

CARDIFF HIGH SCHOOL

EMERGENCY EVACUATION PROCEDURES

UPDATED SEPT 2021

Leaving the Premises

- If a fire or emergency situation arises please activate the school fire alarm at one of the emergency activation points throughout the school.
- Upon hearing the Fire Alarm please ask your class to leave all their bags and equipment in the classroom and then escort your class to the **Rear Playing 3G Artificial Pitch (3G)** using the designated emergency evacuation route and exit – Remind pupils to leave in a calm and orderly manner.
- Please CLOSE your classroom doors but DO NOT LOCK them.
- Make your way to the fire assembly point using the pre-arranged route designated to your classroom (see appendix A). Unless too do so would put yourself or your students in danger.

Estates Department Actions

- On hearing the alarm immediately make your way to the Fire panels which are situated outside the Estates Office
- Identify the zone which has caused the activation using the lit L.E.D on old panel / identified zone on new panel.
- Using the relevant school zone map above the fire panel, make your way to the identified zone and carry out a sweep of the area.
- Check all call points and detectors in the identified zone to see if they have been activated. Fire Call Points will have a smashed break glass and detectors will have a lit LED if activated.
- Try and identify the cause of the activation and check area around the call point or detector.
- If a fire is found then contact H. Jones who will contact the fire service and monitoring company. Attempt to fight if practicable. If it is not practicable evacuate the area closing any windows and doors as you leave.
- If it is a false alarm then inform H. Jones and make your way back to the Fire Panel and silence the alarm.
- Once the emergency evacuation is over replace any break glass panels and check detectors reset. Contact the maintenance company if no reason for the activation can be found and you suspect the system maybe faulty.

Assembling on the 3G: FORM TUTORS

- Please enter the **3G** and proceed to supervise your form class – please make sure pupils are lined up and behave in an appropriate manner.
- Assemble your class as detailed on Fire Evacuation Route and Assembly Point Plan (see Appendix A)
- You will be given a Paper Register by the Achievement Leader for your year group – please re-mark pupils and note down any discrepancies : particularly any pupil who is **MISSING** but has been marked present
- Please pass your Register back to the Achievement Leader

Assembling on the **3G** : **ALL OTHER STAFF**

- Please enter the **3G** and proceed to the right hand side of the 3G where there will be a register taken by the Cover Manager, Mrs S Walsh. Part time teaching staff and LSA's will then be re-distributed to a Key Stage to support in the supervision of pupils.

HEADS of SCHOOL and ACHIEVEMENT LEADERS

- A central hub will be created to manage all information at the centre of the **3G**
 - **Hub Co-Ordinator** - Deputy Headteacher, Mr S Thompson
 - Attendance Officer – Mrs K Holmes, Mrs V Ataou , Mrs K Price
 - Receptionist - Miss N O'Neil, Miss L Young
 - WBQ Administrator, Mrs. E. Jones
- Heads of School should immediately report to the Hub to collect the registers for their Key Stage and should pass registers for individual year groups on to the relevant Achievement Leader.
- Achievement Leaders should then distribute the registers to their team of Form Tutors and then pass completed lists back to their Head of School.
- Heads of School should tick off each of their form groups (see Key Stage Check List) as they are informed and once a year group is accounted for, report back to the Central Hub to give clearance for their particular Key Stage **AND ALSO** inform the Deputy Headteacher of any pupils who are missing and marked present at school that day.
- Achievement Leaders and Heads of School should then support Form Tutors in ensuring pupils are well behaved and remain lined up in their relevant form classes.
- Once Clearance is given from the Central Hub, following advice from the Fire Officer and/or relevant staff where applicable, Heads of School are responsible for dismissing pupils back into the school building in a safe, orderly and controlled manner.

ASSISTANT HEADS AND DIRECTORS OF LEARNING (FIRE MARSHALLS)

On hearing the fire alarm Assistant Heads and Directors of Learning are to make their way to their designated zone and carry out their Fire Marshall duties as listed below:

- Direct any students/teachers / visitors out of the building via the nearest exit to the fire assembly point.
- Carry out a sweep of your zone to include classrooms, toilets and offices ensuring all clear.
- Close any doors they find open whilst carrying out their area checks.
- If you locate the source of the fire do not attempt to fight the fire unless practicable too do so.
- Once you are satisfied your zone is clear, make your way to the fire assembly point and inform the Hub Co-Ordinator that the area is clear.

