

# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## **Evacuation Policy**



# Evacuation Policy

## Contents

Aim .....	2
A Calm Response.....	3
Reasons to Evacuate .....	3
Fire Safety Management.....	3
Fire procedures in the event of a fire drill / actual fire during school session times: .....	4
Visitors and Contractors.....	7
People with disabilities .....	7
If a fire breaks out during assembly, the following procedures are to apply: .....	8
If a fire breaks out during lunchtime, the following procedures are to apply:.....	8
What happens if you discover a fire?.....	8
Determining the location .....	8
A False Alarm.....	9
The Fire Marshalls.....	9
Nominated Staff and Reporting .....	9
When can I re-enter the building? .....	9
Fire Risk Assessment Appraisal .....	9
Major Incidence .....	9
APPENDIX 1: Location of fire extinguishers .....	10
APPENDIX 2: Fire evacuation routes .....	12

## Aim

Alderman Richard Hallam Primary School recognises that, within its Emergency Procedures, clear plans must be made to help combat any threats to children and staff which occur whilst they are on school grounds, whether inside or outside of the school building. This policy sets out the school's response to such emergencies but recognises that it is impossible to plan for every possible scenario to such an extent that the safety of pupils and staff can be guaranteed. The policy will need to be kept under constant review to reflect changing circumstances and experience.

The policy applies at all times of the day and is therefore available for every member of staff. It is the overall aim of Alderman Richard Hallam Primary School to minimise the risks to staff, pupils and visitors, which may arise from threats or fire. This will be achieved by ensuring precautions are taken

to avoid these events occurring and by ensuring that procedures for minimising the effects of an outbreak of fire or threats and evacuating or invacuating the premises are in place.

## **A Calm Response**

It is vital that the policy and its implementation do not lead to a panic mentality. Children should be encouraged to respond to any emergency calmly and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.

## **Reasons to Evacuate**

Many possible situations could be seen as a threat and therefore demand a response.

<b>Reasons to Initiate an Evacuation</b>
<b>1. Smoke or burning smell within the school grounds</b>
<b>2. Gas or chemical smell within the school</b>
<b>3. Fire</b>
<b>4. Fire alarm sounds</b>

## **Fire Safety Management**

Main duties are:

- To minimise risk from fire through risk assessments.
- To ensure adequate staff and Fire Marshall training has taken place.
- To produce an emergency plan and put up fire notices.
- To conduct fire drills.
- To check the adequacy of the fire-fighting apparatus and its maintenance.
- To implement recommendations from the Fire Risk Assessment.
- To consult with the LA Fire Risk Assessment Officer on matters of fire safety.
- To conduct regular fire safety inspections and record the findings.
- To make frequent informal checks.
- To ensure fire escape routes and fire exit doors/passageways are unobstructed and operating correctly.
- To check that fire detection and protection systems are maintained and tested and records are kept.
- To ensure the Fire Safety Log is kept up to date and accessible.
- To ensure that the Fire Escape Route Plan is clearly displayed in all classrooms or areas.

The maintenance of fire extinguishers, fire alarm systems and emergency lighting are maintained by approved contractors at the appropriate intervals.

For a plan of where fire extinguishers are located, please see Appendix 1. A sign to indicate the purpose of the fire extinguisher is located next to each fire extinguisher.

Premises Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of the panel for fault indications
All external and internal doors	Daily and condition-checked monthly	Confirmation that doors open and that there is no obstruction
Emergency lighting	Monthly	Operation of the test switch
Emergency lighting – discharge test	Annual by an approved contractor	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered

There will be at least one fire drill each term. Before the first drill of the academic year, Foundation Stage staff will be notified of the time and date, so that they can ensure that pupils have been told clearly what to do when they hear the fire bell. Staff will not be notified of subsequent fire drills, so they must have regular discussions with pupils to reinforce procedures.

