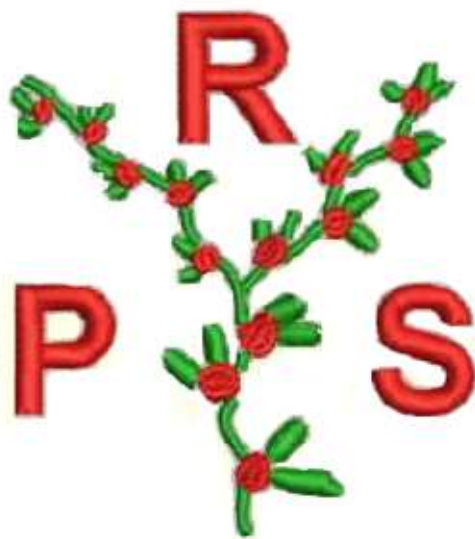


Roseberry Primary School

R P S



Policy for Emergency Evacuation

| | |
|--|------------------------|
| Approved by the Governing Body: | October 2013 |
| Interim Review: | January 2021 |
| Review Date: | January 2023 |
| Head teacher: | Maggie Fearnley |

Roseberry Primary School Emergency Evacuation

The aim of this policy is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff and visitors.

Signal: Continuous ringing of the fire bell

Assembly points:

| | |
|---------------|---|
| Years 5 and 6 | Large yard at the front of the KS2 building |
| Years 3 and 4 | Small yard at the back of the KS2 building |
| Years R/1/2 | KS1 yard at the front of the KS1 building |
| Nursery | Nursery play area |

Responsibility

It is the responsibility of the Head teacher to oversee the evacuation. In her absence it is the responsibility of the Deputy Head or Assistant Head teachers, or the members of the senior management team.

Responsibilities include:

- To ensure that a 999 call is made to the Fire and Rescue Service.
- To be in overall control of the evacuation until the arrival of the Emergency Services.
- To collect attendance records and ensure that all pupils are accounted for after roll call
- To liaise with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation and any possible relocation of those at the Assembly points in case of eg drifting smoke
- To initiate contingency plans for extended evacuation
- To issue instructions to staff and pupils, after consultation with the Emergency Services
- To inform pupils if and when it is safe to re-enter the building
- To ensure that the advisory service in the LA are contacted.

Action

All staff in charge of a class

If you discover a fire:

- Immediately raise the alarm
- Follow the evacuation procedures detailed below
- Report any relevant information to the Head teacher/person taking charge

On hearing the fire alarm

- Evacuate pupils by the nearest fire exit and make your way to the assembly point
- If safe to do so turn off all electrical equipment, close windows and doors as you exit.
- Check the toilets and cloakrooms.
- Take out laminated fire register
- Conduct a register check
- Report attendance check together with any information about absence
- Remain with class
- Do not re-enter the building until given permission to do so

All other staff and visitors

- Immediately raise the alarm
- Leave the building by the nearest fire exit and proceed to the assembly point
- Report any relevant information to the Head teacher/person taking charge

Fire Drills

- Fire drills will be carried out once per term following the above procedures
- Drills should be carried out at different times of the day and under different circumstances
- The fire alarm will be used to initiate the drill.
- In term 1, all pupils and staff will be informed in advance of the planned time of the drill
- In term 2, a warning will be given that a drill should be expected during the next week
- In term 3, no warning will be given

Fire/Fire Drill checklist

999 called

Fire drill

Location of fire known and passed on

Roll call of pupils complete

Yes / No

Staff and visitors accounted for

Yes / No

Unaccounted for pupils

Yes / No

Unaccounted for adults

Yes / No

Other information for fire brigade

Time of alarm

Time of all clear

Evacuation Plan

It is recognised that some people will require assistance to safely evacuate from the premises in the event of a fire. The personal evacuation plan incorporates the following arrangements:

- Establishing contact with the individual
- Allocating people as evacuation assistants
- Detailing the method of evacuation to be used

| | |
|--|---|
| Name of individual | |
| Location in school | |
| Persons elected to form part of PEP | 1 |
| | 2 |
| | 3 |
| | 4 |
| Particular mobility needs | |
| Is specific training required, ie lifting and handling | |
| How will communication be made with the individual? | |

Copies of this PEP should be provided to the following

The individual/their parents subject to this plan

The teacher/TA

The SMT members in charge of the evacuation

Fire Action

Introduction

All staff, visitors and contractors should read these instructions and make themselves familiar with the means of escape from this area and the appropriate **Assembly point**.

Action of discovering a fire

1. Raise the alarm by breaking the nearest break glass unit
2. Evacuate the building quickly and calmly by the **nearest available safe exit** and go to the **Assembly point**
3. Give any relevant information to the person taking charge
4. **Do not** re-enter the building until informed that it is safe to do so

Action on hearing the fire alarm **(the fire alarm is a continuous siren)**

1. Switch off all electrical appliance before leaving the room, where possible
2. Leave the area using the **nearest available safe exit**
3. **Do not** stop to collect coats or other personal belongings
4. If possible, close all doors and windows behind you
5. Proceed directly to your designated **Assembly point**
6. If you have any visitors you must lead them to the **Assembly point** and inform the person taking the roll call

Your **Assembly point** is

