

Emergency Evacuation Policy



Approved by: Local Governing Body

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1. Introduction

Should a fire break out in the school, or the school needs to be evacuated for any other purpose such as:

- Flooding
- Gas leaks
- Natural disasters
- Hazardous substances leaks

It will be the responsibility of adults to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all children/visitors are out of the building.

All adults should be aware of their nearest exit not only in their classrooms but other areas of the school. Evacuation notices and plans are in place in all areas of the school. All adults should take time to familiarise themselves with these plans.

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

Classroom adults/Support adults

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Staff to take their 2 way radios with them
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point in the main field opposite the sports barn.
- The Head teacher and/or administrator will check children against the fire register and will note missing children

2. Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm bring all registers and a mobile phone to the meeting point. Unless informed otherwise the fire brigade will automatically attend the school.
- The office radios must be taken out with the registers to receive any class messages regarding any issues with evacuation
- The visitor's, adults and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Head Teacher.

3. Fire Marshalls

- Teynham has 5 trained Fire Marshalls, one assigned to each building.
- Each Fire Marshall will ensure that all pupils and staff have left the buildings and made their way to the muster stations. Fire marshalls will be responsible for evacuations, irrelevant of reason for the evacuation.

- Fire marshalls will ensure that all fire equipment is correct and fit for purpose. They will also ensure that nothing has been tampered with.

4. Head Teacher and Deputy Head Teacher

- The Head and Deputy will monitor the evacuation of the premises from outside the main entrance to the building
- When the headcount has been completed the Head or Deputy will decide on the next course of action

5. Site Manager

The Site Manager will check the following areas:-

- Visually check the school building
- A radio call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.
- He will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- Do not re-enter building until told to do so by Headteacher or Fire Service

6. If in the kitchen

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assemble at the muster points in main field opposite the sports barn.
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher

No-one may re-enter the buildings until they have been given the all clear by The Head Teacher, or in the case of a fire drill (Fire Marshalls) the Fire Brigade.

7. Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All adults are given induction on their first day. This discusses all Health/Safety Data and Fire Evacuation procedures.
- Regular fire drills are arranged

8. Key Escape Routes

- All areas have direct escape routes to assembly points
- Fire exit/exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout each building. These are tested weekly on a rota basis and full serviced bi annually.

9. Firefighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

10. Assembly Points

- Main field – opposite the barn

11. Fire Risk Assessments

Risk assessments are carried out annually.

12. 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.

13. 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 fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

14. 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

15. Fire Protection Measures

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

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

1	November 2022
2 Policy review	July 2023
3	July 2024