

**BEBINGTON HIGH SPORTS COLLEGE
EMERGENCY EVACUATION PLAN
STAFF RESPONSIBILITIES**

BJ	AA	KJ	LCH	NM	DJ	RS
<p>To determine location and cause of fire alarm activation</p> <p>To liaise between fire brigade / caretaker and AA/LCH regarding nature and duration of evacuation</p> <p>To authorise AA to dismiss assembly when fire brigade have given 'all clear'.</p>	<p>To give instructions to staff and students via loud haler.</p> <p>To receive confirmation from RS,NM,LCH that all students and staff have evacuated the building.</p> <p>To dismiss assembly following 'all clear' from BJ</p> <p>To undertake duties of BJ if he is absent</p>	<p>To proceed to assembly point to assist with supervision of students</p> <p>To ensure all students educated off-site are cross checked against NM. Complete Evacuation Attendance form and notify AA.</p> <p>To undertake duties of absent members of LG</p>	<p>To check that Community Groups are accounted for and inform AA</p> <p>To check that associate teachers are accounted for and inform AA</p> <p>To check that members of non-teaching staff are accounted for and inform AA</p>	<p>To proceed to assembly point to receive information from Year Managers that all students are accounted for and inform AA</p> <p>To undertake duties of absent members of LG</p>	<p>To supervise evacuation of building from Sports Hall area</p> <p>To proceed to assembly point to assist with supervision of students</p> <p>To undertake duties of absent members of LG</p>	<p>To proceed to assembly point to assist with supervision of students</p> <p>To check that members of teaching staff & Year Managers are accounted for and inform AA</p> <p>To undertake duties of absent members of LG</p>
DJo	NG	YEAR MANAGERS	FORM TUTOR	KO	TEACHING STAFF	OFFICE STAFF
<p>To co-ordinate emergency procedure for any disabled students who have lessons on first floor</p> <p>To determine whether to evacuate students using evacuation chairs or remain with them in a 'safe area' on first floor</p> <p>To Proceed to evacuation point if no disabled students are on first floor</p> <p>To inform NM of students not evacuated</p>	<p>To supervise evacuation of building from first floor</p> <p>To proceed to assembly point to assist with supervision of students</p> <p>To undertake duties of absent members of LG</p>	<p>Supervise forms lining up in allocated space</p> <p>Collect registers form Office staff and hand out to Form Tutors</p> <p>Collect Evacuation Attendance form and hand to NM</p> <p>Ensure all Year staff are present and report to RS</p>	<p>Supervise form register class</p> <p>Complete Evacuation Attendance form and give to Year Manager</p>	<p>To supervise evacuation of building from ground floor</p> <p>To proceed to assembly point to assist with supervision of students</p> <p>To undertake duties of absent members of LG</p>	<p>To supervise students</p>	<p>To advise Caretaker/LCH of location of fire alarm activation</p> <p>To ensure registers and all signing in books are taken to the designated evacuation point</p>

