



# **ELLON ACADEMY COMMUNITY CAMPUS**

## **EMERGENCY EVACUATION POLICY and PROCEDURE**

**August 2019**

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# 1. BACKGROUND AND RATIONALE

The United Nations Convention on The Rights of The Child underpins all Ellon Academy policies, procedures and practices to ensure that pupils' safety, health and wellbeing, rights and responsibilities along with respect for all are promoted. This links into our United Nations Rights Respecting School Framework.

In this Emergency Evacuation Policy and Procedure we aim to:

- Meet Aberdeenshire Council Health and Safety requirements for safe evacuation from Ellon Academy Community Campus
- Provide clear emergency evacuation procedures for:
  - All Community Campus Staff
  - Visitors to the Community Campus
  - Ellon Academy Pupils
  - Wheelchair Users or Individuals with Mobility Issues
  - Members of the Public using the Community Campus

This emergency evacuation policy and procedure is intended to cover all emergency and practice evacuations from the community campus. It is acknowledged that, in almost all cases, evacuation procedures will be as part of the fire evacuation procedure. Therefore this document will refer to evacuation using the fire alarm system. However, the document will also outline procedures to be followed when the fire alarm system is faulty or unable to be used (eg gas leak).

To ensure all staff and regular users of the community campus are familiar with the fire drill procedures, regular practices (with feedback to the Support Services Coordinator outlining any required changes) will take place.

# 2. SCHOOL AIMS & LINKED NATIONAL PRIORITIES

## 1. Achievement and Attainment

We have the highest expectations for every single young person who enters Ellon Academy. All our young people are given every encouragement to aim for the highest possible levels of achievement in educational attainment and life skills.

## 2. Framework for Learning

We aim to provide quality learning and teaching experiences for all our pupils, based on their unique aptitudes, needs and abilities, delivered by a professional and highly dedicated staff. By constantly reviewing and evaluating our curriculum, we aim to ensure that the needs of all learners are addressed. We see each individual as unique and make every effort to make them aware of the school's responsibilities to them and also their responsibilities to the school, fellow pupils and the local community. We also have very high expectations for the learning that takes place in every classroom, and for each pupil's contribution to this. Good classroom relationships are crucial to developing a positive school ethos, firmly built on positive relationships between all partners.

## 3. Inclusion and Equality

Ellon Academy has a tradition of being a fully inclusive school. We aim to help every individual pupil to benefit from education, and take pride in the support we continue to provide for pupils of all abilities and needs, within a framework of equal opportunities. We aim to be a

caring community, providing the highest possible levels of support for all pupils. All members of the Ellon Academy community are valued and respected.

#### 4. Values and Citizenship

Promoting Education at Ellon Academy is firmly founded on a partnership that aims to teach pupils respect for themselves and others. It also aims to make pupils aware of their rights and responsibilities both within the school community and as part of society generally, thus developing effective skills of citizenship and an awareness of the need to care for and value our environment.

#### 5. Learning for Life

Ellon Academy aims to create a learning environment that enables pupils to develop creativity, ambition, enterprise, and the skills and attitudes required for success in life the 21<sup>st</sup> Century.

### 3. POLICY AIM(S)

This policy specifically relates to the following School Aims:

3. Inclusion and Equality
4. Values and Citizenship

### 4. IMPLEMENTATION STRATEGIES

#### Evacuation Procedure during the School Day

This policy details the procedure to follow if the alarm sounds during the school day. A separate fire evacuation document is available from Leisure which details the procedures to be followed during evenings and weekends or during school holiday periods when the campus is used by the public and community groups and managed by Leisure.

#### Fire Alarm

The Ellon Academy Community Campus fire alarm is indicated by a continuous siren. All staff and users of the building must evacuate the community campus when the alarm sounds and only return to the building when instructed by a member of the Campus Management Group, SLT, the Supervisory Janitor, or the fire brigade personnel.

