



EMERGENCY EVACUATION PROCEDURES

1. Introduction & Purpose

1.1. This document provides guidance on the action to be taken in the event of it being necessary to evacuate the building. The document will be maintained and updated by the Headteacher

2.1. Such incidents, other than those, which are fire related, requiring the evacuation of the premises are varied and can include the following: -

- On the instruction of the Emergency Services
- Natural disasters arising
- On a chemical release endangering life, either accidental or deliberate
- On the escape of gas in sufficient quantities to pose a hazard
- On the release of a biological agent, either accidental or deliberate
- The placing of an explosive or incendiary device
- In the event of a major utility failure.

2.2. In the event of any of the above, or another incident, which may warrant the emergency evacuation of the building, the overall decision as to the following course of action to be taken will be made by the most senior person in the building.

2.3. The senior person will be the Headteacher (or the Deputy Headteacher if The head is not on site). They will then be the person who liaises with the Emergency Services during any incident requiring evacuation, and will be the point of contact for all staff.

2.4. Special provision is made for the actions to be taken in the event of bomb threats (see below). In all other instances the decision will be dependant on the circumstances of the event and its likely duration.

2.5. The method of evacuation and assembly point in all cases is detailed below.

Action taken by ALL members of staff, pupils, contractors and visitors on hearing the evacuation alarm:

- Evacuate the building in an orderly fashion using the safest/quickest route
- Close doors and windows (if safe to do so whilst not unduly delaying evacuation)
- Check the immediate area for any persons or hazardous situations
- Stop machines and isolate power supplies where appropriate (e.g. turn off oven if cooking)
- Do not stop to retrieve personal belongings
- Do not return to the building until authorised to do so

2.6. All personnel should make their way to the designated assembly point in the playground.

If you discover a fire you MUST:

- Raise the alarm by operating the nearest call (break glass) point

- Pupils must immediately notify a member of staff
- Telephone 999 immediately and ask for the Fire & Rescue Service
 - State the full address
 - State what is on fire (if known)
 - Say if anybody is trapped
 - Give a contact telephone number
- Leave the building by the nearest exit
- Report to your designated assembly point

2.6.1. Failure to do so will mean a delay in the arrival of the Fire & Rescue Service.

2.7. Staff MUST take care of any visitors or contractors in the building for whom they are responsible.

2.8. ALL staff should be prepared to assist anyone who seems lost, confused or is disabled, calmly showing them the procedure to follow.

2.9. The Headteacher or Deputy Headteacher MUST ensure a role call is taken.

2.10. The most senior person at the scene will, where necessary and safe to do so, secure the building (in liaison with the Emergency Services)

2.11. The Headteacher (or Deputy Headteacher) will take absolute charge and control (pending the arrival of the Fire & Rescue Service or other emergency services).

2.12. In all cases the Fire & Rescue Service Officer in charge will have the final decision whether buildings may be re-occupied and when.

2.13. The Headteacher or Deputy Headteacher will advise personnel assembled at the Evacuation Point(s) when return to the building is permitted, or any other action that is to be taken.

2.14. If for any reason the fire alarm cannot be utilised, then verbal instructions should be given to all staff.

3. Evacuation of People with Disabilities/Mobility Issues

The following system is in place to ensure safe evacuation of people with disabilities and/or mobility issues:

- The Headteacher must be aware if any pupil, staff member or visitor has a disability and/or mobility issue that may inhibit their being able to evacuate the building in an emergency, as detailed in this Policy
- In such cases the Headteacher (in consultation with the disabled person themselves) must carry out a Personal Emergency Evacuation Assessment and complete a Personal Emergency Evacuation Plan (PEEP). The purpose of this plan is to ensure safe evacuation without the need for the Fire & Rescue Services to evacuate the person in an emergency
- The PEEP MUST be tested to ensure all concerned are satisfied with the arrangements

4. Contractors

4.1. Senior staff who are responsible for managing contractors MUST discuss fire safety issues with them in order to ensure they are familiar with both the premises and emergency procedures, prior to them commencing work on site.

4.2. There will be instances where contractors need to carry out work on the structure of school buildings. The Headteacher (or designated deputy) is responsible for ensuring that Risk Assessments consider the impact of the work on the premises fire safety arrangements before it begins. This should include specific Risk Assessments if 'Hot Work' is required (e.g. soldering).

4.3. Contractors MUST provide adequate and timely information to the Headteacher to ensure Risk Assessments are fully informed by the nature of the work, and the plant and equipment to be used.

4.3.1. Contractors MUST adhere to the provisions of the Risk Assessment, and to general Health & Safety good practice.

5. Role of the Headteacher During a Fire

5.1. The main function of the Headteacher is to coordinate the safe, calm and efficient evacuation of people from the buildings if the fire alarm sounds. Should any difficulties be encountered the Headteacher should report findings to the Fire Officer in charge upon the arrival of the fire engine.

- On hearing the Fire Alarm, proceed immediately to the fire alarm control panel, if safe to do so.
- Look at the alarm panel to identify in which part of the building the alarm was activated.
- Gather any appropriate equipment/information.
- Inform the senior Fire Fighter of areas searched
- If staff find the Fire they should report this to you immediately. It is vital that this information is passed to the senior Fire Fighter upon his/her arrival
- The Headteacher should not put themselves at risk
- Provision should be made to assist disabled persons in accordance with this Policy.

5.2. If in doubt as to whether you should sound the alarm, always sound the alarm!

6. Bomb Threats

6.1. This section provides guidance on the action to be taken in the highly unlikely event of receiving a bomb threat. It is vital that the person receiving the information or seeing any suspicious object remains calm and use the following procedure as appropriate.

6.2. Anyone taking a suspicious or threatening telephone call should report this (with as much detail as possible) to the Headteacher (or Deputy) immediately. The Headteacher should then call 999. The Headteacher will take charge of the incident at this point and assess the validity of the threat. From the information available to the Headteacher, they may decide to search the public areas. If evacuation is warranted, the Headteacher will activate the alarm, and/or ensure all staff are informed of the need to evacuate.

6.3. If a suspect device is found within the school building the Headteacher should secure the building (once it has been completely evacuated). The keys should then be passed to the Police or Explosive Ordnance Disposal Unit.

6.4. If a suspect letter or parcel has been received, it MUST be left where it is (WITHOUT OPENING) and the immediate area evacuated (securing the door). The same procedure as per receiving a bomb threat must then followed.

7. Policy Review

This Policy was last reviewed in January 2019. Next review is due in July 2019.