#### Fire procedures in the event of a fire drill / actual fire during school session times:

1. The alarm will sound in the main building. The alarm consists of a voice message, flashing beacons and an alarm.
2. All classes are to make their way in a calm, orderly manner to the assembly point, leaving the building by the **nearest** available, **safe** exit (see plan below). In the event of a real fire adjacent to the assembly point, the rear playing field will be used as an assembly point instead. **Do not lock classroom doors.** Follow the fire instructions on the notice in your classroom or other parts of the building then make your way to your assembly point.
3. Do not re-enter any part of the building and **do not delay your exit by collecting possessions or closing windows.**
4. Teachers and group leaders need to be aware of a variety of safe exit routes and be familiar with the Fire Escape Route Plan in their classrooms and regularly used rooms. Any pupils walking between rooms, or working in groups away from the classroom, must be aware of their nearest and safest exit and leave as quickly and safely as possible. They must not return to their class or group before exiting the building.
5. Office staff will inform the private nursery and Little Grasshoppers, both situated within the school grounds, that the fire alarm has been activated.

6. In the event of a real emergency, the Fire Marshals will call 999 to deploy the emergency service and wait at the front of the building with a plan of the building for the emergency services. When the emergency services arrive, they will take charge. Staff must ensure that no person re-enters the building, so fire exit doors must be monitored until the all clear is given by the Fire Marshals.
7. Little Grasshopper staff will inform the main school that the fire alarm has been activated in Little Grasshoppers.

## FIRE EVACUATION ROUTES

When the fire alarm sounds, the building should be evacuated as follows to assemble in the playgrounds.

Area	Fire Escape Route
<b>Year 5: Eagles</b>	By corridor to exit through the Year 5 fire door to the Reception courtyard and onto the front playing field and assemble.
<b>Year 5: Hawks, Ospreys and Owls</b> <b>Year 4: Polar Bears</b>	By corridor to exit through the Year 5 fire door onto the front playing field and assemble.
<b>Music Rooms</b> <b>KS2 Hall</b> <b>SLT Office</b>	By corridor to staircase. At the bottom, turn right to exit through the fire door by the Head Teacher's Office to the front playing field and assemble.
<b>Reception</b> <b>Reception Office</b> <b>Admin Office</b>	By corridor to exit through fire door by lower hall onto the front playing field and assemble.
<b>Lower Hall</b>	By corridor exit through the fire door adjacent to the lower hall into the front courtyard, exit through the central gate turn right onto the front playing field and assemble.
<b>Year 4: Huskies, Arctic Foxes and Penguins</b> <b>HT Office</b> <b>Premises Officer's Office</b>	By corridor to exit through the fire door by the Headteacher's Office onto the front playing field and assemble.
<b>Dragonflies, Bumblebees, Butterflies and Ladybirds</b>	Exit through the classroom fire door to assemble on the rear playing field next to the mobile classrooms.  Staff will need to ensure that a key to the playground is collected to exit.  Ladybirds in the classroom will exit through their cloakroom and turn right to the fire exit on their right.

<b>Woodland SEND Hub Sensory Room</b>	Exit through the fire door to the Reception playground and assemble the rear playing field next to the mobile classrooms.
<b>Caterpillars</b>	Exit through the classroom fire door to the playing field near the trim trail and assemble.
<b>Year 3: Dragons SENDCO Office Year 3 Turtles Year 6 Jaguars and Ocelots Meeting Room VR Room</b>	By corridor to exit through the Year 3 fire door onto the front playing field and assemble.
<b>Year 3: Geckos and Chameleons</b>	By corridor to exit through Year 3 fire door to Reception courtyard and onto the front playing field and assemble.
<b>Year 6: Panthers Year 6: Pumas</b>	By corridor to staircase exit at the bottom of the staircase into the courtyard, exit through the central gate turn right onto the front playing field and assemble.
<b>Staffroom</b>	By corridor exit through the fire door adjacent to the lower hall into the Reception courtyard, exit through the central gate. Turn right onto the front playing field and assemble.
<b>Year 1: Pandas, Leopards, Chimps, Tigers Year 2: Lions and Zebras</b>	Exit through the classroom fire door to assemble on the rear playing field near the ball court and assemble.
<b>Year 2: Meerkats and Giraffes</b>	Exit through the fire door to the rear playing field near the ball court and assemble.
<b>Little Grasshoppers</b>	Exit through the closest fire door and assemble on the main school playing field.
<b>Modular building</b>	Exit via the closest fire door and assemble on the rear playing field

- Children who are receiving treatment in the medical room or who are waiting to be collected outside the office are to be brought to the assembly point by the staff administering First Aid, or office staff.
- Staff will indicate with a raised hand/raised fire register when all the children in their class and staff have been accounted for by conducting a head count. Staff should prioritise the headcount over getting their class to line up neatly or in the exact location. Staff should take their fire registers out with them. Year Group Leaders will check that all other staff and volunteers are

present. Any unaccounted person should be reported to the Fire Marshalls on duty at the fire assembly point.

