupils back into the building in an orderly fashion proceeding immediately to the relevant classroom according to the timetable

## 2.5 Subject Teachers

- At the activation of the alarm, staff should instruct their class to stop their activity and line up at the door of the classroom
- All machinery and electricity should be turned off and all windows and doors closed to prevent the spread of fire
- Staff should lead their class from the room following the designated evacuation route, instructing the last pupil to close the door. **Pupils with restricted mobility should be assisted safely down stairs under the supervision of their class teacher**
- Upon reaching the Assembly Point, staff should escort their class to their Year Group area where they should line up in tutor groups. Staff should then proceed to join their own tutor group (if applicable) to register pupils and supervise
- Staff without a tutor group or those staff not teaching at the time of an Evacuation should actively assist by filling in for absent Tutors/Year Heads.
- **Staff must sign in each morning using the Sign In Sheets in the Office (this is essential to act as a register in the event of an emergency evacuation); if leaving the building during the school day this should be recorded on sheet.**

## 2.6 Fire Wardens

- A number of staff have been designated Fire Wardens and have received appropriate training.
- At the sound of the alarm the Fire Warden should, as they leave the building following the designated route for their room, 'sweep' the area, checking all rooms (including resource rooms/stores) along the route to ensure all staff and pupils have evacuated. **Ensure all room doors are closed.**
- If teaching a class at the sound of the alarm, instruct them to leave ahead of them (accompanied by a classroom assistant if available).

- Being the last to leave an area, the Fire Warden should **secure the Emergency Exit doors** behind them to prevent anyone re-entering the building prior to permission being given.
- Upon reaching the Assembly Point, and before moving to their Tutor group (if relevant), Fire Wardens should report to the Chief Fire Warden regarding their area of responsibility.
- If a Fire Warden is not in their usual teaching room/location at the sound of the alarm they should evacuate the building in the usual manner according to where they are in the building. They should NOT attempt to go to their area of responsibility unless it is en route.
- These staff are as follows:

**Level One**

Scott Galloway

Hannah McKnight

Catherine Leonard

**David Cardwell** (Chief Fire Warden)**Level Two**

Simon Lemon

Karen Latimer

Nigel Carlisle

Lauren Irvine

**Level Three**

Dale Walmsley

Mark McFarland

Steven Bew

Ziso Moyo

**2.7 Classroom Assistants**

- At the activation of the alarm classroom assistants, under the guidance of the member of staff responsible for the class, should assist with their evacuation giving specific attention to their SEN pupil(s).
- Classroom assistants should follow at the rear of a class and ensuring the classroom door is closed.

- Upon reaching the Assembly Point the CA should escort their SEN pupil to their tutor group and remain with them assisting with supervision of pupils in an orderly fashion.
- A classroom assistant stationed in the Green Room with an SEN pupil(s) at the activation of the alarm should escort them from the building following the designated route to the Assembly Point. They should escort pupils to their tutor group and assist with supervision.

## 2.8 Office Staff

- At the activation of the alarm proceed to the Assembly Point.
- Office staff should ensure doors to staffroom / workroom/ reprographics room and Office are closed.
- Office staff should bring **tutor group registers** to Assembly Point and distribute to Year Head's and distribute these to the appropriate Year Head
- Office staff should check the names of missing pupils against the absence lists/sign out slips
- The Principal's PA should use Staff Sign In sheets to check that all Teaching, Office and Technical staff are present and inform Principal of any absent or missing staff.

## 2.9 Technical Staff

- At the activation of the alarm proceed to the Assembly Point
- Ensure all machinery and electricity in the subject area is turned off and all windows and doors are closed to prevent the spread of fire
- Assemble with the Office and Technical staff and remain until given permission to return to the building



## 2.10 Pupils

- At the activation of the alarm pupils must **follow** their subject teacher to the Assembly Point in an **orderly line**
- Pupils should stand in orderly lines by **Tutor Groups** at the Assembly Point. This is important so that missing pupils can be identified quickly
- When given the signal to re-enter the building pupils should **follow** their tutor
- If a pupil arrives in school late (ie. after registration) they **must** sign in at the Office. Likewise any pupil who has to leave during the school day eg. for an appointment, **must** sign out at the Office. This is to ensure that we have an accurate record of those pupils on the premises in the event of an evacuation.

## 2.11 FM/Mount Charles Staff

- At the activation of the alarm FM caretaking staff should undertake their responsibilities according to the Graham FM Evacuation Policy to include:
  - ensuring the building has been vacated by all pupils and staff by completing a sweep of the building
  - liaising with the Principal regarding any missing pupils/staff
  - upon arrival of the Fire Brigade, to give them full details of emergency evacuation and any missing persons
- At the activation of the alarm Mount Charles staff should proceed to the Assembly Point having ensured all gas and electrical appliances have been switched off and all doors and windows are closed to prevent the spread of fire.
- MC Catering Manager should inform FM caretakers of any missing staff
- Remain at the Assembly point until given permission to return to the building

## **2.12 Visitors to the College**

- All visitors to the College must sign in at Reception and be provided with a visitors pass. At this point they should read the laminated instruction card regarding evacuations.
- If a visitor is with a member of staff when the alarm sounds they should follow the directions of that member of staff regarding the designated route from the building to the Assembly Point.
- If a visitor is on their own when the alarm sounds eg. school nurse, they should make their way from the building following the nearest available evacuation route as indicated by signage
- Visitors should assemble with the rest of the staff and pupils at the Assembly Point.

