



NEWTON  
COLLEGE

## **School Evacuation Plan**

**2023 - 2024**

Reviewed by: Sarah Moran

Next update: July 2024

## SCHOOL EVACUATION PLAN

<b>YEAR DRAWN UP:</b>	<b>2023</b>
<b>SCHOOL:</b>	<b>NEWTON COLLEGE</b>
<b>TYPE OF CENTRE:</b>	<b>Private</b>
<b>TOWN:</b>	<b>Elche (Alicante)</b>
<b>ADDRESS:</b>	<b>Camino Viejo Elche – Alicante Km3</b>
<b>TELEPHONE:</b>	<b>965451428</b>

## LOCATION OF EVACUATION PLAN

- In Reception and Accountant's offices.
- In EYFS, Primary and Secondary/Baccalaureate staff rooms.
- In Pablo Picasso Building – First and Second Floor.
- In Hans Christian Andersen Building – Ground Floor, First Floor and Second Floor.
- In Isabel Fernandez Pavilion.
- In the dining room.

## DISTRIBUTION OF THE SCHOOL

**BUILDING 1**, made up of:

- **Principal Building:** Offices, Administration, Nursing Station, Secondary Laboratories and Multipurpose classrooms

**BUILDING 2**, made up of:

- **Santiago Ule** Primary Classroom Block (first and second floor)

**BUILDING 3**, made up of:

- **Pablo Picasso** BUILDING (first and second floor)
- School Library
- Secondary and Primary classrooms

**BUILDING 4**, made up of:

- **Hans Christian Andersen** BUILDING (workshops, ground floor and first floor).
- Secondary classrooms
- Dining room

- Basement workshops and storage

**BUILDING 5**, made up of:

- **Isabel Fernández BUILDING** - Sports Area: Gymnasium and sports courts

**BUILDING 6**, made up of:

- **Miguel de Cervantes BUILDING** (first floor and second floor).
- Secondary classrooms

**BUILDING 7**, made up of:

- **WONDERLAND BUILDING** (first floor and second floor and roof).
- Early Years classrooms and dining room

## EVACUATION ROUTES AND ALARM

### **EVACUATION ROUTES**

(See attached plan)

**Everyone must exit their buildings using the fastest route.**

**Pupils in classes must exit together with the teacher that is responsible for them at the time of evacuation.**

Lifts or goods lifts will not be used for the evacuation. Windows and doors, which hypothetically may create draughts and spread flames in case of fire, should not be opened.

There are FOUR gathering points once the evacuation has been carried out:

#### **BLUE MEETING POINT (BLUE ZONE): Sports courts 1**

**(Next to Miguel de Cervantes BUILDING 6)**

This area must be accessed by:

##### **Blue zone Y11-13**

- Pupils in Year 11 to 13 will go there, irregardless of what class they have at that time, they will go and line up with their tutor groups.
- People who are in the Main Building (Building 1) or visiting the school at the time of the evacuation.
- Kitchen and cleaning staff.
- Each year group must line up in their allocated spaces (see signs and plan below)

#### **RED MEETING POINT (RED ZONE): Playground area between Wonderland, Hans Cristian Anderson and Pablo Picasso**

This area must be accessed by:

- EYFS pupils in the EYFS building (Building 7). Children on the top floor will use the ramp to go down stairs.
- Children who cannot walk will be taken to the area in a large trolley.
- Each year groups must line up in their allocated spaces (see signs and plan below).

**YELLOW MEETING POINT (YELLOW ZONE): Sports courts 2**

(Artificial football grass field next to EYFS, building 7).

This area must be accessed by:

- Pupils in Year 7 - Year 10, irregardless of which class they have, will need to go here to line up with their tutor classes.
- Each year groups must line up in their allocated spaces (see signs and plan below).

**GREEN MEETING POINT 4 (GREEN ZONE): Sports courts 3**

(Sport pitch next to Building 3 Pablo Picasso building).

This area must be accessed by:

- All Primary pupils from Year 1 to Year 6.
- Each year group must line up in their allocated spaces (see signs and plan).