#### What should I do if the Fire Alarm sounds?

All school, Catering, Cleaning, Community Learning and Development (CLD), NESCOL (North East Scotland College) and Leisure staff have an important role to play in ensuring their own safety and that of others on the campus. Staff must be familiar with their responsibilities, which are outlined in this policy and procedure. In general, if the fire alarm sounds:

- Where it is safe to do so, staff should close windows prior to evacuating their room/campus area. Where possible, all doors should be closed when evacuating the building. Personal belongings should be left in situ.
- Fire instructions for ALL campus staff and users are displayed in each room/campus area. If a designated route is blocked, use the nearest alternative route.
- All campus users should walk to their designated fire rendezvous point. Campus lifts must not be used for evacuation purposes.

- Wheelchair or individuals with mobility issues on the first or second floors will go to the appropriate fire exit stairwell refuge point and remain there. Where appropriate, communication and evacuation will be co-ordinated by designated office staff and the emergency services using the stairwell intercom system.
- Once the fire alarm process is over, all campus staff and users will be given instructions about returning safely to the building from the Campus Management Group, SLT, Supervisory Janitor or the fire service personnel. Under no circumstances should staff/campus users re-enter the building until instructed to do so.

### What should I do if I discover a fire?

If you discover a fire you should operate the nearest fire alarm. If possible, inform the Campus Reception, janitorial staff or a senior staff member of the fire location before evacuation of the building.

### Ellon Academy Staff - Fire Alarm Evacuation Information

- **Teachers**
  - a. Evacuate yourself/pupils via the designated exit, by following the fire evacuation instructions in your classroom, to the Community Plaza.
    - i. Once there, pupils should walk to the designated assembly point for their register class.
    - ii. Register teachers should walk to their register class.
    - iii. If you do not have a register class, report to the designated member of the office staff wearing the yellow hi-viz jacket labelled **EMERGENCY TEACHING STAFF** under the green 'pringle'.
  - b. Your attendance will be recorded on the Teaching Staff Attendance Sheet. Please call out your names to the person recording attendance to speed up the process. The Support Service Co-ordinator will liaise, as appropriate, with other staff to resolve any discrepancies.
  - c. Once accounted for, be prepared to assist as requested.

If the evacuation takes place outside of class time, the same procedure should be followed, except no class register requires to be taken.

- **Non-teaching Ellon Academy staff (and all Office staff)**
  - a. Make your way to the Community Plaza.
    - i. Report to the designated member of staff wearing the yellow hi-viz jacket labelled **EMERGENCY NON-TEACHING STAFF** under the green 'pringle'
  - b. Your attendance will be recorded on the Non-Teaching Staff Attendance Sheet. The Support Service Co-ordinator will liaise, as appropriate, with other staff to resolve any discrepancies.
  - c. Once accounted for, be prepared to assist as requested.
  - d. Promoted staff in particular should be prepared to respond to any Guidance/SLT/Red Card request for assistance.
- **PSAs**
  - a. If you are with a pupil when the alarm sounds, remain with that pupil for the duration of the evacuation.
  - b. Your attendance will be manually added to the relevant class Registration List.
- **Guidance Teachers**
  - a. Collect House Registers, Red/Green cards and Register Teachers attendance sheets from the designated member of staff under the 'green pringle' wearing a yellow hi-viz jacket labelled **EMERGENCY REGISTER TEACHER**.

