

# EMERGENCY EVACUATION PROCEDURE

<b>Committee Responsible for the Policy</b>	Full Governing Body (FGB)
<b>Date Policy Approved by the FGB</b>	27 <sup>th</sup> February 2019
<b>Date of Next Review</b>	January 2020
<b>Name of Headteacher</b>	Mrs Lesley Spicer

## 1. Introduction

### THE MAIN PRIORITY ON DISCOVERING A FIRE IS THE SAFETY OF CHILDREN AND OTHER PERSONNEL

- 1.1 The Fire Safety Co-ordinators are the Headteacher and Deputy Headteacher [orange jackets].
- 1.2 The Headteacher will be responsible for liaising with the emergency services when they arrive on site.
- 1.3 The Deputy Headteacher will be responsible for co-ordinating the safety of the children.
- 1.4 In the absence of the Headteacher and Deputy Headteacher – members of the Senior Leadership Team will take on these duties.
- 1.5 Fire Marshalls will wear yellow jackets.
- 1.6 It is the responsibility of all employees to be familiar with exit routes from all areas of the building, and the fire alarms in close proximity to them.

## 2. Procedure

### IF YOU DISCOVER A FIRE RAISE THE ALARM IMMEDIATELY

- 2.1 When you hear an alarm bell ring:  
Immediately assume control of all children in your vicinity and escort them, and all other persons in the area, in a calm, quiet and orderly manner out of the building and into the playground by the trim trail at the front of the school.  
If in a classroom bring the class iPad with you if safe to do so.  
Close doors of classroom / work area as you leave  
Assemble children in **two lines** per class
- 2.2 Admin Office staff will immediately phone the Emergency Services and ensure that the following are taken out of the school in the Emergency Box:-

- School Pod daily print out
  - Dinner registers
  - Daily signing in/out boards
  - Staff and regular visitors signing in boards
  - First Aid Kit
  - Ground sheets
  - Inhalers /Epi-pens
- 2.3 It is the responsibility of the Admin Officer (or designated Supervisory Assistant at lunchtime) to distribute registers to class teachers or Supervisory Assistant.
- 2.4 Admin staff are responsible for checking all adults present and accounted for. If there are any missing adults the Headteacher will be informed so that the emergency services can be made aware.
- 2.5 It is the responsibility of the teacher in charge of a class to check all children are accounted for:
- Count the number of children who are in your class
  - If the number matches the class information clearly hold up the green card
  - If it does not match clearly hold up the red card and take the register for your class using School Pod if available or matching against absence list/dinner register
  - Alert the Deputy Headteacher of any missing children
  - The Headteacher will be informed by the Deputy Headteacher so that the emergency services can be made aware.
- 2.6 The Fire Marshalls are responsible for checking their areas, they are:-
- Lions LSA - checking the rear corridor from the library to the blue gate including all associated rooms.
  - Year 2 LSA (usually from the Koalas class) - checking the front corridor
  - Member of the office staff (usually the Admin Assistant) to check the hall, associated rooms, rooms behind the blue gate - Vegetable Patch and nursery rooms.
  - If any designated fire Marshall is unavailable the class teacher will alert the nearest class for an available staff member to carry out the duties above by using the instruction **"Fire Marshall needed"**
- Fire Marshall 1 – Lions LSA  
 Fire Marshall 2 – Koalas LSA  
 Fire Marshall 3 – Admin Assistant
- If a member of staff not already carrying out a duty sees a Fire Marshall Jacket hanging up then collect the jacket and carry out the duties as detailed on the attached card.***
- 2.7 No employee should place themselves at risk by attempting to deal with a situation for which they are not trained, and must actively discourage any other adults present from doing so. This includes attempting to put out a fire unless it is safe to do so.

### 3. Exit Points

- 3.1 Classes in classrooms will go out of their external classroom door.
- 3.2 Classes in the Library with an adult will go out of the external Library door.
- 3.3 Classes in the hall for PE will go out of the main school door and onto the quiet grass (on the right of the playground when facing the main road) if they have bare feet a tarpaulin is in the emergency box.
- 3.4 Coral Reef Room via the Greenhouse.
- 3.5 Ocean Room via the main school door.
- 3.6 Children changing a book in the School Library unsupervised will be directed by the fire marshall which direction to go.
- 3.7 Children in transit around the school will have been told to return to their classrooms to exit if they hear the fire bell. This should not deter adults from escorting unaccompanied children to the nearest exit.
- 3.8 Early Years children, if in the garden will go around the outside of the school. Staff will use a caterpillar rope to ensure children stay together.
- 3.9 Lunchtime  
The children in the hall will go out of the main school door and the external doors in the nursery side of the hall. During wet play the children in classrooms will go out of the classroom doors. Year R children will go out of the Greenhouse.  
Supervisory Assistants to carry out the headcount and registers. Other adults to make their own exit and report to the member of staff holding staff signing in boards.
- 3.10 Concert  
The Headteacher or person in charge of the concert will inform parents of the fire exit points and procedures before the beginning of each concert.  
Usually:-  
Year R and Lions will leave the building via the Greenhouse.  
Year 2 and Giraffes will leave the building via the exit on the Nursery side of the hall.  
Parents/audience will leave the building via the main school door.
- 3.11 If the fire is obviously in the way of the normal route of exit staff must choose the most sensible route to safety. At the rear of the school, Fire Wardens will have the key to the gate in the nursery attached to their fire jackets in case that route is needed.
- 3.12 Staff must sign the staff signing in board when they arrive in the morning and sign out/in if they leave/ return to the building during the day.

### 4. Hostile Threat

You will be instructed to either:-

Proceed as for fire, except that you will be instructed to escort the children to a safer distance away from the building. (This will either be Peel Common Junior School or in the event of the threat being site wide it will be Holbrook Primary School)

Or

You may be advised to stay in the building and to group pupils in a corridor or room away from the windows and outer walls.

If you receive a telephone warning:-

- try to find out from the caller the approximate location of the bomb
- the likely time of detonation
- whether the fire brigade or police have been notified
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Listen for clues as to who is making the call e.g. clocks, sirens, background noises, accents.

Report the call immediately to the Headteacher who will assume responsibility for deciding the advisability of evacuating the building.

## DO NOT SEARCH FOR BOMBS

If you find a suspicious package DO NOT TOUCH IT

Escort children away from the area, in the opposite direction to the risk, preferably out of line of sight, and report to the Headteacher.

Do not allow anyone to put their own safety at risk by trying to **move the bomb**.

Headteacher – in overall charge and will liaise with the Emergency Services

Deputy Headteacher – will support the teachers and children

<b>5. Appendix 1</b>	
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### Potentially Dangerous Events

- Bomb Threats – may be telephone, written or directly spoken to staff
- Suspect Devices – found on premises – such as incendiary and explosive devices
- Explosion – e.g. gas main, boiler or some other external or internal cause
- Nearby major road accident
- Chemical Cloud – e.g. an external explosion sends a cloud of poisonous gas into the air that drifts towards our building.
- Flooding – inside the building or from outside sources – may be clean or foul water
- External Fire – may threaten our building from adjacent properties.
- Invasion of Premises – by unauthorised persons or those seeking to protest e.g. could give rise to danger of hostage taking for example.