- Office staff will distribute registers at the assembly point. This will then be verified with the head count to ensure all pupils are accounted for. Any groups working and assembling in a separate area from their class will inform a member of SLT who will inform the teacher through the walkie-talkie.

### **Checking areas in school**

In the event of a fire, staff need to check that all parts of the school have been evacuated. Areas have been allocated as follows:

Classrooms – Class Teachers

Foundation 1 Toilets – Teaching Assistants

Foundation 2 Toilets – Teaching Assistants

Key Stage 1 Toilets and Cloakrooms - Teaching Assistants

Year 3/6 Toilets - Teaching Assistants

Year 4/5 Toilets - Teaching Assistants

The support staff will check their allocated areas and then go to their Assembly Point.

The Senior Leadership Team will go to the Fire Assembly Points situated on the front playing field and rear playing field adjacent to the ball court.

Fire Marshals ascertain the cause of activation by checking the fire alarm panel situated outside the Headteacher's office and relay the cause of the activation to the Senior Leadership Team via the walkie-talkie system.

Fire Marshals will contact the fire service in the event of a real emergency and meet them.

### **Visitors and Contractors**

On arrival, visitors are required to report to reception; they will be given an ID badge. The member of staff signing the visitor in will ask if there is any current issue with the visitor that could impede a safe evacuation. The host should also ask if any current issues could impede a safe evacuation. The host **MUST** take responsibility for any visitors they may have and ensure they leave by the nearest exit and assemble at the designated fire point. Office staff to print the emergency fire registers or use the app for visitors (where practicable) and take them out with them.

### **People with disabilities**

Specific arrangements may need to be made for those with disabilities; a Personal Emergency Evacuation Plan (PEEP) may be required. There must be a provision for temporary PEEPs to be completed for staff and students who may have been injured playing sport, or have a temporary loss of hearing, etc. Use of any appropriate equipment to support with the evacuation should be used.

### **If a fire breaks out during assembly, the following procedures are to apply:**

Members of staff leading the assembly must ensure they have adequate adult support. Evacuate children by all **safe** exit points. Use **3** doors leading out of the hall if necessary and exit the school from there. Staff who are not required to stay in the hall for assembly will return to help evacuate the children if the fire alarm sounds. Assemble as above.

### **If a fire breaks out during lunchtime, the following procedures are to apply:**

In the event of a fire breaking out in the dining room, the alarm will also sound in the main building.

If the fire alarm is activated during break or lunchtime:

- Children will line up at assembly points as above. Registers will be brought out by office staff (Lunch registers will be used at lunchtime).
- Midday Supervisors to ensure that children evacuate the dining room in a calm and orderly manner and line up at assembly points as above.
- It is the responsibility of the Midday Supervisors to ensure cloakroom and toilet areas are free of children, and the Headteacher and Senior Leadership Team, if not already present, are sent for. It is the responsibility of Midday Supervisors to account for all the children in the classes for which they are responsible.
- The office staff will print or use the app for the emergency fire registers for visitors and to indicate which staff are not present on site, if safe to do so.
- The Senior Leadership Team will go to the Fire Assembly Points situated on the front playing field and rear playing field adjacent to the ball court.
- Fire Marshals ascertain the cause of activation by checking the fire alarm panel situated outside the Headteacher's office and relay the cause of the activation to the Senior Leadership Team via the walkie-talkie system.
- Fire Marshals will contact the fire service in the event of a real emergency and meet them.
- Any staff on their lunch break and still on site should go to an assembly point.

### **What happens if you discover a fire?**

If you discover a fire, you should immediately operate the nearest fire alarm call point and leave by the nearest exit. Report to the Fire Marshals that it was you who raised the alarm, giving details of where the fire is and any further information or details you can provide.