NAME	ZONE
A. YARROW	1
H. LEWIS	2
D. RHODES	3
C.FALCUS	4
S. TAYLOR	5
S. WILLIAMS	6
E. JONES	6 FORM CENTRE

ADMINISTRATIVE TEAM

- **Mrs K. Price** to bring emergency register print-outs.
- **Miss N O'Neil/Miss L Young** to bring late book and list of pupils who have signed out/gone home ill and check all visitors are accounted for.
- Mrs S Walsh to bring TRIP ATTENDANCE File and Support Staff / Part Time Registers PLUS Cover Book for the day
- Mrs S Young to be responsible for stopping all traffic from entering school site. To have side gate key for emergency vehicle access
- Mrs D Macho to be the link between the Estates Manager and the Central Hub on the **3G**.
- Mrs H. Jones will remain at the reception desk, if safe to do so, and monitor radio for confirmation from Estates Department as to whether it is genuine emergency or malicious activation. Once confirmed Mrs Jones will either contact emergency services if their attendance is required and also inform D. Macho if it is a genuine emergency or false alarm.

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL **REGISTER FOR PART- TIME TEACHING STAFF**

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
Sian CROSSAN	Tu, W, F	Tu, W, F		
Cath JONES	M, Tu, Th, F	M, Tu,,Th, F		Yr 7
Nigel JONES	M, Tu, F	M, Tu, W		
Rachel JAMES	M, Tu, W, F	Tu, W, F		Yr 9
Non Thomas-Evans	M, W	M, W, Th		
Kerry BEVAN	M, Tu, Th, F	M, Tu, Th ,F		
Owain HUGHES	M, Th	M, Th, F		
Louise BAYNHAM	M, Tu, W, Th	M, Tu, W, Th		
Ela FRACZKOWSKA	M, Tu, W, F	M, Tu, W, F		
Lucy JENKINS	M, Tu, W, F	M, Tu, W, F		
Katie REES	M, Tu, W, Th	M, Tu, W, Th		
Melissa Griffiths	Tu , W , Th	Tu , W , Th		

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL **REGISTER FOR TEACHING ASSISTANTS**

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
Georgina BROWNLOW	ALL	ALL		Support allocated pupil or Yr 7
Hannah GREATREX	ALL	ALL		Support allocated pupil or Yr 7
Eddie FRELFORD	M, Tu, We, F	M, Tu, We, F		Support allocated pupil or Yr 9
<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
Eryl BROWNING	ALL	ALL		
Eileen HUMPHRIES	ALL	ALL		
Nicola MC CARROLL	ALL	ALL		
Hilary PRICE	ALL	ALL		
Abbie REDWOOD	ALL	ALL		
Lewis CLARKE	ALL	ALL		

Natasha HANN	ALL	ALL		
Taylor SMITH	ALL	ALL		
Zain AHMED	ALL	ALL		
Rebecca SCONE	ALL	ALL		
Nia REYNOLDS	ALL	ALL		
Atlanta NASH	ALL	ALL		
Honor PYBUS	ALL	ALL		
Sarah ELLERY	ALL	ALL		
Shani EVANS	ALL	ALL		
Coren CHILDS	ALL	ALL		
Lydia JAMES	ALL	ALL		
Carys PULLEN	ALL	ALL		
Sana AYUB	ALL	ALL		
Michelle CAROLAN	ALL	ALL		