### 3.0 Assembly Point

- There is one Assembly Point for the whole school which is located on the Hard Play Area beside the rugby pitches.
- Pupils are required to line up in Tutor groups by Year group as shown below:

ASSEMBLY POINT		
Synthetic Pitch	Year 8	R
		U
	Year 9	G
		B
	Year 10	Y
All Weather Pitch	Year 11	P
		I
	Year 12	T
		C
	Year 13	H
		E
	Year 14	S

### BUILDING

- Staff should ensure that pupils are kept at a safe distance from the building
- If it becomes necessary the Assembly Point can be moved further down the Hard Play Area towards the perimeter fencing
- **Under no circumstances should anyone (pupils or staff) re-enter the building until given permission to do so by the Fire Brigade or a senior member of staff.**

#### **4.0 Evacuation Procedures**

- A copy of the Evacuation Procedures is shown in Appendix 10.1. These are to be followed in the event of an emergency evacuation whether real or perceived. Staff and pupils are informed of these procedures at the beginning of each academic year
- Laminated copies of the procedures are located in each tutor room

#### **5.0 Personal Emergency Evacuation Plan (PEEP)**

- A Personal Emergency Evacuation Plan (PEEP) should be completed for any person with a disability whether permanent or temporary eg a pupil on crutches
- A specific PEEP should be completed for any person with a permanent disability to take account of their particular needs in the event of an emergency evacuation
- A generic PEEP can be used for any persons who require crutches for a temporary period due to an injury
- Staff and pupils should be made aware of each PEEP.
- A blank copy of a PEEP is shown in Appendix 10.2

#### **6.0 Evacuation Drills**

- An Emergency Evacuation Drill will be held once per term
- Each drill be evaluated by SLT and feedback provided to staff and EA Health and Safety Officer

## **7.0 Evacuation Routes**

- Each room/area in the building has a designated evacuation route to be used in the event of an emergency evacuation (laminated copies in each room). An exemplar can be found in Appendix 10.3.
- These routes have been designed to minimise congestion in certain areas of the building eg. stairwells and to facilitate a quick but safe evacuation of the building
- Staff and pupils should be familiar with the route from each room in which they teach/are taught.

## **8.0 Evacuation Log**

- An Evacuation Log will be completed by the Senior Manager (H&S) following each emergency evacuation whether real or perceived.
- The purpose of the log is to maintain a record of each event, to evaluate the strengths and weaknesses of the evacuation and to identify any points for action with feedback provided to staff
- A copy of the log will be kept onsite and a copy will be forwarded to EA Belfast Region Health and Safety Officer
- A blank copy of an Evacuation Log is shown in Appendix 10.4

## **9.0 Emergency Evacuation Training**

- At the beginning of each academic year a training session is delivered to staff outlining evacuation procedures and each individual's responsibility in the event of an evacuation
- Pupils, through Year Head's and tutors, are informed of their responsibilities in the event of an evacuation

## Appendix 10.1

### PROCEDURES FOR EMERGENCY EVACUATION

**THESE PROCEDURES WILL APPLY AT ALL TIMES OF THE SCHOOL DAY INCLUDING BEFORE SCHOOL, BREAK, LUNCHTIMES, BETWEEN CLASSES AND AFTER SCHOOL**

- Any person discovering a fire should activate the fire alarm at the nearest fire alarm point.
- Under no circumstances:
  - should the lift be used
  - should there be any running or shouting
  - should anyone return to the building without the permission of the Principal or the SLT (H&S)

#### Evacuation

- Immediately upon hearing the fire alarm, staff should instruct their class to stop their activity and line up at the door of the classroom
- All machinery and electricity should be turned off and all windows and doors closed to prevent the spread of fire.
- Staff should lead their class from the room following the designated evacuation route, instructing the last pupil to close the door. **Pupils with restricted mobility should be assisted safely down stairs under the supervision of their class teacher.**
- Everyone should move in a quick but orderly manner.
- Office staff should ensure doors to staffroom / workroom/ reprographics room and Office are closed.
- Office staff should bring **tutor group registers** to Assembly Point.

#### Assembly Point

- Upon reaching the Assembly Point, staff should escort their class to their Year Group area (shown later) where they should line up in **Tutor Groups**. Staff should then move to join their own tutor group.
- **Tutors should complete a register of their tutor group (using registers brought by Office staff) reporting any missing pupils (including absentees on that day) to their Year Head. Year Heads should cross check the registers with the Office and any pupils who are unaccounted for should be reported to a member of Senior Management.**
- Principal/SLT (H&S) to inform Fire Brigade upon arrival.
- Staff without a tutor group or those staff not teaching at the time of an Evacuation should fill in for absent Tutors/Year Heads.

