

Emergency Evacuation Policy



October 2019

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Chair of Governor	Mrs. K. Steven

School staff were consulted on this document and it was accepted	18 th September 19'
Approved and ratified by the Governing Body	16 th October '19
The policy will be reviewed	5 th October '21

1. AIMS

2. ROLES AND RESPONSIBILITIES

- Classroom Staff/Support Staff
- Administrative Staff
- Head teacher and Deputy Head teacher
- Evacuation Wardens
- Kitchen Staff

3. WARNING SYSTEM

4. EVACUATION PROCEDURES

5. KEY ESCAPE ROUTES

6. FIRE FIGHTING EQUIPMENT

7. ASSEMBLY POINTS

8. RISK ASSESSMENTS

9. PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

10. GENERAL PRECAUTIONS

11. PREVENTION MEASURES

12. PROTECTION MEASURES

AIMS

Should an evacuation be necessary in the school, a continuous alarm will sound across the school. It will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

ROLES AND RESPONSIBILITIES

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the alarm the person managing the class/group/individuals will take the children through the nearest exit.
- Office staff will take the 2 way radios out with them
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any personal belongings
- The evacuation register and Medical Box must be taken out by the person managing the class
- Children must be evacuated to the nearest assembly point
- Staff will check children against the evacuation register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher.

EVACUATION AT LUNCHTIMES

Emergency at lunchtimes

Lunchtimes have the potential to be particularly problematic due to the difference in organisation of the children and staff.

The following procedures should be followed:

The **teachers on dinner duty on the specific day assumes overall charge** and is only superseded by the most senior member of staff who is present in the school at the time of the emergency. A list of staff carrying out dinner duty is posted in the dining room.

On hearing the alarm, pupils and all staff (including kitchen staff) should evacuate by the **nearest exit** and assemble on the school MUGA near to the car park area – pupils should line up in **YEAR GROUPS** (not classes) on the relevant printed number on the MUGA for their year group N, R, 1, 2, and so on.

Pupils who are in the dining room at the time of the alarm should exit by walking through the lobby area near to the dining room and be directed to do so (unless for example the exit is blocked) by the supervisory assistants on duty in the dining room. Pupils should not exit through doors to the front of the school unless the lobby exit is blocked

Pupil meals and trays including packed lunches should be left in situ and pupils told to stand up, be quiet, be still and listen, then asked to push their chair under table and to walk out of the room as

directed by the supervisor / teacher on duty (table by table, line by line starting with the breakfast area tables moving towards the kitchen hatch) however pupils at both the dinner queues should exit first after putting their trays on to a table or kitchen counter top

Pupils who are 'in transit' from playground to the dinner line should, if carrying their lunch box – keep it with them when lining up and not return in the building under any circumstance

Any missing children (names needed) need to be reported to the teacher in charge and names checked against the daily pupil absence list located in the emergency box. If discrepancies are still evident any further missing pupils should then be checked against the daily log in the green book

Any pupils still missing from the roll call after this need to be recorded by the teacher in charge for reporting to the authorities

Members of staff must **NOT** re-enter the building to carry out any search for anyone not present on the roll call.

Administrative Staff

Unless otherwise informed that an evacuation drill is to take place, the administrators will, on hearing the alarm, immediately contact the relevant emergency services on 999.

- The school registers will immediately be distributed to the two assembly points on the front
- The office radios must be taken out to receive any messages regarding unseen areas of assembly points.
- The visitor's, staff and volunteer signing in report must also be taken out and checked. Any persons missing must be reported to the incident control officer for each respective assembly point.

Head teacher and Deputy Head teacher

- The Head and Deputy will monitor the evacuation of the premises from either assembly points (garden in front of the school building and the rear of the school /MUGA)
- To enable them to monitor the assembly points, teaching staff will raise the registers above their head if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform administrators that everyone is present.

Evacuation Wardens

- Will visually check their designated areas of the school, corridors, toilets, shared areas etc. The main hall, studio, meeting room, dining hall, staffroom, and staff toilets will also be checked by designated wardens in that area.
- The Head Teacher or Deputy Head Teacher will monitor the school's main entrance to wait for the emergency services and to ensure no persons re-enter the premises.
- In the event that the Head Teacher or Deputy Head Teacher are not on site the responsibility passes to the Assistant Head teachers, Team leaders, UPS staff to check the whole school.

Kitchen Staff

- Any equipment, if safe to do so, will be turned off.
- Evacuate by designated route
- Staff will close doors and windows as they leave the building
- Staff will assemble at their assembly point in the car park
- **NO ONE** should stop to collect personal belongings

Staff are not permitted to re-enter the building until they are told to do so by the Head Teacher, Deputy Head Teacher, Head Cook or head of emergency service.

WARNING SYSTEM

- An audible warning system is in place across the school. This is maintained and checked on a regular basis, details of which can be found in the Safety file.
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main alarm panel is situated on the wall to the right of the main entrance. **This is serviced annually.**
- Personal 2 way radios: office staff are in possession of a 2 way radio. A radio check is carried out every morning

EVACUATION PROCEDURES

- All areas across school have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with Health/Safety Data and Evacuation procedures as part of their induction process.
- Visitors and contractors are supplied with Safety Information Leaflet when they sign in
- Half termly evacuation drills are arranged and monitored for effectiveness.

KEY ESCAPE ROUTES

- All areas have direct escape routes to assembly points on either the garden at the front of the school or rear area (MUGA). If necessary pupils and staff can further be evacuated from the site via Adelaide Grove, Greens Lane or Brisbane Grove.
- Exit signs are posted on all doors.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced biannually.

FIRE FIGHTING EQUIPMENT

There are a variety of fire extinguishers (CO2, Water and foam) throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

ASSEMBLY POINTS

Garden in front of the school building and the rear of the school /MUGA

RISK ASSESSMENTS

Risk assessments are carried out and quality assured annually.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.
- Currently, (2019-20) we have no member of staff or child on roll in need of a PEEP

GENERAL PRECAUTIONS

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

PREVENTION MEASURES

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

PROTECTION MEASURES

- Raising the alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- It is illegal to smoke on our school site.

It cannot be over emphasised that our main aim is to ensure everyone reaches a place of safety. Dealing with the incident, for example putting a fire out is secondary to this.