COVER SUPERVISORS				
Richard WATKINS	ALL	ALL		KS 4
Jenni SALMON	ALL	ALL		KS 5

EMERGENCY EVACUATION PROCEDURES: CARDIFF HIGH SCHOOL

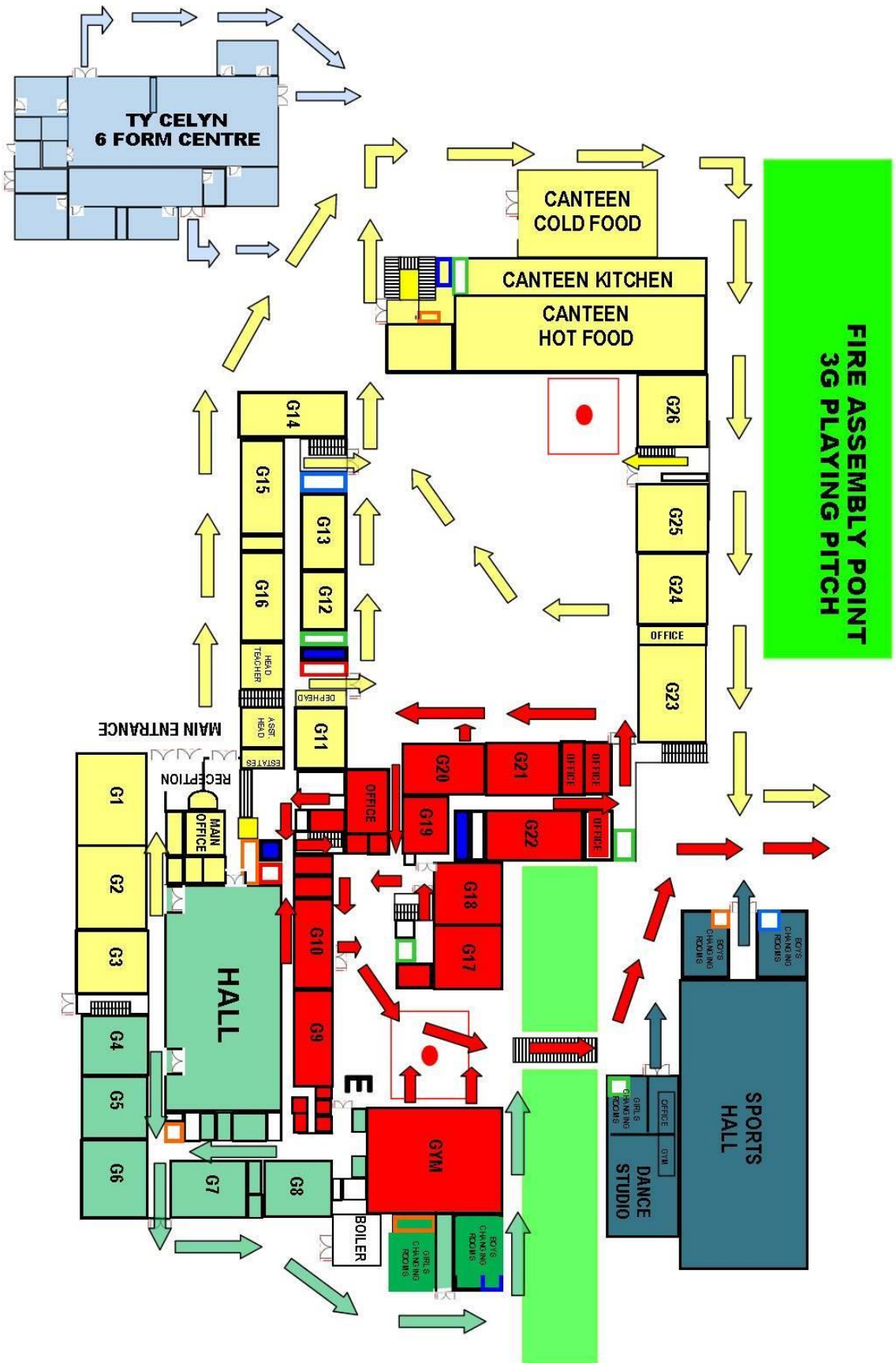
REGISTER FOR **SUPPORT STAFF**

<u>Member of Staff</u>	<u>WEEK A Days worked</u>	<u>WEEK B Days worked</u>	<u>PRESENT (please tick)</u>	<u>Supervision Allocation</u>
TECHNICIANS				
Nicola Brinning	ALL	ALL		
Amy Butler	ALL	ALL		
Cath Davies	ALL	ALL		
Lisa James	ALL	ALL		
Kath McMillan	ALL	ALL		
Simon Evans	ALL	ALL		
Chris Holloway	ALL	ALL		
Sana Ayub	ALL	ALL		
SUPPORT STAFF				
Chris Powell	ALL	ALL		
Richard Brown	ALL	ALL		
Michelle Carolan	ALL	ALL		
Liz Jones	ALL	ALL		
Debbie Macho	ALL	ALL		
Alison Rayer	ALL	ALL		
Helen Jones	ALL	ALL		
Karen Holmes	ALL	ALL		
Alison Rowlands	ALL	ALL		
Kath Taylor	ALL	ALL		
Tara Davies	Tu, W	Tu, W		
Sandra Walsh	ALL	ALL		
Sarah Young	ALL	ALL		
Claire Edge	ALL	ALL		
Laura Young	ALL	ALL		
Joanna Hill	F	F		
Vicky Ataou	ALL	ALL		
Nicola O'Neil	ALL	ALL		
Karen Price	ALL	ALL		