### **Determining the location**

The Fire Marshals will determine, as quickly as possible but with caution, the nature and location of the emergency by gaining information from the fire alarm panel and investigating the area displayed on the fire alarm panel. The fire alarm is not monitored so in the case of a real emergency, 999 must be dialled.

## **A False Alarm**

In the event of a false alarm, and only after cautious investigation by the Fire Marshals, a false activation will be confirmed.

## **The Fire Marshals**

The Fire Marshals are the Premises Officers and Business Manager.

On the sound of the Fire Alarm Bell, the Fire Marshals shall ensure the evacuation procedure is carried out safely and calmly. The Fire Marshals will be in constant communication with all staff who are carrying out specific duties. The Fire Marshals will ensure that all persons have been accounted for by communication with class teachers. Only when the Fire Marshals are positive that all persons have been accounted for will the Fire Marshals instruct the fire alarm bells to be silenced and re-entry to the buildings can take place.

## **Nominated Staff and Reporting**

Nominated staff should check that their areas are cleared of all personnel and report this as quickly as possible to the Fire Marshals.

A member of staff from the Reception classes must ensure the gate for the secure play area is unlocked to ensure groups can gain safe access to the Assembly Point.

## **When can I re-enter the building?**

You will only be allowed back inside the building after all areas have been checked, and you have received confirmation that it is safe. Please wait until the Fire Marshals have instructed that it is safe to re-enter the building.

On re-entering the building, please ensure this is carried out safely and calmly.

**If the fire alarm sounder has been silenced, this does not mean you have been given the all-clear to re-enter the building. Only the Fire Marshals can give the all-clear.**

## **Fire Risk Assessment Appraisal**

The Fire Risk Assessment Appraisal will be carried out annually by the Headteacher or following any significant change, which includes the building or staff, particularly those involved in fire safety.

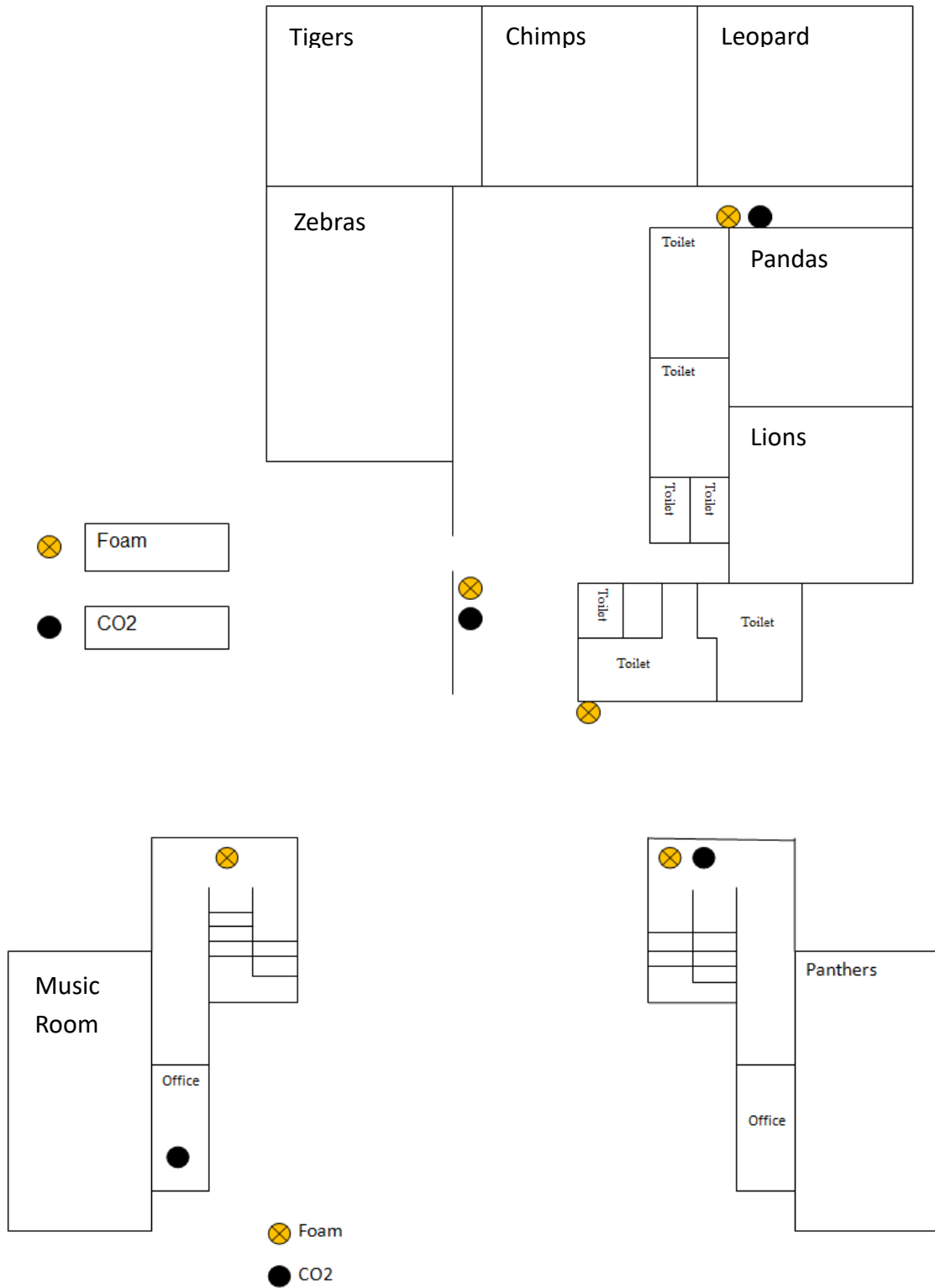
External risk assessments are to be carried out by the Local Authority Fire Risk Assessment Officer as decided by the Local Authority.

