



Newquay Tretherras

Emergency Procedure for Evacuation OFF SITE Whilst School is in Session

The Headteacher will decide to evacuate the school whilst it is in session following an emergency risk assessment and consultation with SLT. In the event of an emergency where we need to evacuate OFF SITE, please follow this procedure:-

1. A bell will ring to notify staff that the Emergency OFF SITE Closure Procedure is being actioned (the bells will ring like the lesson change bell but they will pulse **CONTINUOUSLY**).
2. All staff will accompany their classes to the **SPORTS CENTRE** immediately and please ensure that the evacuation of the school follows the normal procedure and is orderly and calm. Any member of staff who is not accompanying a class should help to supervise students as they walk to the sports centre.
3. Members of the Leadership Team will direct you where to report as you arrive at the Sports Centre. Years 7 and 8 will enter the sports centre through the fire doors at the climbing wall end. Years 9 and 10 will enter the sports centre through the fire exit doors that are in front of you as you descend the pathway steps to the sports centre. Years 11, 12 and 13 will enter the sports centre through the main entrance lobby.
4. Years 7 and 8 will be lined up **IN TUTOR GROUPS** facing the climbing wall at the far end of the Sports Centre main hall, in the same order as Fire Evacuation.
5. Year 9 will be lined up **IN TUTOR GROUPS** facing the climbing wall in the middle section of the Sports Centre main hall, in the same order as Fire Evacuation.
6. Year 10 and 11 will be lined up **IN TUTOR GROUPS** near the entrance end of the Sports Centre main hall, in the same order as Fire Evacuation.
7. Years 12 and 13 should report to the FOYER at the Sports Centre and they will be directed to one of the rooms where they will line up in **TUTOR GROUPS**.
8. HOY and tutors please report to where your tutor group is located. Tutors will issued with a paper register to take and will report absences to the HOY in the usual way. Please remain with students until you are dismissed by a member of the Leadership Team.
9. All support tutors are asked to support their HOYs and year teams.
10. In the event that we are unable to return to the school buildings, the Headteacher will decide to close the school whilst it is in session following a risk assessment and consultation with the Chair of Newquay Education Trust and SLT. ARK will contact bus companies to ensure that the buses can pick the students up from school.
11. The Head of Year/Deputy Head of Year/ tutors will be asked to sign students out to catch their bus or to leave the premises; but only if their parent has given written consent or you are in receipt of a text or telephone call from home giving permission for students to be released. Existing consents will be recorded on your paper register copy.

Revised: January 2016.

12. The Leadership Team will be linked as follows:

TMW	Year 7 and 8	
JMG	Year 7 and 8	
SG	Year 9	
NDW	Year 9	
RCR	Year 10	
RMH	Year 10	
GEH	Year 11	
RJH	Year 11	
JAH	Year 12 and 13	
SAF/ARK	Communications	(with MRB/MD)

13. All support staff must consult their line manager for permission to leave.