**Extra-curricular teachers**

- Extra-curricular teachers must go to the red zone if not with children so that David Garcia can register you (anytime before 3:45 p.m.)
- Extra-curricular teachers must go to the green zone with pupils (anytime after 3:45 p.m.).
- Pupils from extracurricular clubs to be returned to class groups lined up in the green zone. Reception pupils to remain with extra-curricular teacher in green zone and be registered and names to be given to Francine Turner (Head of Primary)

**Here is the plan with where each group lines up within their areas:**



Secondary -

[https://docs.google.com/document/d/17RMBMVB17zTnqQ34pvtsFG\\_t42OqkSCPMODye-B8I-4/edit](https://docs.google.com/document/d/17RMBMVB17zTnqQ34pvtsFG_t42OqkSCPMODye-B8I-4/edit)

### **Timings**

**The expectation that the last student to leave any building does so within 3 minutes of the initial alarm sounding.**

• If the fire were to take place on the outdoor patio, all students should stay in their classrooms, to avoid the effects of fire or smoke. The school staff in charge of the children at the time will close all windows and cover any possible gaps where smoke can get in (gaps under doors etc.).

### **PLANS OF EVACUATION**

PLANS OF EVACUATION will be available at different points in the school, corridors, entrances and exits as well as in the Accountant's and Staff rooms.

It is important to know the General Plan of Evacuation which is in the staff rooms in order to have the gathering Point clear at the time of the emergency.

Areas where pupils line up need to be clearly labeled.

\*A separate individual plan must be drawn up for anyone with any special requirements e.g. using crutches, or with a health issue e.g. diabetes

Here is a link to the plan:

<https://drive.google.com/file/d/1u2fTdfWb61IkivRP9aHv8uGYmmcf10qx/view?usp=sharing>

Please share these plans with the school Head teacher and Head of Health and Safety as well as your Head of Stage.

**EVACUATION DRILLS** - Are conducted at least once per term. Sometimes we include a trapped persons drill. See [risk assessment](#).

### **SYSTEM OF INFORMING AND ALARM**

**Alarm.** The School has manual "ALARMS" in each building to be used in emergencies which are installed in each building. The button for these alarms, properly signposted, is normally situated in the entrance/exit areas of each building. This alarm has a high, clear and continuous sound. The School also has an ALARM system connected to a Control Centre which is immediately advised of the zone affected and which contacts the School rapidly. The caretakers are responsible for turning on an alarm during a practice drill.

In order to assure the safety of all persons, if the alarm is triggered IN ANY BUILDING (apart from Wonderland) then ALL building alarms must be activated and a full school drill must take place. If only the Wonderland building is triggered, then an independent evacuation can take place.

## TEAMS AND ACTION

### **INTERVENTION TEAM:**

**Evacuation Plan Coordinator:** Carlos Albentosa (Reserve: Lucía Soler).

### **Heads of Stages/Areas:**

Early Years (Sarah Moran, Reserve: Abigail Strain)

Primary (Francine Turner, Reserve: Victoria Esler)

Secondary (Abbie Nutall, Reserve: Natasha Warren)

Head of Sixth Form (Francisco Beltrán, Reserve: José Manuel Cuello)

Office (Alicia Perello, Reserve: Roberto Beltrán)

Dining room (Roberto, Reserves: Maria Dolores, Pascual)

**Evacuation Coordinators:** All teaching staff are involved in the evacuation process. However, it is necessary to appoint Evacuation Coordinators, whose functions will be described further on. Two evacuation coordinators have been appointed in each area in case of absences.

**Person Responsible for First Aid:** Gemma Beneyto (Reserve: Debi Winston)

**Maintenance:** José Luis Ruiz and Juan José Moreno

**Class Teachers and Tutors:** Responsible for following the plan, for the pupils in their care, and taking their class registers and handing registers to the head of stage as quickly as possible.

