

# ACADEMY@WORDEN

## INSTRUCTIONS FOR EMERGENCY EVACUATION OF SCHOOL

### Tennis Courts (Assembly Points)

D1 D2 D3 D4 U1 U2 U3 U4 P1 P2 P3 P4 G1 G2 G3 G4

1. When the alarm sounds, all pupils, staff and visitors must make their way immediately by the safest route available (details in all teaching areas and office rooms) to the congregation points. These are situated on the hard surface inside and outside of the tennis courts adjacent to the Westfield Centre.

**In an emergency the Fire Service should be informed – 999.**

2. All Fire Wardens to identify themselves by wearing their high viz vests and ensure that their designated area is clear on route to exiting the building\*\*
3. Pupils are to line up in silence in register order.
4. Registers to be run off PARS by the Attendance Officer to be distributed to Form Tutors.
5. The Attendance Officer will ensure all forms are accounted for, will cover the absence of any form teachers and report to the Headteacher (Deputy Headteacher in the Heads absence)
6. Designated staff will take staff registers as instructed and return these lists to the Attendance Officer.
7. The Office staff will bring out information from the Inventory system, the daily cover list and details of other visitors. The DBF will confirm to the Headteacher (Deputy Headteacher in the Heads absence) that all staff and visitors are accounted for.
8. Following consultation with the Deputy and site staff, the Headteacher will authorise an orderly return to the building when safe to do so.

### Emergency Evacuation Routes

#### **Main Office, Suite of Offices, Hall and Junior Dining Room**

Leave by the front entrance and walk round the side of the premises and assemble behind the Westfield Centre to then enter the school premises, if safe to do so, via the double gates.

## **Canteen**

Exit via the kitchen fire escape door, walk round the side of the premises and assemble behind the Westfield Centre to then enter the school premises, if safe to do so, via the double gates..

## **M6, M6A, M7**

Pupils to leave the classroom in an orderly fashion and exit the building via the doors near the Careers Office.

## **8M, 9M, 10M, 11M, 14M, 15M, SENCO Office**

Pupils to leave the classroom in an orderly fashion, use the field staircase and exit the building via the doors near the Careers room.

## **Diamond Room, M1, Conference Room, M4, M5**

Pupils to leave the classroom in an orderly fashion and exit the building via the print room doors.

## **16M, 17M, 18M, Learning Resource Room, 21M, 22M**

Pupils to leave the classroom in an orderly fashion, use the main staircase and exit the building via the doors leading from the covered walkway.

## **Gym, B2, B4,**

Pupils to leave the classroom in an orderly fashion and exit via the doors towards the Science Block.

## **B3, B5, B7, B8 Fitness Suite, Dance Studio**

Pupils to leave the classroom in an orderly fashion and exit via the doors towards the main block.

## **B6**

Pupils to leave via B6 emergency exit door.

## **B1, MFM**

Pupils to leave via the fire exit door, go through the car park gates, walk round the side of the premises and assemble behind the Westfield Centre to then enter the school premises, if safe to do so, via the double gates.

## **Sports Hall**

Pupils to exit by the fire escape, go through the Westfield car park, walk round the side of the premises and assemble behind the Westfield Centre to then enter the school premises, if safe to do so, via the double gates.

\*\* see attached Fire Warden list.

## Fire Warden List

Two for each area, to deputise for each other in case of absence

A Wade/B Renton – Sports Hall/Gym, PE Office  
J Haworth/R Lennighan – Science Block  
A Hammersley/B Monk – Dining Hall/Hall  
N Hallas/W Lees – B2 – B6, Dance Studio  
S Gardner/A Cudworth – M6, M6A, M7, Senior Dining Room  
S Ball/D Blackledge – M3, M4, M5  
L Wood /J Hurley – M1, Print Room  
S Porter/S Durrant – 8M – 11M  
A Blackburn/Marie May – 14M – 17M  
N Garland/S Beach– 18M, 21M, 22M,  
Performing Arts Teacher – B7, B8  
L Woodburn/M Reed – Main Office, Suite of Offices Staff Room

All Fire Wardens to wear their high viz vest for identification purposes.

Fire Wardens are responsible for ensuring that all rooms are vacated on route to the fire exit within their designated area. If for any reason you are not in that area at the time and there is a fire please do not attempt to re-enter that area.