

# St Helena Secondary



St Helena  
Government

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## School Evacuation Plan

# St Helena Secondary School Evacuation Plan

**APPROVED POLICY**

Summary Evacuation of the St Helena Secondary School Purpose To enable a coordinated evacuation

Status Issued

Version Control 3

Date of Issue 16/05/2025

|                |            |
|----------------|------------|
| Date of Review | 16/05/2026 |
|----------------|------------|

Prepared by Emergency Planning, Fire and Rescue Service and St Helena Secondary School Head Teacher

Issued by Emergency Planning

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| Approved by | Director of Education, Skills and Employment |
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OFFICIAL – SENSITIVE

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Emergency Planning

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V0.4 14/05/2024 PAS Head Teacher to send to staff for further comments approval  
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# Exercising, Validation and Activation Date Type

Update

14/10/2024 Fire Drill No update required

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## List of Plan Holders

Number Responsible Person  
Plan

1 Director of Education, Skills and Employment

2 St Helena Fire & Rescue Service

3 Royal St Helena Police Service

4 Emergency Planning

5 Pilling Primary School Head Teacher

6 St Pauls Primary School Head Teacher

7 Harford Primary School Head Teacher

8 St Helena Secondary School Head Teacher

9 JESCC

10 Communications Hub

|    |                              |
|----|------------------------------|
| 11 | Emergency Operations Manager |
|----|------------------------------|

