

## EMERGENCY EVACUATION PROCEDURE

Revised September 2015

An emergency evacuation route map should be displayed in each classroom/area. All teachers and other support staff/helpers should be aware of the route and procedures in all areas of the school as well as their classroom.

### **Primary Actions**

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

On hearing the fire alarm the Business Manager (or Administration Assistant in her absence) will call the Fire & Rescue Service.

### **Assembly Points**

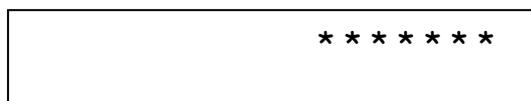
There are 2 assembly points: these are the main playground (during break and lunchtimes) and in the car park at the front of the school. The whole school will not necessarily be at the same assembly point.

The secondary assembly point is off-site (school lay by parking area).

### **Procedures for Play/Lunchtimes outside:**

#### **PLAYGROUND**

- Children should line up in order at the assembly point on the playground with backs to adventure playground



- HT/DHT/ADMIN to carry out sweep of the school

#### **FIELD**

- Line up in classes with backs to the caravan park (facing adventure playground). Chestnut class nearest the pond
- At lunchtimes, lunchtime supervisory assistants to do head count/check if staff member not on site

All children inside (on duty etc) proceed to assembly point by nearest exit.

If Chestnut class are in Reception play area, line up on path farthest away from school

The main assembly point is in the school car park for all pupils and staff members.

In the event of the route being blocked or alarm sounding during breaks, the assembly point is on the junior playground with the exception of YR pupils and staff.

## EMERGENCY EVACUATION PROCEDURE

Revised September 2015

### **Evacuation Management**

EVACUATION MANAGER – The Headteacher will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the fire & rescue service as necessary
- Coordinate, disseminate and act on information from the assembly point and fire service

### **Actions**

- Go through the designated exit and follow the marked route to the assembly area. The children do not line up. They walk silently out to the assembly area. The teacher leaves the room last having checked everyone is out. All fire doors must be closed as the last person goes through. If there are two adults available, the support adult can leave last to do the checks.
- If children are not in their class, they must use the nearest available exit
- Infant toilets to be checked by Infant Support Staff. The designated person is Sue Moor-Bardell (Back-up Sarah Whittall)  
Junior toilets to be checked by Junior Support Staff. The designated person is Marion Morley (Back-up Sharon Boobyer)

### On the assembly area:

- The Admin Assistant to stand by car park gate to stop vehicles entering, apart from emergency vehicles
- The Business Manager and/or Admin Assistant will hand out registers (ROLL CALL MANAGER)
- Teachers take a head count and check registers, then raise their hand to show the class is complete
- The Business Manager to check adults are all out using the visitors signing in book and staff in/out board
- The Cook will raise her hand to show the kitchen is evacuated and the Footprints Pre-School manager will raise her hand to show the pre-school is complete

### **FIRE MARSHAL ROLES**

Teachers will be responsible for ensuring children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm

All staff will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors & windows on leaving (if safe to do so).

## EMERGENCY EVACUATION PROCEDURE

Revised September 2015

- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

### **Fire fighting arrangements**

Generally with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

- Only tackle small fires
- Ensure they are always located between the fire and an exit
- Be supported by another person if possible
- Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

### **Visitors, Contractors & Special needs**

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff and children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their need.

## EMERGENCY EVACUATION PROCEDURE

Revised September 2015

### **First aid arrangements**

Each class has a medical box containing a first aid kit, asthma inhalers and EpiPen, where prescribed, which will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary

### **Emergency Information Pack**

To enable the Fire Brigade Commander to better assess the risks to fire fighters an Emergency Evacuation Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy).
- The evacuation strategy and list of responsible people.
- A drawing of the premises indicating:
  - Essential structural features such as the layout of the building, escape routes, doorways, partitions, corridors stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape.
  - The location of any hazardous or flammable material and pressurised gasses e.g. oxygen and LPG etc
  - The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves
  - The location of fire alarm call points and control equipment for the fire alarm;

**In the event of not being able to return into the school building following an evacuation, alternative arrangements have been made to go to Cranford Park Primary School to take refuge and use communication/IT facilities.**

**Revised – September 2015**

**Signed: \_\_\_\_\_ (Fire Safety Co-ordinator)**