



Warwick Academy

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School Closure and Evacuation Procedures

SCHOOL CLOSURE

School Closure during a school day:

In the event of a major storm threatening the island (or an incidence of fire or loss of power) the school may be forced to close during its normal working hours.

1. The school will monitor the Bermuda Weather Station and notifications from the Emergency Measures Organization (EMO). If Government Offices and businesses are closing, the decision to close will be made by the Principal in collaboration with the Strategic Team. In such an emergency, public transport is unlikely to operate and parents will need to collect their children from school.
2. Parents will be notified via email, local media (radio stations, Bernews, etc.) in addition to a message placed on the school's website and on social media accounts (Twitter, Facebook and Instagram).
3. All Primary (inc. Reception) students will remain in their respective classrooms, supervised by the classroom teacher for a period of one hour after the closure is announced. Parents/guardians or the designated person may collect the child from there.
4. All Secondary (inc. Sixth Form) students and staff will return to their Home Rooms and remain for one hour. Students make their way home as per parent/guardian agreement – collection, walking or public transport. Prefects/staff will deliver messages to classrooms for student collection. Students with bikes may be dismissed if it deemed safe to ride their bikes.
5. After the first hour, all Primary (inc. Reception) and Secondary (inc. Sixth Form) students will be taken to the Phoebe Purvis Memorial Hall (PPMH) to await collection. Members of the Strategic Team will supervise.

6. The Facilities Department will lock up and secure the school.

School Closure after hours:

In the event that conditions are such that the school cannot open the following will take place.

1. Should Government Offices and businesses not open, the decision to keep the school closed will be made by the Principal in collaboration with the Strategic Team.
2. Radio stations and the local media will be notified of the school's decision to remain closed. Emails will be sent to parents in addition to the school's website and social media accounts (Twitter, Facebook, and Instagram) carrying the message.

School Re-opening:

Once it is determined that the school is safe and secure to conduct classes, and the electricity has been restored, the notification when the school will be opening will be communicated to the radio stations. Emails will be sent to parents in addition to the school's website and social media accounts (Twitter, Facebook, and Instagram) carrying the message.

Please note:

- The safety of students and staff is of paramount importance.
- The Private School Principals (BHS, Bermuda Institute, Somersfield, Saltus, and MSA) have agreed to liaise with each other.

FIRE EVACUATION

On the outbreak or discovery of a fire:

1. On discovery of a fire, use one of the **Red Emergency Fire Pull Boxes** to activate the **Emergency Alarm System**. Refer to the **Emergency Evacuation Route Map** posted on the wall in your area for the locations of all **Emergency Fire Pull Boxes, Fire Extinguishers, Designated Evacuation Route** and **Designated Emergency Assembly Areas**.
2. On hearing the **Emergency Alarm** and seeing the flashing lights evacuate the building immediately using one of the **Designated Evacuation Routes** posted on the wall nearest you.
3. The exit from classrooms is the nearest door leading to the relevant meeting point.

Action in Case of a Fire

Once the fire alarm has been raised, the buildings will be evacuated by all persons. All students and staff must evacuate the school and follow the regular procedure of mustering at the **Designated Emergency Assembly Areas** to its **completion**.

Actions of Facilities, IT department and ST

1. The Facilities, IT department and ST members in the office area meet at the fire alarm panel outside the Main Office at the front gate. Once two people are at the fire alarm panel, one person must go to the location indicated to establish whether the fire is real or is a false alarm, and then communicate with the staff at the front of school fire alarm panel accordingly.
2. If it is a false alarm, the Fire Service, the security company, the primary and secondary secretaries will be notified by members of Facilities, IT department and ST and the alarm will be switched off.
3. In the case of inclement weather, once the location of the fire has been established and it is deemed safe the head of primary and head of Secondary will be notified that students can move under cover in Morgan Hall for primary and the gym for secondary.
4. The switching off of the alarm indicates the campus is safe however the evacuation procedures must be completed before students and staff return into the building.