# 1 Speed Sheet

Head Teacher / SLT

Evacuation Process Shelter in Place  
Process  
Sound pulse alarm

SOUND FIRE

ALARM

ALARM SOUND FIRE  
(manually) for approximately 15 seconds

Call 999

Muster staff and pupils  
Call 999

Fire Safety Log

Book &  
Checklist folder

located at

Reception folder

behind pavillion

Collect

Registers from

Fire Safety

Log Book &

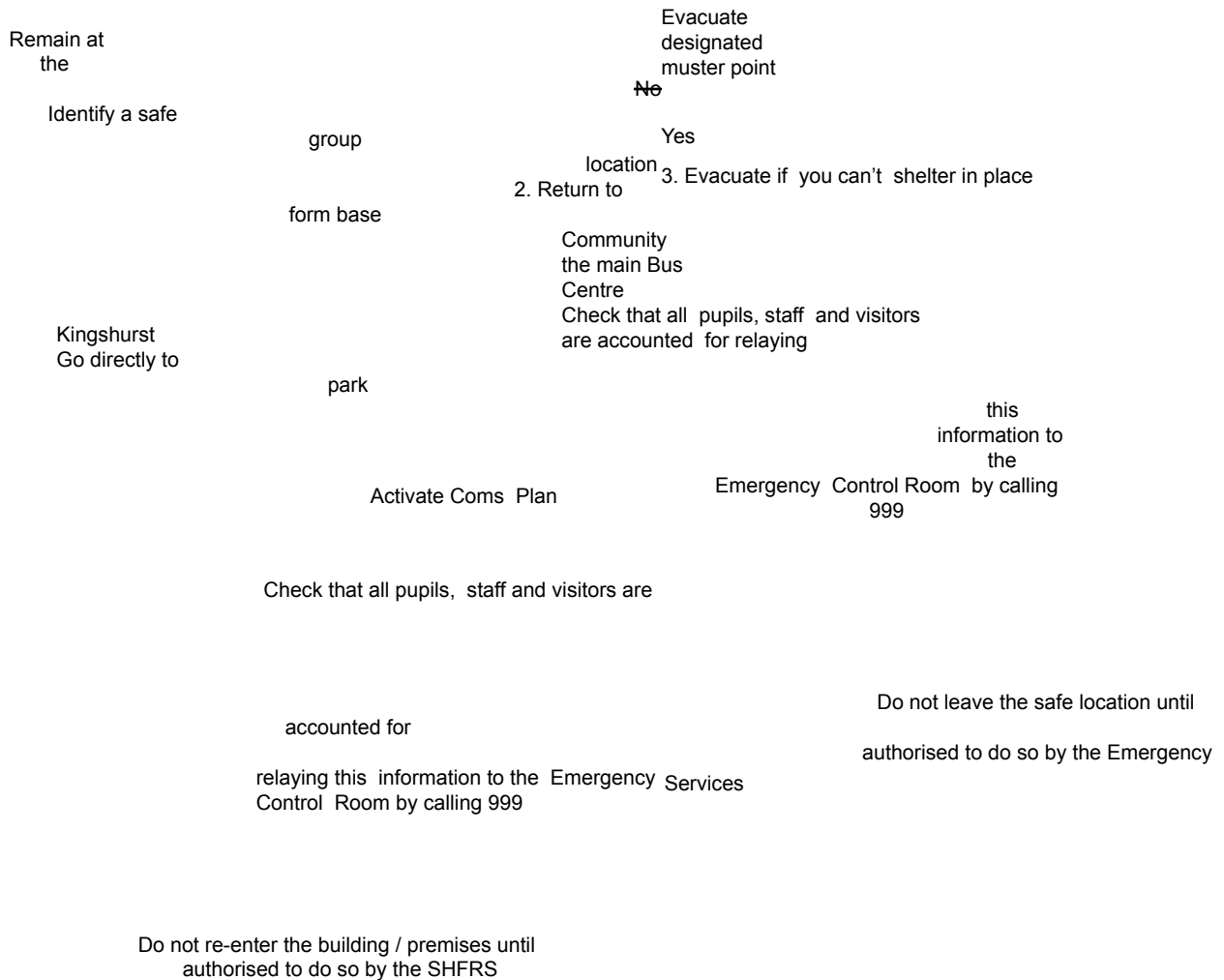
Checklist

Complete a  
new register  
using SIMS

Options

1. Stay where

you are in your timetable form



## 2 Introduction

An emergency can develop very quickly and can take on many forms, so it is essential to plan what actions should be taken to evacuate or shelter in place.

Employees, pupils and visitors may at some time, be placed at risk by circumstances which create an emergency situation. While it is not possible to predict what form an emergency will take, elements such as fire, criminal threat and disasters of natural or man-made causes must be considered, and every measure must be taken to safeguard life and protect property, should an emergency occur

### 2.1 Using this Document

This document is intended to provide guidance to support the St Helena Secondary School employees to coordinate a partial or total evacuation of the school or sheltering in place. It should be noted that the St Helena Secondary is sometimes also referred to as Prince Andrew School or PAS.

## 2.2 Background

St Helena Secondary School is at risk from the following events but not limited to:

- Major Fire
- Rock Fall
- Criminal Threat
- Social Disorder
- Bomb Threat
- Lone Disgruntle Parent
- Insider Threat
- Flooding
- Chemical explosion
- Electrical Fire
- Battery Fire
- Gas leak
- Instability of the building

## 2.3 Scope

This plan will apply to a sudden impact incidents, which occurs with minimum warning. This plan covers sounding of the alarm/silent alarm, evacuation procedures and routes.

## 2.4 Administration

This plan will be administered by Emergency Planning. This will include review and updates as and when necessary.

## 3 Evacuation Plan

### 3.1 Aim

To provide guidance/framework for the safe evacuation or shelter in place of the St Helena Secondary School by the employees and or the Emergency Services.

### 3.2 Objectives

The objectives of the plan are to;

- Define the main functions, roles and responsibilities of the employees and agencies involved
- Outline the triggers for the plan
- Identify Evacuation rendezvous point (RVP) areas
- Defining and understanding Evacuate and Shelter in place

### 3.3 Emergency Contact Numbers

Emergency Contact Numbers:

Fire Service: 999

Police: 999

Ambulance: 999

Other Out of Hour Relevant Contact Numbers:

Director of Skills and Employment 22607 / 22507 Pilling Primary School Head Teacher 23228 / 67799 Pilling Primary School Mobile phones 64025 / 65459 Harford School Head Teacher 23808

St Pauls School Head Teacher 24729 / 64295

The St Helena Secondary School (Veronica Augustus)  
Head Teacher 25489 / 53055 22721 / 24349

Kingshurst Community Centre  
(Tracy Williams) 24116

Kingshurst Community Centre

|                |       |
|----------------|-------|
| Colin’s Garage | 24796 |
|----------------|-------|

### 3.4 General Rules in an Emergency

1. Remain Calm  
It’s essential to prevent the emergency or situation escalating.  
Your composure will reassure that all things are being dealt with properly
2. Keep others calm  
Remind staff and students to breathe, take a few slow breaths
3. Always knowing where staff and students are  
This will make the evacuation procedures simple and effective. Ensure that the School signs in register and student registers are collected from reception and taken to the assembly/evacuation/shelter point
4. Knowing all Standard Operating Procedures for Warning Systems Will avoid delays in raising the alarm
5. Move Quickly  
Evacuate all employees and pupils quickly, calmly and in an orderly manner

### 3.5 Sounding of the Evacuation Alarm

“Break Glass” Call Point:

- ☞ Break Glass as directed, use an implement, do not use unprotected hand, finger etc.

### 3.6 Sounding of Shelter in Place Alarm

Fire control panel:

- ☞ Manually press for approximately 15 seconds to alert or warn

### 3.7 Evacuation Procedures

Any employee discovering an emergency that warrants evacuation must immediately activate the nearest alarm

On discovering an emergency;

- ☞ Dial 999
- ☞ The reporting employee should give;
  - ☞ Their name
  - ☞ Name of school
  - ☞ Contact number
  - ☞ Details of Emergency
  - ☞ Intentions
- ☞ The Head Teacher or SLT will take charge and lead the evacuation ☞ Pick up the fire safety log book & checklist folder located at Reception ☞ Commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating

