



ST JOHN'S COLLEGE

Emergency Evacuation & Lockdown Procedure

November 2022

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Emergency Evacuation & Lockdown Procedure

1. EMERGENCY EVACUATION

The Senior Master is the designated School Fire Safety Manager (supported by the Estates Manager, Medical Department and Searchers) and is responsible for ensuring that:

- 1.1 The Fire Safety Policy is promulgated to the entire school.
- 1.2 Records are kept of the fire safety training given to staff.
- 1.3 Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage, and sirens.
- 1.4 Fire prevention measures are followed.
- 1.5 Records are kept of all fire evacuation practices.
- 1.6 Records for the installation and maintenance of fire prevention systems and equipment to be kept by the Estates Manager.
- 1.7 In the event of any student/staff member missing after roll call, the Sports Department (Searchers) will be sent back to scour the buildings for the missing pupil or member of staff.

Fire Alarm

- 1.8 The Fire Alarm is a continuous ringing of the siren, or the continuous ringing of a handheld bell and simultaneous blowing of a whistle.

Procedure

- 1.9 If you discover a fire, activate the Fire Alarm by breaking the glass in the fire alarm call point.
- 1.10 The switch is located outside the Staffroom in the Main Quad.
- 1.11 As soon as the alarm is sounded, leave the building in an orderly manner, walk, do not run.
- 1.12 If you are responsible for a class or students, ensure they leave quietly with you.
- 1.13 Follow the designated colour coded evacuation routes to the nearest available assembly point.



- 1.14 Yellow - Follow the yellow direction arrows to the Staff Car Park.
- 1.15 Green - Follow the green direction arrows to the open area between the basketball courts and the music centre.
- 1.16 Blue - Follow the blue direction arrows to the Honey Field next to the Hall.
- 1.17 Red - Follow the red direction arrows to the Honey Field next to the Hall.
- 1.18 Never go back for any possessions or for any reason.
- 1.19 Once you reach the initial assembly point, wait until you are told to move.
- 1.20 Make your way to the Honey Field where all the students assemble in Houses.
- 1.21 A roll call is to be done by House Masters and ensure all students are present.
- 1.22 Front Office to bring staff and house lists, sign in and out registers for both students and staff. House Masters to bring house lists and laptops.
- 1.23 All staff to assemble outside the Kolbe room once they arrive at the Honey Field.
- 1.24 A roll call for staff to be done by the Senior Master.
- 1.25 Only when the Headmaster has passed an all-clear message will everyone be dismissed.

NO CELL PHONES ARE TO BE USED DURING EVACUATION. DO NOT PANIC, RUN OR PUSH OTHERS OUT OF THE WAY.

2. LOCKDOWN

Lockdown procedures may be activated in response to any number of situations, which may include:

- 2.1 A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- 2.2 An intruder on the school site (with the potential to pose a risk to staff and Pupils).
- 2.3 The proximity of a dangerous dog/animal roaming loose.

Alarm for a Lockdown

- 2.4 Three Separate Blasts of the Fire Alarm



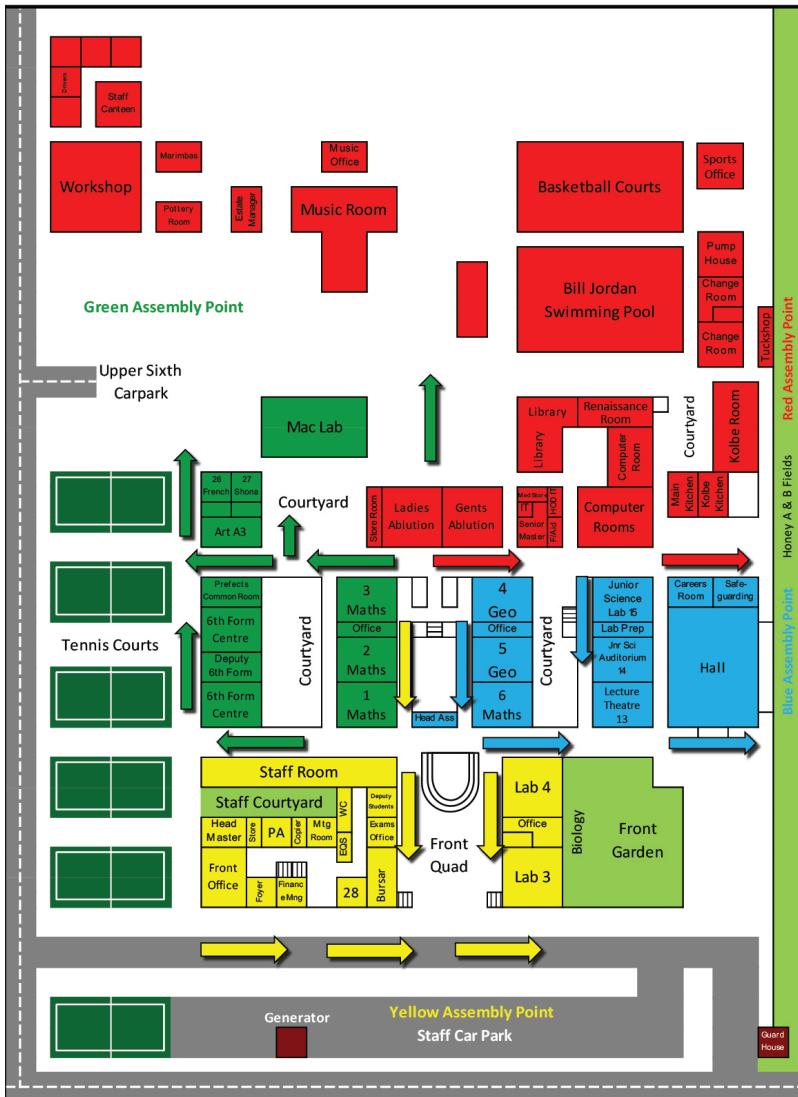
Procedure

- 2.5 All pupils/staff to stay in their classroom or move to the nearest classroom.
- 2.6 Office staff should remain in their office.
- 2.7 All outside activity to cease, pupils and staff return to the buildings.
- 2.8 Entrance gates locked.
- 2.9 Classroom doors locked
- 2.10 Windows locked, blinds drawn.
- 2.11 Pupils and staff to sit quietly out of sight and where possible in a location that would protect them from gunfire.
- 2.12 Staff mobiles to be set to silent.
- 2.13 A register to be taken of all pupils and staff in each classroom.
- 2.14 Communicate register of staff and pupils to the Senior Master via the Staff WhatsApp group.
- 2.15 The Headmaster's PA to inform parents/guardians that the school is in lockdown via the school's parent email system and inform emergency service if need be.
- 2.16 During a Lockdown no members of the public will be allowed into the school and parents/guardians will be told not to travel to the school.
- 2.17 Only when the Headmaster has passed an all-clear message via WhatsApp Groups will the Lockdown be lifted.



Ground Level Evacuation Map

15/11/22



Upper Level Evacuation Map

15/11/22