**Kitchen staff:** Turn all kitchen equipment off, closing windows and doors.

<b>BUILDING I (Principal Building and Santiago Ule Building) EVACUATION COORDINATORS</b>	
<b>Principal Building:</b>	<p>Cristina Bonete (Register RED ZONE) Cover: Arturo Pascual</p> <p>Mari Carmen Albert (Register BLUE ZONE) Cover: Vicente Úbeda</p> <p>Noelia Aulló (Register YELLOW ZONE) Cover: Jeronimo Guilabert</p> <p>Rubén Urdaneta (Register GREEN ZONE) Cover: Juan Antonio Aguilera</p>
<b>Ground floor (Santiago Ule):</b>	<p>Melissa Sánchez and Christine Barter- Year 1 zone Nicola Darcy and Wendy Potton Year 2 zone</p>
<b>First floor (Primary):</b>	<p>Sergio Cuenca Auri López</p>

<b>BUILDING II (Pablo Picasso Building)</b>	
<b>Ground floor (Pablo Picasso Building):</b>	Victoria Esler Sue Latham
<b>First floor (Pablo Picasso Building):</b>	Ariadna Pérez Jonathan Cascales Amat
<b>BUILDING III (Hans Christian Andersen Building )</b>	
<b>Dining room (Hans Christian Andersen)</b>	Teaching staff on duty Kitchen staff Dining room assistants
<b>First Floor (Hans Christian Andersen)</b>	Cristina Barajas Griff Dines Ángel Barraón
<b>Workshops and Ground floor (Hans Christian Andersen)</b>	Csongor Papp Stephen Scott Cristina González Rodríguez Extra-curricular teachers
<b>BUILDING IV (Isabel Fernández Building)</b>	
Matthew Dexter Robby Sidoli Extra-curricular teachers	
<b>BUILDING V (Miguel de Cervantes Building)</b>	
<b>Ground floor: (Miguel de Cervantes Building)</b>	Angela Hare Santiago Ordejón Paul Harrington
<b>First floor: (Miguel de Cervantes Building)</b>	Montse Jurado Sarah Byles Michael Kriesel
<b>BUILDING VI (Wonderland/EYFS Building)</b>	
<b>Ground Floor (EYFS Building)</b>	Marina Ruiz Ruth Copperwheat
<b>First Floor (EYFS Building)</b>	Abi Strain Claire Ivorra

## TEAM FUNCTIONS

There are FIVE Intervention teams:

- A) GENERAL EMERGENCY PLAN COORDINATOR
- B) HEADS OF STAGES/AREAS
- C) EVACUATION COORDINATORS
- D) FIRST AIDER
- E) MAINTENANCE

**A. The General Coordinator** (Carlos Albentosa / Reserve: Lucía Soler) will be responsible for the following tasks:

- Once there is an emergency, the Emergency General Coordinator will be alerted and will go to the incident area and evaluate the seriousness of the situation.
- Once informed of the incident, they will sound the alarm in the rest of the buildings if necessary.
- They will stand in a central area of the school and collect the relevant information about pupils and staff from Heads of Stages/areas. The central area will be next to the large slide area on the Primary playground.
- They will assume the responsibility of evacuation.
- They will coordinate all operations.
- They will advise the Fire Brigade if necessary.
- They will order the evacuation of the school.
- They will control the overall time of the evacuation.
- They will draw up a report of the drill afterwards alongside the Health and Safety Coordinator.
- They will ensure that a reserve General Coordinator has been appointed.

### **B. Heads of Stages and areas:**

The role of these people is to gather the information regarding pupil and staff attendance and the status of their areas and directly report to the Evacuation Coordinator (Carlos), who will be positioned in a central area as stated above.

They can check staff attendance using the registers brought by office staff allocated to each zone. However, each Head of Area should already be aware of who is in school every day.

They can check pupil attendance using registers given by allocated office staff members to class teachers.

They will be responsible for the **actions** carried out in the said BUILDING, as well as controlling the **total evacuation time**. They will also inform the General Coordinator of the time needed for the evacuation, as well as any incident which may have occurred.

Responsibilities:

- Head of Early Years: EYFS Staff and Pupils
  - Head of Primary: Primary Staff and Pupils
  - Head of Secondary: Secondary Staff and Pupils
  - Head of Sixth Form: Sixth Form Staff and Pupils
- Heads of Stages should have a record of who is responsible for each member of staff if staff teach in both stages.*
- Responsible for Office Area: Office and Administration staff, cleaners and visitors
  - Responsible for Dining Area: Responsible for dining room staff



**C. The Evacuation Coordinators** will be responsible for the following tasks:

- They will coordinate the evacuation on the different floors.
- They will maintain order at the exit on the ground floor. Once this has been evacuated, they should go to the first floor and organise the evacuation there, then on further floors, should they exist.
- They should make sure there are no pupils left in the toilets or other rooms.
- They will receive information from the teachers regarding possible obstacles.
- They will inform the Head of Stage/Area of any relevant information.
- They will assist any children who need additional support to leave the building.
- They will close all windows and doors and inform the Head of Stage/area when their building is clear.