### Re-entering the Building

- Upon receiving permission to re-enter the building, tutors (beginning with Year 14) should escort their pupils back into the building in an orderly fashion.
- Staff and pupils should proceed immediately to the relevant classroom according to their timetable.
- Pupils should remain in line until instructed to move by their tutor.

### Extended evacuation or Critical Incident

- Where the Fire Service advise against immediate return to the building, or full site evacuation, the Principal will liaise with emergency services, the EA and Chair of Board to instigate critical incident procedures
- The Vice Principal and Senior Leaders will be responsible for management of year groups and staff, the Principal with admin support will liaise with external agencies including parents
- This may require movement of pupils, staff and visitors to either the astro-turf pitch, or to an offsite location, Aquinas Diocesan Grammar School is the agreed location
- Emergency use of office, first aid or toilet facilities may be established with either Forge Integrated Primary school, or Aquinas Diocesan Grammar School
- Any decision regarding full site evacuation or early release of students will be made by the Principal in liaison with emergency services, the EA, and the Chair of the Board of Governors

**ASSEMBLY POINT**

Synthetic Pitch	Year 8	R
		U
	Year 9	G
		B
	Year 10	Y
All Weather Pitch	Year 11	P
		I
	Year 12	T
		C
	Year 13	H
		E
	Year 14	S

**BUILDING**



## Appendix 10.2

**Personal Emergency Evacuation Plan**

<b>Name:</b>		<b>Location (building, floor, room):</b>	
<b>Awareness of emergency procedures</b>			
I have received the emergency evacuation procedures:			
In Braille	<input type="text"/>	On Tape	<input type="text"/>
In Print	<input type="text"/>	In Large Print	<input type="text"/>
		In BSL	<input type="text"/>
<b>Alarm system</b>			
I am informed of an emergency evacuation by:			
Existing alarm system	<input type="text"/>	Pager/deaf alerter device	<input type="text"/>
Visual alarm system e.g. flashing light	<input type="text"/>	Other (please specify)	<input type="text"/>
<b>Designated assistance</b>			
The following people have been designated to give assistance when I need to get out of the building in an emergency			
<b>Name</b>		<b>Contact details</b>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	

**Methods of assistance (please list):**

(Examples: Transfer to refuge point by the assistant/volunteer (especially those suffering from mobility problems); guide through normal exit route(s) (especially for the blind/partially sighted); provide warning device(s) (especially for the hard of hearing); use of guide dog; use of special equipment such as Evac-chairs by competent person(s); guidance to areas of safety by trained fire wardens, etc)

**Equipment provided (please list):**

(Examples: Evac-chairs; special telephone lines; personal deaf alerter; flashing warning lights linked to fire alarms; panic alarms; mobile phones, etc)

**Egress procedure:**

(A step by step account of how the disabled person will be evacuated – from hearing the first alarm to point of safety)

**Safe route(s) to be used:**

(This is normally determined by the general location of the disabled person within a building but should be flexible enough to cover options e.g. fire blocks the normal emergency exit route)

**Copy to: Relevant person, designated assistant(s), file.**  
**This plan will be reviewed if any changes occur**

### Appendix 10.3

#### EMERGENCY EVACUATION ROUTES

##### ROOMS 208, 209, 210 and 211

- Turn right into corridor and proceed to Sports Hall doors beside PE Office
- Proceed across Sports Hall and exit through Emergency Exit at side
- Take the steps to the lower playground and the Assembly Point
- Line up in Tutor Groups by Year Group as shown below
- Maintain a safe distance from the building

Synthetic pitch	Year 8	R
	Year 9	U
	Year 10	G
	Year 11	B
	Year 12	Y
All Weather Pitch	Year 13	
	Year 14	P
		I
		T
		C
		H
S		
T		
E		
P		
S		

**BUILDING ENTRANCE**

## Appendix 10.4

## Wellington College Belfast

Co-educational Grammar School



## Emergency Evacuation Log

Day & Date of Evacuation	Time of signal to evacuate	Time of pupils' return to class	Duration of Evacuation Hour/Minutes
Cause of Evacuation:			Tick for planned Fire Drill <input type="checkbox"/>
Comments on Evacuation: <ul style="list-style-type: none"> <li>▪ Time taken &amp; orderlines</li> <li>▪ Staff supervision of pupils in playground</li> <li>▪ Recording &amp; reporting absent pupils/adults</li> <li>▪ Staff roles</li> <li>▪ Return of pupils to class</li> </ul>			
Points for Action			

Copies to

File ☐SLT H&S ☐EA ☐

Signature: \_\_\_\_\_ Principal

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ SLT, H&amp;S

Date: \_\_\_\_\_