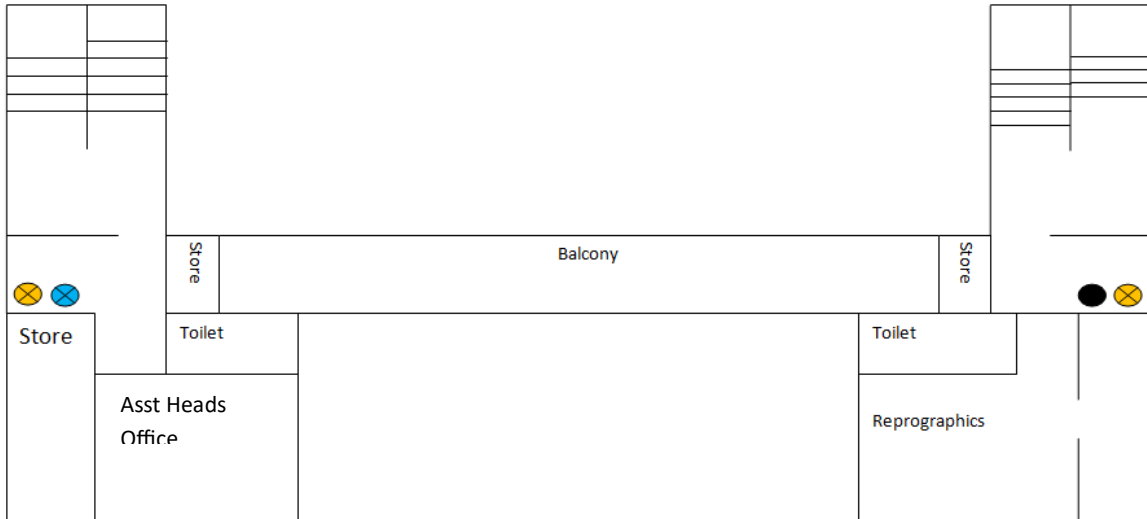
All issues that present a fire risk are to be actioned as per the priority rating; where this is not possible, a mitigating statement should be written into the assessment according to premises health and safety procedures.

## **Major Incidence**

In the event of a significant crisis, to the extent that the school grounds must be evacuated, then the Major Incident Management Plan will be followed. A hard copy of this will be taken during the evacuation by a member of SLT in the orange evacuation bag.