**D. First Aider**

The person responsible will give First Aid when required and will receive support and help, if necessary, from those persons at School who have received some form of First Aid training. If necessary (emergency), they will contact the Ambulance Service.

**E. Maintenance** will be responsible for the following tasks:

- 1 member of maintenance (Cristian) will be responsible for waiting at the school entrances and directing any emergency services to the location of the Evacuation Coordinator.
- Opening the access doors to the pupils' "security zone".
- Disconnect the water, gas and electricity supplies.
- Take care of the good working order of the School's fire extinguishing equipment.
- Inform the General Coordinator of the carrying out of his duties.

**Head of School, Deputy Head and Evacuation Plan Coordinator will be responsible for informing each area as to when they can return to the school buildings. Until this message has been given, no one can return to their areas.**

**GENERAL RULES REGARDING ACTION**

**PUPILS: RULES OF ACTION**

**ORDERS FOR PUPILS DURING AN EMERGENCY**

The principal orders to be given to pupils in an evacuation will be:

- Stop what you are doing and follow your teacher's instructions.
- Stay calm and after instructed move through school in a quiet and orderly fashion, never running nor pushing or tripping over others.
- Stay with your class and tutor at all times unless otherwise instructed.
- Kitchen staff must turn the gas off and any other electrical appliances.

## **TEACHERS: RULES OF ACTION**

**ORDERS DURING AN EMERGENCY FOR TEACHING STAFF** The principal orders teaching staff should receive in a school evacuation will be:

1. On hearing the alarm from within your building (not another building), instruct children to stand up, leave personal belongings and form an orderly and quiet line in register order in class. Whilst pupils are doing this, teachers should close windows (ensuring that students wear masks where appropriate).
2. Then, lead the students through the corridors to the nearest exit, towards your evacuation area and follow the most direct and safest route (ignoring one-way systems). When leading your group, teachers are responsible for moving any obstacles which impede the flow of students. Teachers must maintain visual contact with all students as often as possible.
3. Once outside, teachers must lead children in a quiet and orderly way to their allocated evacuation areas (using allocated gates if applicable). It is important that all teachers ensure they exit the building they are in with the group of students they are teaching and ensure a quiet and orderly exit. Secondary teachers need to escort the class they are teaching at that time to the designated zone before moving on to the registering tutor group.
4. Teachers and Tutors are responsible for their students lining up in a quiet and orderly fashion at their allocated position and for taking the register. A paper copy of the register will be given by a member of the office staff allocated to each area (see list above) and once completed is to be given to the head of stage with any missing children highlighted. For this reason, we recommend you take a pen/pencil outside during evacuation. In Early Years and Primary, it will be the tutor who is responsible for taking the register. They must then give the register to the Head of Stage.
5. Once the registers are completed, tutors remain responsible for their classes (as teachers who are not tutors need to wait with their assigned classes) and maintain their lines in a quiet and orderly manner, until instructed by the head of stage or member of SLT to return to classes. Classes will be dismissed in line order and will be expected to maintain class formation until returning to class, the tutor will lead the students back to the classroom. Once back in class, the tutor must complete a final check to ensure all students are accounted for. Teachers not teaching at the time (in primary) of an alarm must go to their assigned year group/stage area ( Green Zone) to make sure their presence is registered.

Secondary/Sixth Form teachers who are not a tutor will be assigned a year group, they will go to the assigned designated area and line up with the year groups stated and provide support. It is the teacher of the class at the time responsible for taking them to the evacuation points, but the tutors of the class must escort them back to the original classroom they came from.

6. At the start of the exercise, an alarm will be sounded (bell, siren) and in the case of having to evacuate other buildings, the corresponding alarms will also be sounded. As an alternative, the school public address system may be used.
7. No one is to return to the building until given permission by the Head of Stage or Headteacher.