- b. Distribute register to/collect from registration teachers. If absent, the linked Depute will undertake this task.
  - c. Report Register Teachers' attendance to the designated member of the office staff wearing the yellow hi-viz jacket labelled **EMERGENCY TEACHING STAFF** under the green 'pringle'.
  - d. Hold up the Red side of your laminated card if any assistance is required.
  - e. Allocate a member of staff to cover for any absent register teachers.
  - f. Once complete, registers should be returned to the same member of office staff.
- **Registration Teachers**
    - a. Locate your Register Class at the Community Plaza.
    - b. Your registration class should stand in single file, in alphabetical order by surname, facing away from the Community Campus building.
    - c. You should stand at the front of the class (for ease of visibility/register distribution)
    - d. The House Guidance Teacher (or if absent the linked Depute) will issue your register.
    - e. Record pupils either as present (using a tick) or absent (using a cross). If the absence is known, please indicate the reason.
    - f. The House Guidance Teacher (or if absent, the linked Depute) will collect your register.
    - g. Your register pack will also contain a laminated sheet with your register class details on it. Red one side/green the other. If you need assistance, hold up the red side; once your register is complete hold up the green side and your register will be collected.
    - h. Verbally inform the House Guidance Teacher (or if absent, the linked Depute) of any pupil absence discrepancies.
    - i. Overall attendance will be recorded on the Pupil Attendance Sheet. The Support Service Co-ordinator will liaise, as appropriate, with staff to resolve any discrepancies.
    - j. Pupils must remain at their assembly point until dismissed by the Head Teacher or another member of SLT.
    - k. Any staff given a please take at Registration should assume they register that class during an evacuation.

### **Pupil Wheelchair Users, Individuals with Mobility Issues or PEEPs**

At each stairwell evacuation refuge point on the first and second floors there is an 'Evac' chair and safe wheelchair recess area. In the event of a pupil being on the first or second floors of the campus building when the fire alarm sounds, the class teacher/PSA will take the pupil to the appropriate wheelchair recess area and remain with them for the duration of the evacuation. Each recess area is equipped with an intercom system. Where appropriate, using the intercom system, the teacher/PSA will liaise with the designated member of office staff or fire service personnel.

The intercom system at each recess area is connected to a cabinet sited in the main community entrance and reception area. The key for this cabinet is held in the Main Office by office staff.

In the event of a real emergency, the pupil will be evacuated from the building using an 'evac' chair/following the pupil's PEEP. Wheelchair users or individuals with mobility issues on the ground floor will be evacuated from the building by the teacher/PSA using the designated route.

### **Ellon Academy Staff Fire Evacuation 'Sweepers'**

- To ensure school areas of the Community Campus are completely evacuated, the following members of staff should check their faculty and stairwell area. Findings should

be confirmed to the designated member of the office staff under the green 'pringle' wearing the hi-viz yellow jacket labelled **EMERGENCY SWEEPER** on the Community Plaza.

#### Ground Floor 'Sweepers'

Technology	- Andy Cruickshank (Reserve – Nathan Wyllie)
Creative Arts	- David Birse (Reserve – Margaret Nicholson (Tu-Th), S Winterbottom (Mo/Fri))
Health and Wellbeing	- Mark Lawson (Reserve – Maureen Duff)
Support for Learners	- Melanie Wilson (Reserve – Eva McRitchie)
Open Areas/Toilets/Canteen/Office	- Fraser McLachlan (Reserve – Peadar McCabe)

#### First Floor 'Sweepers'

Business Education	- Sandra Ewen (Reserve – Dawn Penny)
Mathematics/Open Maths Area	- Richard Gatehouse (Reserve – R Lees/P Swain-Wed)
Science	- Mike Cruickshank (Reserve – Linda Birnie)
Social Area/Toilets/Staff Centre	- Graeme Wilson (Reserve – Kim Hall/Niall Corser)

#### Second Floor 'Sweepers'

English	- Sarah Warnes (Reserve – C Beer)
Modern Languages	- Mike McColm (Reserve – S Cussac)
Humanities	- Karin Leslie (Reserve – Fran Tomlinson)
Library	- Jan Murdoch (Reserve – Rosemary Chapple)
Social Area/Toilets	- Tracy Booth (Reserve – M Thomson (T-F))

- If the fire alarm sounds and the designated staff sweeper or reserve is not in the identified area, he/she should not return to the area before evacuating. He/she should report this fact to the **EMERGENCY SWEEPER**.
- The designated member of the office staff under the green 'pringle' wearing a yellow hi-viz jacket labelled **EMERGENCY SWEEPER** will then record the overall sweeper checklist on the Sweeper Sheet and notify the Support Service Co-ordinator who will liaise as appropriate with other staff to resolve any discrepancies.

