

**Keevil Primary Academy School**

**Emergency Evacuation Plan**

# Purpose of this Plan

The purpose of this plan is to inform staff of what to do in the event of a fire or other emergency situation in order that the school is evacuated quickly and safely.

# General Requirements

All staff should familiarise themselves with the contents of this document. Visitors to the school should sign in and out of the visitors book and familiarise themselves with the emergency procedures displayed in the visitor reception. For the purposes of this document the Head Teacher is the Responsible Officer.

# EVACUATION PLAN

## Action to be taken on discovering a Fire or other emergency

* You should activate the alarm by operating the nearest alarm break glass call point. This will sound the fire alarm, a continuous bell, and will be the signal for the whole school to evacuate the buildings.
* Call the Fire Brigade by dialling (9) 999.
* DO NOT ATTEMPT TO TACKLE A FIRE UNLESS YOU CAN DO SO WITHOUT ENDANGERING YOURSELF OR DELAYING THE EVACUATION OF THOSE IN YOUR CHARGE.
* Leave the building following the procedure below:

## Actions for the INCIDENT CONTROLLER on hearing the alarm sound

* On hearing the alarm, the incident controller should immediately go the assembly point in the playground
* They should wear a high visibility waistcoat in order that other people will recognise them as the incident controller.
* Gather information from others about the fire and whether the school building is clear of people.
* Ensure Emergency Services have been called.
* Liaise with the emergency services in respect of whether the school has been evacuated, the location or information about the fire/emergency and if any persons are unaccounted for.
* Incident Controller is **MAX BURR**
* Deputy Incident Controller is **TINA FISH**

## Actions for COMPETENT PERSONS, INCLUDING TEACHERS, TEACHING ASSISTANTS OR OTHER STAFF MEMBERS on hearing the alarm sound

* On hearing the alarm immediately stop everyone working.
* Teachers or other staff in charge of classes should instruct pupils which exit to use.
* Ensure pupils remain together and leave in a quiet and orderly fashion through the nearest fire exit – DO NOT RUN.
* Competent persons should check that their area is clear and follow at the rear closing all doors behind them.
* Clare Ritchens will carry out a sweep of the common areas.
* Teaching assistants or other adults to escort the children by leading them to the assembly point.
* Assembly point is the **MAIN PLAYGROUND.** Secondary assembly point is the **WAR MEMORIAL IN CHURCH LANE** in the event that the playground is not safe.
* Conduct a roll call to ensure everyone is accounted for.
* Give relevant information to the **Incident Controller ( MAX BURR )** or in his absence the **Deputy Incident Controller (TINA FISH)**
* **Do not re-enter the building until the Incident Controller or emergency services say it is safe to do so.**

## Actions for OFFICE STAFF on hearing the alarm sound

* Call the Fire Brigade by dialling (9) 999 unless you are sure they have already been called.
* Leave the building as quickly as possible picking up the Fire Records file and pens from the red pocket next to the office door and the visitor book from the Foyer.
* Unlock the playground gate to allow access to and from playground for evacuation purposes.
* Distribute registers to people in charge of classes at the assembly point to enable a roll call to be carried out.
* Report to incident controller.
* **Do not re-enter the building until the Incident Controller or emergency services say it is safe to do so.**

# EMERGENCY PROCEDURES

In the event of the Head or Admin Officer not being in school the Assistant Head or Senior Teacher would take on the role of Incident controller.

The Fire Alarm control panel is located next to the main pupil entrance. A Plan detailing the school site, location of fire extinguishers, alarm break-glass call points, emergency door release points and Assembly Points is attached as Appendix A.

## Personal Emergency Evacuation Plans (PEEPs)

There are 3 Personal Emergency Evacuation Plans in place. These are for:

Mrs Maria O’Brien – Autumn Class

Devon Banfield – Autumn Class

Anthony Raine (Cleaner)

## Evacuation during Worship/playtimes/lunchtimes

In the event of evacuation required during worship or lunchtime, staff present will escort the children out of either exit from the hall provided neither is blocked by the emergency.

## Lone Working Emergency Procedures

If you need to work alone in school you should ensure that someone will be aware of the times you will be in school. This can be a family member if during out of normal office hours.

In the event of a fire or other emergency, sound the alarm, dial (9) 999 for the emergency services and vacate the building. Wait outside school for the arrival of the emergency services. Contact the Head Teacher at the earliest opportunity.

## Special or Out of Hours Events

In the case of special or out of hours events the senior member of school staff present will assume the position of Incident controller. The event organisers should be given instructions about evacuation procedures at the start of the event.

## Liaising with Emergency Services

The Fire & Rescue service or other emergency services will be met by the Incident controller or Deputy Incident Controller who will pass on details of there the fire/incident is, any persons not accounted for, information contained in the Fire Records file, and any other specific hazards e.g. if there are any gas bottles stored on site.

The Fire Records file is held in the red pocket next to the office door. This file includes class registers for roll call purposes, site plan, location of fire alarm control panel, fire exits, extinguishers, call points, records of regular testing and maintenance of fire equipment, and official inspection records.

## Alternative Assembly Point

If the school is not safe and there needs to be a further evacuation the second assembly point is the War Memorial by the church. Teachers/teaching assistants will escort the children. If there is inclement weather the church can be used as a refuge.

## Communication with parents

The procedure for contacting or communicating with parents/carers in an emergency situation is to use the teachers2parents texting service (usually done by the Head Teacher, Administration Officer or Assistant Head. This can be accessed via the internet.

Login: **playgroundkeevil416**

Password: **primary416**

In the event of parents/carers not being contactable to collect their child(ren) , a staff member(s) will be tasked with supervision of the children.

## Media Interest

In the event of media interest the Head Teacher or Assistant Head in his absence will be the point of contact. It is important that this is adhered to in order to prevent possible panic amongst families.

## Training

Fire Drills are carried out three times a year to ensure all staff and children are aware of the evacuation process in an emergency. Different scenarios are practiced, e.g. lunchtime, to ensure everyone knows what to do when not in the classroom.

All staff should receive training in basic Fire Awareness on an annual basis. The Incident and Deputy Incident Controllers should undertake enhanced fire safety management courses every 3 years

# Fire Prevention Measures

The fire alarm is tested every Tuesday afternoon between 3:30pm and 4:00 pm after the children have left school for the day. A different call point is tested every week. Emergency lights are tested on a monthly basis.

The fire alarm and emergency lights are tested 6 monthly by a competent contractor. The intruder alarm, fire extinguishers, boiler and portable electrical equipment are all serviced / tested annually by a competent contractor. An electrical fixed wire test is carried out every 5 years by a competent contractor, with the next test due in June 2017.

A Fire Risk Assessment is carried out by a competent contractor every 3 years, with the next one being due in November 2018. It is reviewed annually by the Head Teacher and Administration Officer, more frequently if there is a major change within school.

The Administration Officer carries out a weekly fire check which includes correct operation of fire doors, ensuring escape routes are kept clear of obstructions, clear access to fire fighting equipment, correct storage of combustible materials etc.

The Head Teacher and School Business Manager have a standing Health and Safety slot at their weekly meeting. The Governor who leads on Health and Safety for the Full Governing Body does a termly health and safety review. Health and Safety is considered as part of the Safeguarding item at Governor meetings.

All staff/visitors are responsible for pre-use visual checks for electrical equipment. If in any doubt about the safety of equipment, DO NOT USE and report it to the Administration Officer.  **Review Date: September 2018**