

BIDEFORD COLLEGE FIRE EVACUATION PROCEDURES SUMMER TERM 2020

Each day

- The ALT lead in each bubble team to organise the sweeping of the designated teaching area/ lunch and break areas for their bubble by themselves and/or the HOH in the event of an evacuation.

On sounding of fire alarm:

During a lesson

- Teachers to lead their class out of the building via the nearest external exit point
- Teachers to escort their class to the bubble assembly point – allocated by the colour posts on the MUGA
- Designated HOH/ALT/KLG to sweep the designated teaching area and toilets for their bubble
- Students to line two metres apart on the marked points
- Teachers to check all their class and report to KLG/HOH lead any absent students
- Member of reception team to ensure collection of fire box from reception and staff signing in sheet and take to assembly point
- C2A or designated deputy to wear Hi Visibility jacket for identification at assembly point.
- HOH lead/KLG in each bubble team to report to C2A or designated deputy any absent students
- All other staff and site visitors to assemble at the student gates
- C2A or designated deputy to check the staff assembled at the student gates and collect fire box and staff signing in sheet
- C2A or designated deputy to inform FM team to silence the alarms in the event of a drill
- The senior member of FM team has responsibility for phoning the fire brigade and establishing communication with senior member of leadership team.

During break or Lunch

- SF bubble group (green) to make their way to the MUGA via the nearest external exit point
- Designated ALT/HOH/KLG to sweep the designated lunch/break area and toilets for their bubble
- Students to line two metres apart on the marked points
- KLG/ALT/HOH lead to check the students in their bubble and report any absent students to C2A/designated deputy
- Member of reception team to ensure collection of fire box from reception and staff signing in sheet and take to assembly point
- C2A or designated deputy to wear Hi Visibility jacket for identification at assembly point.
- All other staff and site visitors to assemble at the student gates
- C2A or designated deputy to check the staff assembled at the student gates and collect fire box and staff signing in sheet
- C2A or designated deputy to inform FM team to silence the alarms in the event of a drill
- The senior member of FM team has responsibility for phoning the fire brigade and establishing communication with senior member of leadership team.

Bubble		Assembly Point	Checked by	Report to
Yellow	Other year groups	MUGA	ALT lead of bubble Teams	C2A or designated deputy
Blue	Year 10			
Red	Year 10			
Green	Year 12			
Orange	KS3			

NO-ONE IS TO RE-ENTER THE BUILDING UNTIL C2A or DESIGNATED DEPUTY HAS GIVEN THE ALL CLEAR