#### **Visitors, Canteen and NESCOL Fire Evacuation Information**

- All school visitors, canteen, NESCOL personnel, CLD and Leisure staff/users should evacuate the campus to the Community Plaza via the nearest exit by following the corridor fire evacuation arrows. Once at the Community Plaza report to the member of staff under the orange 'pringle' in the yellow hi-viz jacket labelled **EMERGENCY VISITORS**  
**CANTEEN NESCOL LEISURE CLD**
  - The overall attendance will then be recorded on the Visitors, Canteen, NESCOL, Leisure, CLD Attendance Sheet.
  - The Support Service Co-ordinator will liaise, as appropriate, with staff to resolve any discrepancies.

#### **CLD and Leisure Staff/Users Fire Evacuation Information**

- All CLD and Leisure staff should evacuate the campus via the nearest exit, and following the fire evacuation arrows, to their designated assembly point:
  - Community wing = paved area behind the back community car park
  - Swimming pool = grassy area/pavement outside the swimming pool
  - CLD/Leisure office staff = green 'pringle'
- Once at their assembly point, the Duty Officer will report attendance (via walkie-talkie) to the member of staff on the Community Plaza under the orange 'pringle' in the yellow hi-viz jacket labelled **EMERGENCY VISITORS CANTEEN NESCOL LEISURE CLD**. The overall attendance will then be recorded on the Visitors, Canteen, NESCOL,

Leisure, CLD Attendance Sheet. The Support Service Co-ordinator will liaise, as appropriate, with staff to resolve any discrepancies.

### **CLD, Leisure and NESCOL Staff Fire Evacuation ‘Sweepers’**

- To ensure the community learning, leisure and NESCOL areas of the Community Campus are completely evacuated, the responsible officers should check their area and confirm the areas are clear to the member of the office staff under the orange ‘pringle’ in the yellow hi-viz jacket labelled **EMERGENCY SWEEPER** on the Community Plaza. The identified ‘sweepers’ are:

#### Ground Floor ‘Sweepers’

NESCOL	- Senior Staff (Reserve – College Lecturers)
Community Wing	- Leisure Assistant 3
Swimming Pool and Reception	- Leisure Assistants 1 and 2

- If the fire alarm sounds and the responsible sweeper and/or designate is not in the identified area, he/she should not return to the area before evacuating, but should report this fact to the member of staff in the hi-viz jacket labelled **EMERGENCY SWEEPER**.
- The designated member of staff under the orange ‘pringle’ wearing a yellow hi-viz jacket labelled **EMERGENCY SWEEPER** will then record the information on the overall Sweeper Sheet and notify the Support Service Co-ordinator (day) or Duty Officer (evening/weekend) who will liaise as appropriate with other staff to resolve any discrepancies.

### **Evacuation Procedure with No Fire Alarm**

On rare occasions it may be that there is a need to evacuate the community campus but it is not possible to use the fire alarm system (eg gas leak or faulty fire alarm system). In such cases, the tannoy will be used if possible and the Head Teacher (or designate) will task staff to sweep the building. The evacuation procedure/registration will then continue as normal.

### **Evacuation Procedure during Exams**

In the event of a fire alarm or other emergency evacuation from the building, exam pupils will leave the building by the most appropriate route and make their way to the Bus Park area – in silence (no exam discussions allowed) where they will be supervised by invigilators. The SQA Coordinator will instruct invigilators when to re-enter the building.

Pupils sitting exams in the Games Hall are granted a 3-minute evacuation dispensation should the Chief Invigilator determine that it is safe to do so. These pupils can therefore remain seated (exam papers turned over) for up to 3-minutes by which time a janitor/SSC should have informed them if the evacuation is for genuine reasons or not. If no message is received within 3 minutes, all pupils should evacuate to the bus park as above.