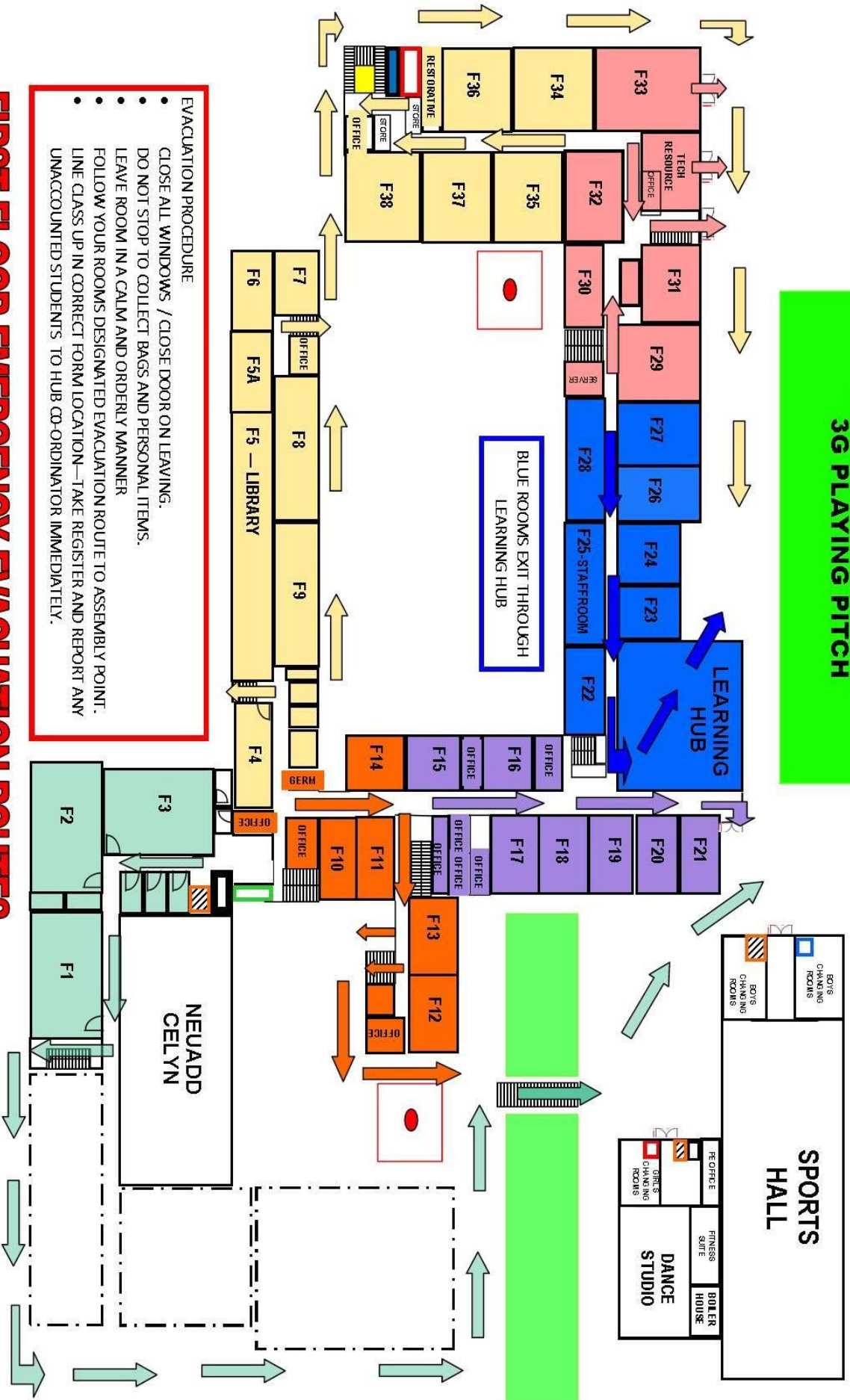
CANTEEN STAFF – Mrs. R.Doubler to confirm that all evacuated YES