- ☞ Leave the building immediately using the nearest emergency / fire exit, in an orderly manner, do not run
- ☞ Do not stop to collect any personal belongings
- ☞ If safe to do so, close all windows and door behind you as you leave the room / building.
- ☞ Go directly to the assembly point located behind the pavilion before proceeding to the main Bus park or the designated evacuation centre, Kingshurst Community Centre
- ☞ Follow any instructions given by the Head Teacher or SLT
- ☞ Do not re-enter the building / premises until authorised to do so by the SHFRS ☞ The Head Teacher or SLT to check that all pupils, staff and visitors are accounted for relaying this information to the Emergency Control Room by calling 999 ☞ The Head Teacher or SLT to ensure nobody re-enters the building until confirmed safe to do so by the SHFRS

### 3.8 Shelter in Place Procedure

Any employee discovering an emergency that warrants Shelter in Place must immediately activate an alarm. This can be done by continuously sounding the alarm on the fire panel for approximately 15 seconds, find a safe location indoors and stay there until you are given an “all clear” or told to evacuate. Make sure you have a phone with you and that the door is able to lock.

- ☞ Dial 999
- ☞ The reporting employee should give;
  - Their name
  - Name of school
  - Contact number
  - Details of Emergency
  - Intentions
- ☞ The Head Teacher or SLT will take charge and lead the shelter in place procedure
- ☞ Complete a new register using SIMS
- ☞ Identify a safe location considering the following options:
  - Stay where you are in your timetable form group
  - Return to form base
  - Evacuate if you can't shelter in place
- ☞ Give assistance to those needing additional help when moving to the safe location
- ☞ Do not stop to collect any personal belongings
- ☞ Follow any instructions given by Head Teacher or SLT
  - ☞ The Head Teacher or SLT to check that all pupils, staff and visitors are accounted for relaying this information to the Joint Emergency Control Room by calling 999
  - ☞ The Head Teacher or SLT to ensure nobody leaves the shelter in place location, unless you are asked to evacuate or advised otherwise by the Emergency Services

### 3.9 Evacuation Routes

- 🏠 St Helena Secondary School Pavilion
  - Exit through any of the identified exit doors to the back of the pavilion
- 🏠 The main Bus Park
  - From the back of the pavilion proceed to the main Bus Park. If necessary proceed to Kingshurts Community Centre exiting via W-Road or Red Hill Road also known as Francis Plain Road

### 3.10 Recovery

In the event of an evacuation, repopulation of the building by staff or pupils will not be allowed until it is advised by the Director of Education, Skills and Employment Portfolio that it is safe to do so. This advice will be sought from the Emergency Services present on site, following completion of a comprehensive site risk assessment. In the event that employees and pupils are unable to return to the St Helena Secondary School consideration should be

giving to house employees and pupils at any of the other primary schools.

## 3.11 Roles and Responsibilities

### 3.10.1 Police

The primary areas of Royal St Helena Police Service responsibility are:

- The saving of life together with the other emergency services
- The co-ordination of the emergency services, SHG and other organisations acting in support at the scene of the incident utilising the Joint Decision Model
- To secure, protect and preserve the scene and to create a sterile area for emergency responders to operate within through the management of inner and outer cordons. ■ Investigation of the incident and obtaining and securing evidence in conjunction with other investigative bodies as applicable
- Property protection and recovery
- Victim identification and collation of casualty information including where applicable, activating and coordinating Casualty Bureau
- Family liaison
- Identification of the dead on behalf of HM Coroner
- The prevention and detection of crime
- Support SHG in the restoration of normality after all necessary actions have been taken.

### 3.10.2 Fire and Rescue Service

The primary areas of St Helena Fire and Rescue Service responsibility are:

- Life-saving through search and rescue
- Fire-fighting and fire prevention
- Safety management within the inner cordon

- Rendering humanitarian services
- Management of hazardous materials and protecting the environment
- Provision of mass decontamination
- Salvage and damage control
- Fire Investigation

### 3.10.3 Health Service

The primary areas of the Health Service responsibility are:

- Save lives by working alongside other emergency services
- Provide and control a clinical response for managing a large number of casualties
- Provision of Ambulance services
- Undertake triage of casualties to prioritise treatment
- Manage evacuation of casualties where appropriate

- Keep records of casualties by working with the Police
- Provision of advice in relation to public health issues by the Environmental Health Department
- Contribute to the recovery process through longer term health surveillance of affected individuals and communities

### 3.10.4 St Helena Communications Hub

The responsibilities of the Press Office are to:

- Warn & inform the public
- Publicise key messages
- Provide reassurance to the public
- Liaison with media organisations
- Support and provide advice and guidance to Gold and Silver Command
- Liaise with key individuals within affected community

### 3.10.5 Director of Education, Skills and Employment

The responsibilities of the Director are to:

- Liaise directly with Press Office by means of issuing holding statements, press releases or public announcements
- Activate Schools Business Continuity Plans if necessary
- Liaison between Emergency Services and School
- Activate any other relevant plans as necessary

### 3.10.6 Joint Emergency Services Control Centre (JESCC):

The responsibilities of the JESCC are to:

- Contact relevant emergency service
- Open an OTRICS incident log and update throughout the incident

- Contact other agencies as required including the Portfolio Director for Education, Skills and Employment
- Provide Communication link between responding agencies if necessary