**APPENDIX 1: Location of fire extinguishers**



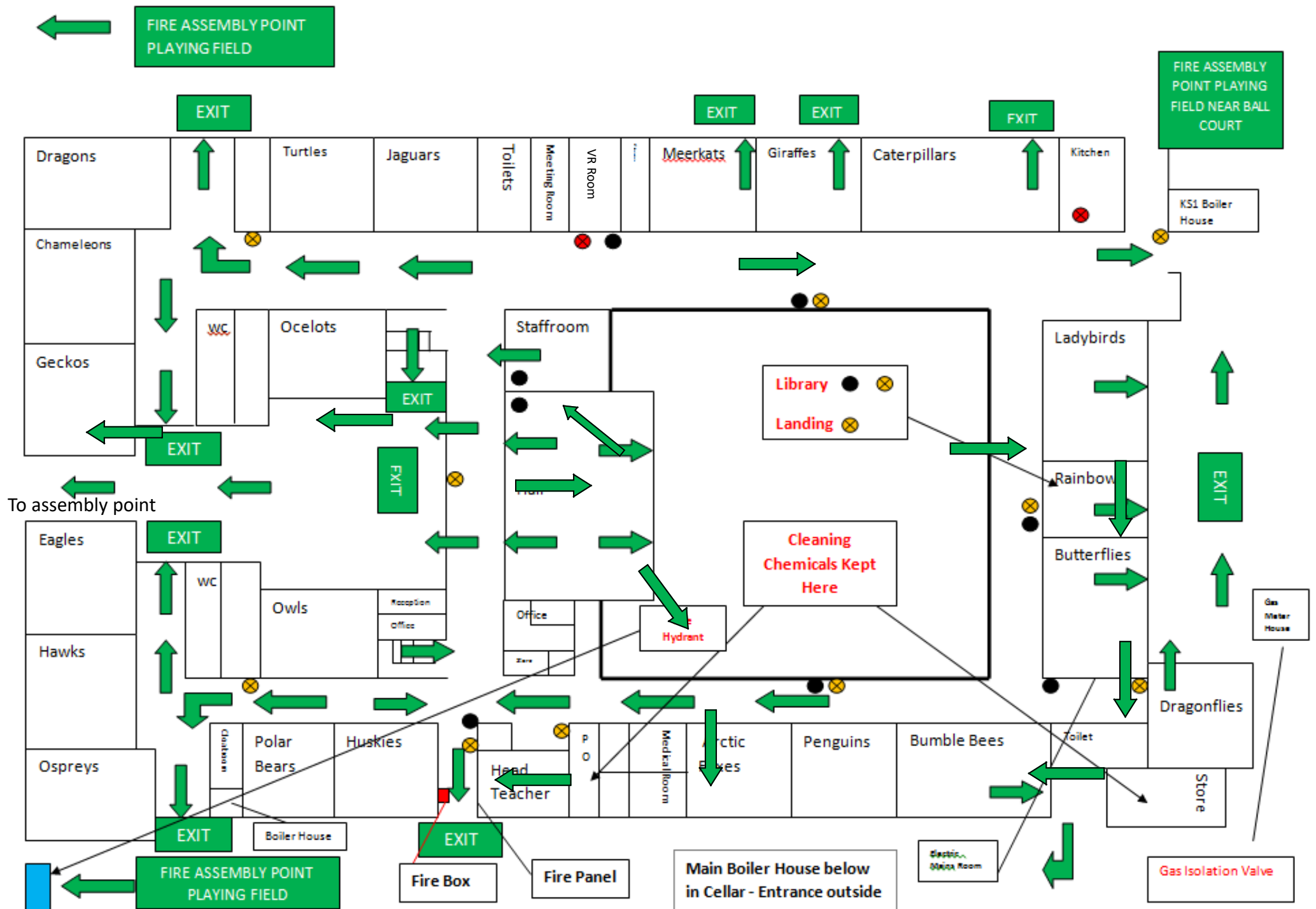


X Foam
 ● CO2
X Powder

X Foam
 X Water
● CO2



## APPENDIX 2: Fire evacuation routes



# Modular Build



LEGEND

**Little Grasshoppers**

- Water
- Co2