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GROUND FLOOR EMERGENCY EVACUATION ROUTES

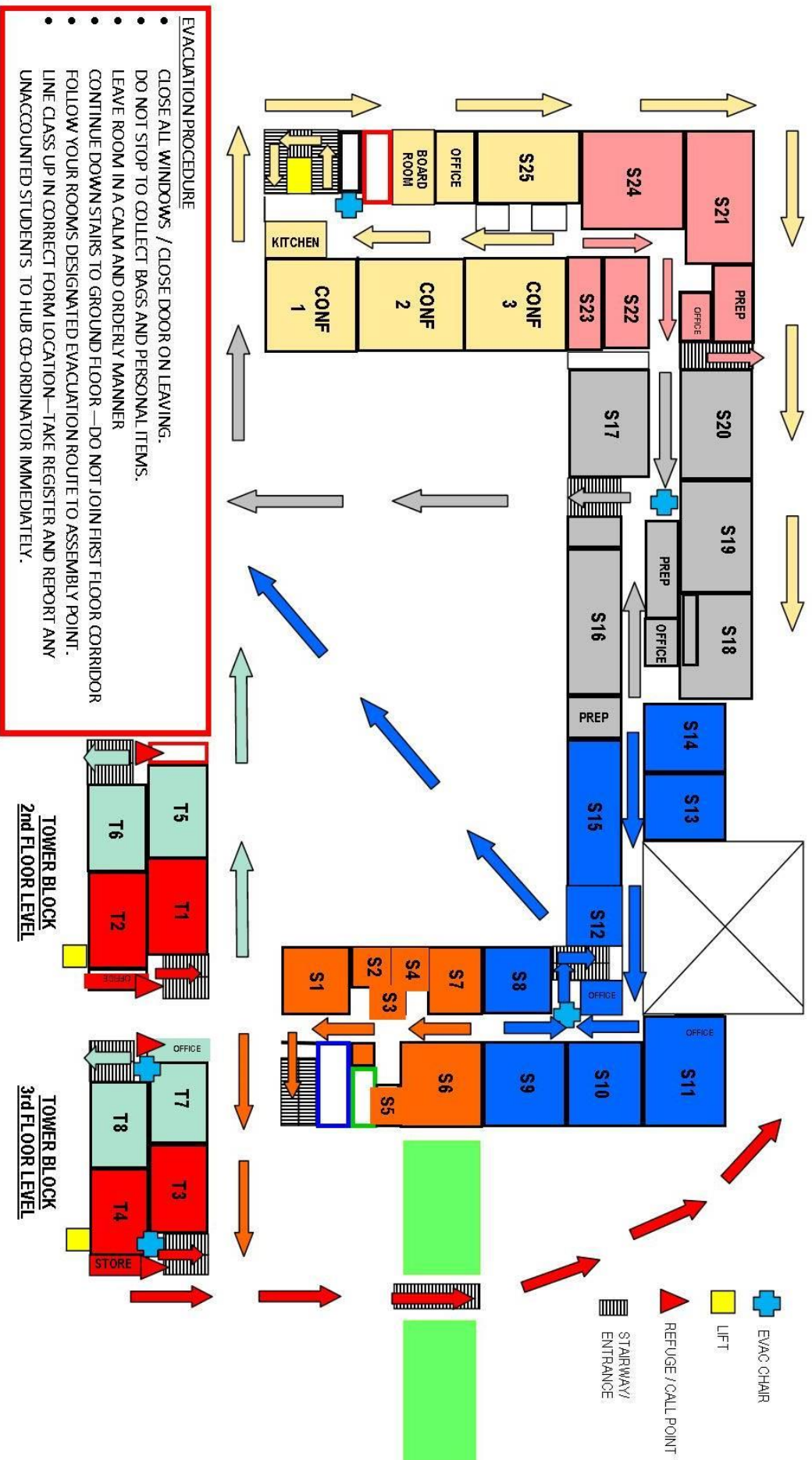


FIRE ASSEMBLY POINT 3G PLAYING PITCH

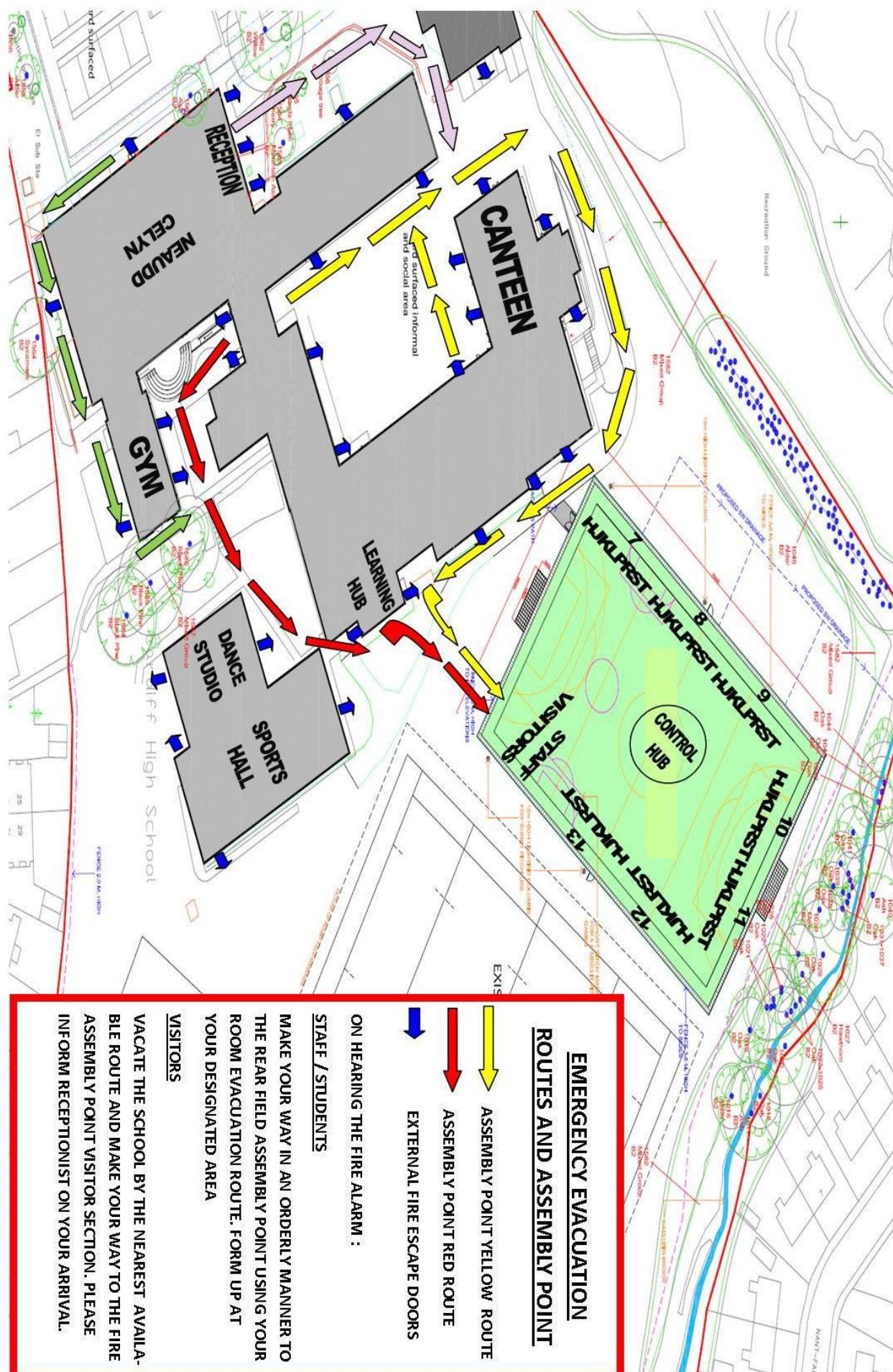