Actions of Office Staff and rest of school

1. The Office Staff will immediately take cell phones, absent student information, class registers, Late/Permission to Leave Book, Staff sign-out lists and visitor and vendor sign-in lists to the **Designated Emergency Assembly Areas**. Once at the assembly point, the class registers and the Late/Permission to Leave Book is to be handed over to the person in-charge. Primary secretary to take out cell phones & class registers.
2. The teacher will **close the door** as soon as the last pupil is outside and **lead the class in single file, at a brisk walking pace**, from the building to the **Designated Emergency Assembly Areas** on the top playing field for the Secondary School, the Basketball Court for the Primary School and the drop off area for Reception, using one of the Designated Evacuation Routes (The **regular** Evacuation Route should be used unless it is blocked by fire, only then should the **alternative** Evacuation Routes be used). **No** bags or equipment should be taken from the classrooms.
3. Any Secondary student who is physically incapable of walking will be carried ahead of the teacher by two or three classmates. Any Primary student who is physically incapable of walking should be aided by the teacher and other students. A note should be placed in the daily student register identifying any such students.
4. No student will leave the line. **There will be no running and there will be no talking en route to the assembly points.**

5. The teachers on duty for the day will:
 - a) Ensure that all washrooms and locker rooms are cleared of students,
 - b) Close any doors found open (without endangering their own safety) as they vacate the building for the assembly point. **Note:** Teachers will have closed the doors of all classrooms that have been checked. An open classroom or restroom should be checked and cleared before the door is closed.
 - c) Help at exit points to ensure an orderly and quiet exit.
6. Teachers in the Staff Room will be responsible for closing the windows and doors before vacating the building.

Procedure at the Assembly Points

Secondary School - the assembly point will be on the Top Field.

Primary School – the assembly point will be on the Basketball Court.

Reception - the assembly point will be on the Drop-off / Pick-up area.

1. Each class will sit silently under the supervision of its Home Room Tutor/Class Teacher who will immediately call the roll.
2. Each Home Room Tutor/Classroom Teacher will immediately thereafter report to the HoY in Secondary, Head of Primary in Primary. Lead Teacher in Reception. a) That his/her class is all present, or
b) Supply a list of all students missing (even if they were absent for any reason at the last registration).
3. The Late/Permission to Leave book in the Secondary will confirm whether missing students should be on the premises. Class Teachers and the Secretary in Primary are aware of who has left the school site.
4. HoYs/HoKs/ Head of Primary/ Lead Teacher in Reception should immediately report persons missing and presumed in the buildings to the Fire Officer (Facilities Dept) on location.
5. Students will remain quiet and strict discipline will be maintained by teachers.

6. The Head of Secondary will be responsible for making a physical count of all staff members in the Secondary School. They will take action as in (3) if necessary. Similarly, the Head of Primary will be responsible for making a count of Primary Staff at the Basketball court and the Lead Teacher of Reception will make the count for Reception.
7. No one is to re-enter the building until the 'all clear' has been given by the Fire Officer (Facilities Dept). All members of staff and students will remain at the assembly point until dismissal instructions are given by the Heads of Secondary and Primary.
8. Should the school not be deemed safe to re-enter the school closure procedure (detailed above) will be followed using the top field as the location to congregate and facilitate the collection of students by parents/guardians.
9. The switching off of the alarm indicates the campus is safe however the evacuation procedures must be completed before students and staff return into the building.

ESCAPE ROUTES

Fire exit routes are posted in all classrooms for reference. As soon as the fire alarm goes off students should be evacuated from the building calmly.

Y1- Y4 Lunch Quadrangle

Use exit (through classroom back doors where appropriate) to Primary Tarmac and take side route down past climbing frame through main carpark onto the basketball court. If Secondary students are at lunch, they will evacuate using the same route.

Old Quadrangle

Exit through the front gate, unless fire is in the front block when exit will be through the northern (hall) gate.

Science Block

Take the nearest safe exit to the assembly point on the upper field, through the west doors and out past the side of the back of N1, 2 and 3.

Upstairs – West wing U1, 6, 7, 9, 10, 11, 12, 18, 19.