Once the all-clear has been given, these pupils will be let back into school as a priority. All other pupils will remain in the plaza until then. This should not affect Leisure/CLD procedures.

### **Roles and Responsibilities**

- **Head Teacher** – Responsible Officer with overview of emergency evacuation procedure, checklists, liaison with fire service, parents/carers, Corporate Communications, Local Councillors and ECS Directorate (as required).

- **Janitor** – Locates fire alarm source and calls/checks that fire service and police have been notified (if appropriate). Liaises with the Responsible Officer, fire service and police to determine next steps (as required). Communicate with Head Teacher/SSC/fire brigade personnel.
- **Campus Office Staff** – Responsible for recording and reporting, as identified in the *Fire Drill Evacuation Information* procedure. Use the intercom system at the campus entrance to liaise with any wheelchair user or individuals with mobility issues on the first or second floor fire exit stairwell refuge points.
- **Support Services Co-ordinator** – Responsible for recording the attendance of SLT, Guidance and Supply Teachers; then gathering completed attendance sheets from the following designated office staff before reporting all information to the Head Teacher (or designate).
  - EMERGENCY TEACHING
  - EMERGENCY NON TEACHING (check unregistered PSA staff against class registers)
  - EMERGENCY REGISTER TEACHER
  - EMERGENCY SWEEPER
  - EMERGENCY CANTEEN, NESCOL, LEISURE and CLD
- **Ellon Academy Guidance Team** – ensuring the ‘good order’ of their House during registration on Community Plaza. Distributing/collecting completed registers for their House from the designated member of the office staff under the ‘green pringle’ wearing a hi-viz yellow jacket labelled **EMERGENCY REGISTER TEACHER**, allocating registration teachers to classes where there are gaps.
- **Ellon Academy Senior Leadership Team** – ensuring the ‘good order’ of their House during registration on Community Plaza and deputising as required.

### **Malicious Use of Fire Alarm**

Any pupil, young adult or community member who maliciously ‘sets off’ the fire alarm will be severely dealt with by community campus staff, and also reported to the police.

### **Radioactive Sources, Chemicals, Flammables and Gas Cylinders in Science Faculty**

The location of these are listed in supporting documents.

## **5. POLICY CONSULTATION PROCESS**

This policy has been subject to consultation with sample groups of relevant stakeholders including campus staff and Aberdeenshire Health and Safety representatives. Feedback is regularly sought from campus staff following each evacuation.

## **6. STAFF DEVELOPMENT AND RESOURCES**

Regular emergency evacuations of the campus will take place to ensure staff continue to be familiar with the policy, general procedures and their roles and responsibilities. ‘Evac’ chair training, including pupil familiarisation (as appropriate) will continue to be undertaken to ensure the safety of wheelchair users or those with mobility issues. ‘Evac’ chairs are maintained in good working order and will be replaced when required.

## **7. POLICY EVALUATION AND REVIEW**

The Responsible Officer for updating and checking the Emergency Evacuation Policy and procedures is the Support Service Co-ordinator. This policy should be formally reviewed annually in August and updated when there are any key staff changes that might affect its operation.

This policy will be reviewed as required and formally as part of the Ellon Academy policy review cycle.

## **8. ASSOCIATED DOCUMENTS**

Teaching Staff Attendance Sheet  
Register Teacher Attendance Sheet Register  
Guidance and Supply Attendance Sheet  
SLT Attendance Sheet  
Non-Teaching Staff Attendance Sheet  
Pupil Attendance Sheet  
Sweeper Sheet  
Visitors, Canteen, NESCOL, Leisure, CLD Attendance Sheet  
Radioactive Sources, Chemicals, Flammables and Gas Cylinders  
Swimming Pool Evacuation Document (extract only)