FIRST FLOOR EMERGENCY EVACUATION ROUTES

FIRE ASSEMBLY POINT 3G PLAYING PITCH



SECOND / THIRD FLOOR EMERGENCY EVACUATION ROUTES



REAR PLAYING FIELDS

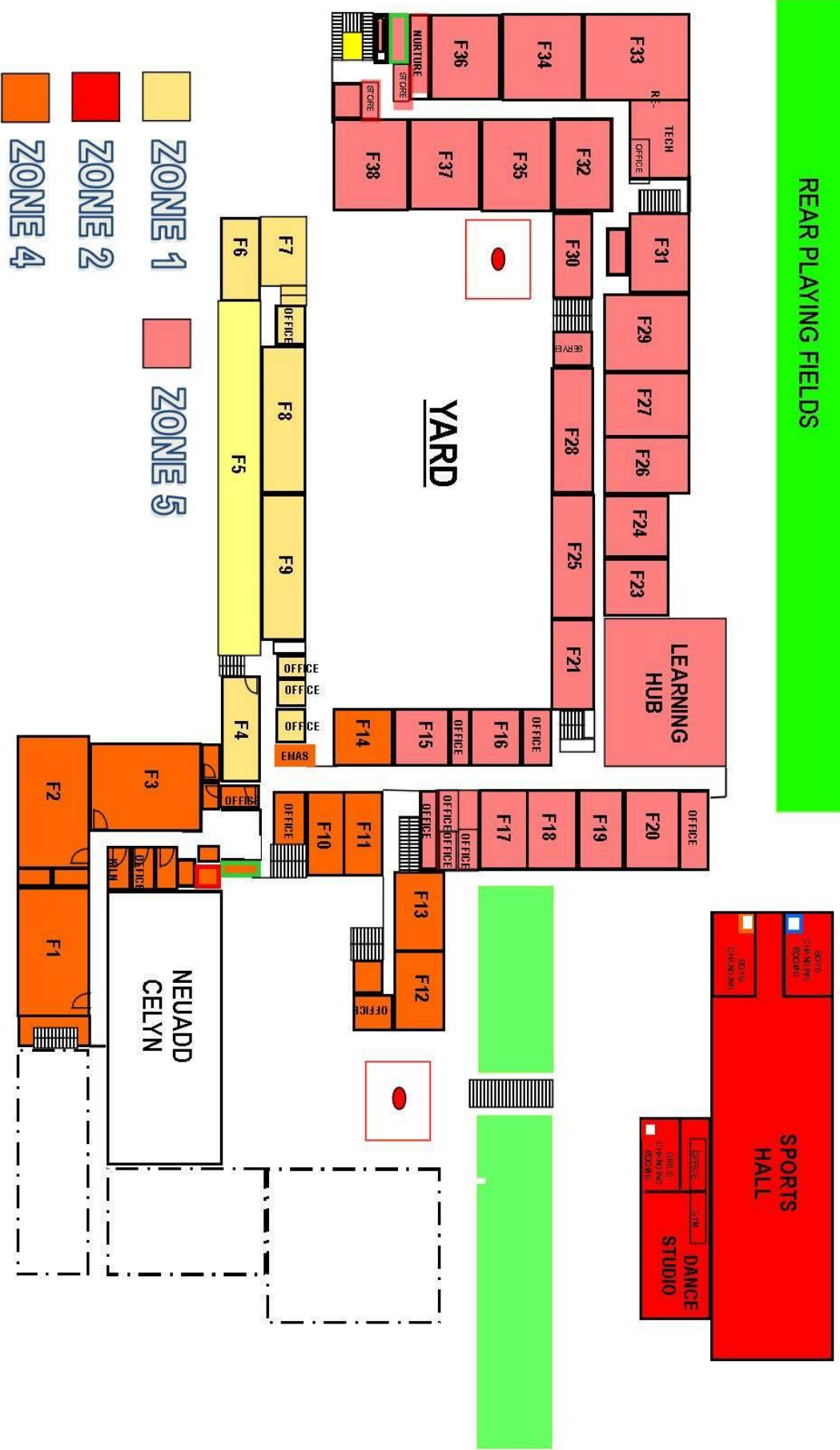
SPORTS HALL

DANCE STUDIO



FIRST FLOOR EMERGENCY EVACUATION FIRE MARSHALL ZONES

REAR PLAYING FIELDS



2 & 3RD FLOOR EMERGENCY EVACUATION FIRE MARSHALL ZONES

REAR PLAYING FIELDS

SECOND AND THIRD FLOOR LEVEL