Exit down the stairs through the glass doors below the hall, unless the fire is in the West wing or Hall when exit will be through the front gate.

Upstairs – East Central wings U14, 15, 23, 24, 25, 26, 27, 29.

Exit through the northern (pool) gate, unless the fire is in the Hall or Science block when exit will be through the front gate.

Downstairs – West wing G15, 21, 22.

Exit down the stairs through the glass doors below the Hall, unless the fire is in the Hall when exit will be through the front gate.

Lower Primary- East wing G 57, 58, 59, 60, 61, 62

Exit through the front gate.

Music Rooms L23, 27, 28.

Exit through rear classroom door.

Morgan Hall L21

Exit through the double doors facing the Middle Road.

Barber Hall

Exit around the back of the Science Block onto the upper field.

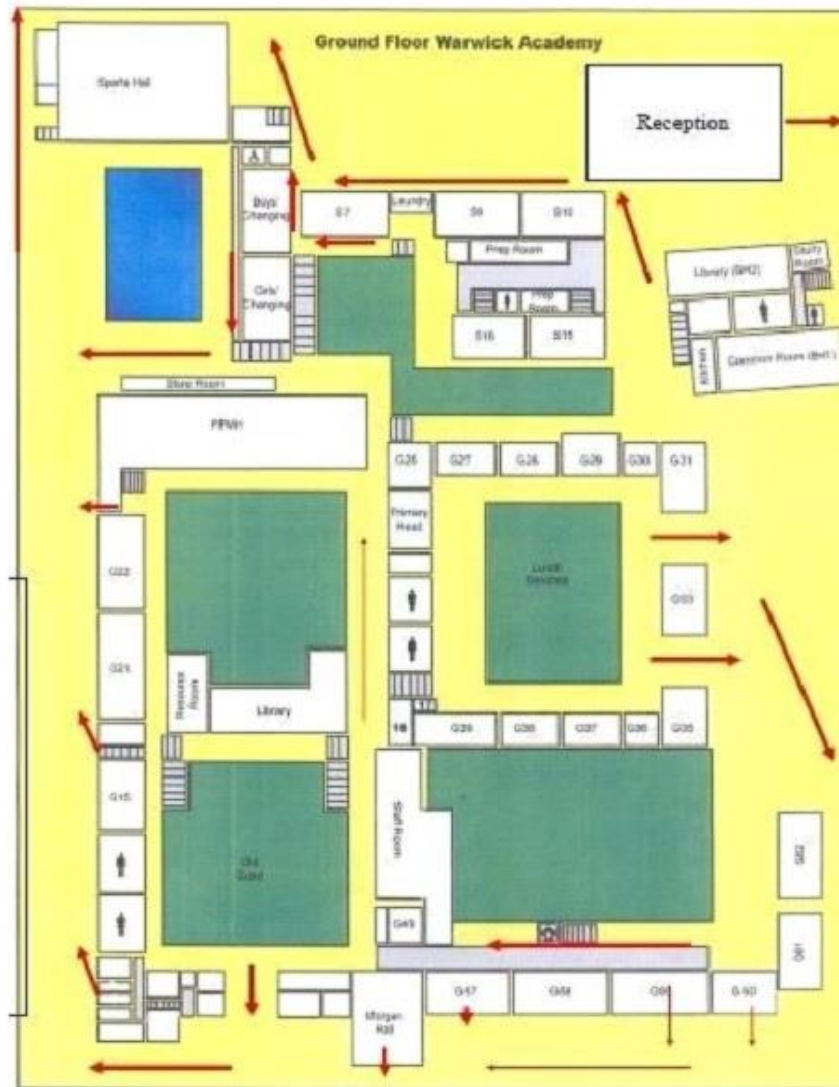
Reception Year

Exit through main gate onto pick/up drop off area.

FIRE ESCAPE ROUTES

Secondary (inc Sixth Form)

- Follow exit route for building
- Meet on top field
- Take register



Reception Building

- Exit through main gate
- Meet in drop off pick up area
- Take Register

Primary (Y1-Y6)

- Follow exit route for building
- Meet on Basketball Court
- Take register