

Emergency Evacuation Policy

Leasingham St. Andrew's Church of
England Primary School

'Everything you do, do in love'



Reviewed and updated: December 2024

Next review: December 2025

ST ANDREW'S EMERGENCY EVACUATION POLICY

The main aim of this policy is to keep all members of our school community safe, in accordance with our school vision, which states:

'Everything you do, do in love'

At St Andrew's, we seek to be a safe and happy environment, inspiring our school family to be positive participants in the world community. A place where we are all encouraged, through love and service, to be the very best.

John 13:34 'Love one another, as I have loved you'

Relevant Duties in case of an emergency evacuation:

Should a fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest 'break glass' point
- 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 in other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

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

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **must** evacuate the building in silence
- **No one** should stop to collect any belongings
- Children must be evacuated to their set assembly point
- Staff will check children against the fire register and immediately inform the administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must return those children to the child's class teacher at the assembly point. ***During the building work, the children should be evacuated to the safest of the three assembly points.***

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the **three assembly points on the front car park, rear playing field and south fence of the playground.**

- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Headteacher and Assistant Headteacher

- The Headteacher and Assistant Headteacher will monitor the evacuation of the premises from the **three assembly points (School Car Park, rear playing field and south fence of playground)**.
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Headteacher or Assistant Headteacher will be informed that everyone is present.

Site Manager

The Site Manager will check the following areas:-

- Visually check the staffroom, offices and staff toilets.
- Monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

If the Site Manager is not on the school premises, the above checks will be carried out by the Headteacher and/or Bursar and/or Senior Administrator.

Teaching Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **must** evacuate the building in silence
- **No one** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform the administration staff of any missing children

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by the designated route
- Close doors and windows as you leave
- Assemble at Fire Evacuation Point on the front car park.
- **No one** should stop to collect personal belongings

NO ONE MAY RE-ENTER THE BUILDINGS UNTIL THEY HAVE BEEN GIVEN THE ALL-CLEAR BY THE HEADTEACHER, IN THE CASE OF A FIRE DRILL OR BY FIRE OFFICERS, IN THE CASE OF A FIRE

Other users of the site

- External organisations using our school site will be informed of the Emergency Evacuation policy and made aware of the muster points within the school grounds.

Evacuation Procedures

- All areas have a site plan indicating the nearest escape route and outside assembly points.
- Regular fire drills are arranged at least once every long term (Autumn, Spring and Summer).

Key Escape Routes

- All areas have direct escape routes to assembly points on either the rear playing field or front car park. If necessary pupils and staff can be evacuated further away from the site via the Playing Field and Car Park. (Bomb threats/gas leaks – see lockdown policy).
- Fire exit signs are posted on all exits.
- 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 fully serviced bi-annually.

Fire Fighting Equipment

There are a variety of fire extinguishers (CO₂, water and foam) throughout the building. These are checked weekly on a rota basis and serviced annually. Staff should only attack a fire with the correct extinguisher, if they have been trained and can do so without taking any risks.

Assembly Points

- School Car Park (Top end)
- Rear Sports Field
- **South Fence of Playground (during building work)**

Fire Risk Assessments

Risk assessments are carried out annually. The Site Manager is responsible for carrying out daily, weekly and monthly fire checks.

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.

General Fire Precautions

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

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and Personal Emergency Evacuation Plans (PEEPs)
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

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

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

IT CANNOT BE OVEREMPHASISED THAT THE MAIN AIM IS TO ENSURE EVERYONE REACHES A PLACE OF SAFETY. PUTTING OUT A FIRE IS SECONDARY TO THIS.

Appendix 1 – Fire Evacuation Plan

AREA INCLUDES	FIRE ACTION
WHOLE SCHOOL	<p>IF YOU DISCOVER A <u>FIRE</u>:-</p> <ul style="list-style-type: none">◆ Sound the alarm◆ 9 - 999 to call the Fire Brigade◆ Attack the fire with the correct extinguisher, but only if you have been trained and can do so without taking risks <p>IF YOU HEAR THE FIRE <u>ALARM</u>:-</p> <ul style="list-style-type: none">◆ Leave the building by the nearest available route◆ Report to the assembly point◆ Last person out, close all door <p>Your assembly point is: -</p> <p>Fire Muster Point 1 – either side of top green gates (car park or field side)</p> <p>Do not use lifts Do not stop to collect personal belongings Do not re-enter building until instructed</p>

The Fire Alarm is tested every Friday at 7:30am.

Appendix 2 – Map of School with Fire Evacuation Routes (during 2024/25 building works)

