

School's Building Emergency Evacuation Plan Guidance Notes and Template

BUILDING EMERGENCY EVACUATION PLAN

1) Name & address of the school	Bilton C of E Junior School Plantagenet Drive, Rugby, CV22 6LB
Name of Responsible Person for day-to-day management of the premises e.g. Head Teacher, Business Manager	Head teacher
Date plan produced	December 2015, revised Sept 2019, revised Jan 2021, Apr 22 Mar 23
Name of person producing plan (print name)	Tash Strefford
Review date	Spring 24
2) Duties and identities of staff with specific responsibilities during an evacuation.	
<p><u>Evacuation Control Officer (ECO) – Head teacher</u> Roles:</p> <ul style="list-style-type: none"> • Act as the main contact during evacuation • Confirm the fire service has been contacted • Ensure the fire service is notified of missing persons • Arrange termly fire drills with the assistance of the SBM • Arrange annual fire training to all staff (with the assistance of the SBM) <p><u>Deputy Evacuation Control Officer (ECO) – non-teaching assistant head teacher</u></p> <ul style="list-style-type: none"> • Support the head teacher in the above <p><u>Fire Marshalls – 3 Fire Marshalls (including back up wardens)</u></p> <p>Chestnut – Mrs Clarke, Mrs Thomas and Mrs Ravenhall Sycamore – Miss Watkins and Mrs Thompson Oak – Mrs Palmer and Mrs Mulvaney</p> <p>Roles:</p> <ul style="list-style-type: none"> • instruct staff/pupils to evacuate building using nearest safe exit • systemically checking their area is clear of all staff/pupils • closing windows/doors when safe to do so <p>General routine duties could include monitoring fire hazards, monitoring fire escapes/fire doors are kept clear, monitoring fire extinguishers and ensuring any necessary action is taken.</p> <p><u>First Aiders</u></p> <p>Ms Maxine Warriner, Mrs Jo Thomas or Mrs Nicola Doyle</p> <p><u>Office Staff</u></p>	

Mrs Susan Worrall, Mrs Doyle, Mrs Nunn or Miss Freeman

Roles:

- calling the Fire Service in the event of a fire,
- cancelling the Fire Service if instructed by ECO,
- taking registers/visitors sheets to the evacuation point

Teaching staff

Roles:

- knowing what to do in the event of fire
- safe evacuation of pupils
- sweeping immediate area and route to final exit, closing classroom doors when everyone has left the room, taking register at assembly point and reporting findings to ECO
- attending fire awareness training
- reporting worn electrical leads/faulty electrical connections,
- keeping fire exits clear and switching off portable electrical appliances after use etc.

3) Information about fire detection and warning system.

Only 2 automatic fire detectors in The Burrow and The Server Room – the alarm will sound automatically.

On detection of a fire staff to sound the alarm by activating the nearest call point.

4) Action to be taken by a person discovering a fire.

- RAISE THE ALARM immediately by activating the nearest Fire Alarm Call point to start evacuation procedures
- NO attempt should be made to tackle the fire unless fire extinguisher training has been given
- Leave the building by the nearest exit
- Report to the Assembly Point
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until told it is safe to do so

The office staff will call the Fire Services

5) Evacuation procedures.

Evacuation must start as soon as the Fire Alarm is heard. The exception to this rule is at times of testing (tested Monday morning before school starts). All belongings should be left unless essential. The nearest and safest escape route should be used. Staff should evacuate pupils and visitors by sweeping their immediate area and escape routes as they evacuate the building making sure everyone is accounted for.

Ensure all doors are closed behind you as you leave.

The following escape routes should be used:-

The ground floor Oak Classrooms should exit building via external exit doors in their own classrooms and make their way to the playground and assembly point

Upstairs Sycamore classrooms – year 4 and 6 should use the back stairwell and exit the building using the external door in the downstairs Oak Year 6 classroom and should make their way to assembly point.

Year 3 and 5 should use the front staircase and leave through the main Oak door onto the playground.

Chestnut classrooms – leave through the music room or via the main external door out of Chestnut area.

The Kiln Room / Art cupboard – leave through the fire exit door in the kiln room

The Learning Nest – exit the building through the main external doors from Chestnut

The Thrive – will leave the room via the external door to the building

The Glade – leave the room through the external exit by The Burrow

The library – will either leave through the fire exit in the library or through the main doors in Chestnut

Kitchen staff will isolate the gas supply to the kitchen by using the ‘Shut off’ button.

Office Staff – leave through the nearest exit, normally the hall doors

Once at the Assembly Point teaching staff must collect their registers and carry out a roll call. Information must be given to the Evacuation Control Officer on any missing pupils, staff or visitors

The ECO/Fire Officer will make the final decision to re-enter the building after any evacuation.

<p>6) Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public.</p>
<p>Personal Emergency Evacuation Plans (PEEPs) have been completed for members of staff/pupils</p> <p>Visitors and contractors onto the school site</p> <p>A safeguarding leaflet which includes the fire evacuation procedures are given to all visitors entering the school</p> <p>Fire Line numbers are displayed inside all the classroom doors to indicate which assembly line the class should go to.</p>
<p>7) Location of Assembly Point(s).</p>
<p>The assembly point is on the school playground, if this area is unsafe then the gates to Rugby High School will be opened and the assembly point will be at the bottom of their field.</p>
<p>8) How the Fire Service (and any other emergency services) are called and who is responsible for doing this.</p>
<p>During normal school hours the office staff are responsible for calling the Emergency Services Any staff covering the office will be informed of the procedures.</p> <p>Once the fire has been confirmed by the ECO the office staff will dial 999 (See Section 16)</p> <p>They will call using the main landline, if this is not safe or possible then they will call from their mobile phone.</p>

9) Provision for out of hours

Lettings must follow the H&S leaflet given to them on hire of the school.

The Haven – follow the school's evacuation procedures. The mobile must always be charged and used should they need to phone the emergency services.

10) Procedures for liaison with the Fire Service on arrival and during the evacuation.

The Emergency Control Officer (ECO) will meet the Fire Service on arrival and give details of any missing persons. The ECO will be identified by a yellow high visibility vest.

The fire floor plan will be filed with the Fire Risk Assessment in the office and a copy kept in the emergency 'grab bag.' The ECO will pass this information to the Fire Service on their arrival.

11) Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival.

The ECO will provide plans of the school showing high risk areas to the Fire Service on arrival. High risk areas include boiler house, COSHH storage areas, kitchens, kiln room

12) Procedures for keeping access areas for the fire and rescue service clear.

Mrs Clarke will be responsible for carrying out regular checks to ensure service roads and any marked out areas are kept clear at all times.

13) Arrangements for fighting fires.

The school has adopted a strict policy on fighting fires. NO untrained staff member or pupil should tackle a fire. Even if training has been given, fires should only be tackled if safe to do so and if no bigger than the size of a small waste paper bin.

14) Location of Fire Risk Assessment and responsibilities.

The fire risk assessment is kept in the Health & Safety folders in the SBM's office.

15) Contingency Plans for when fire alarm system is out of order.

The fire alarm is tested weekly, in the event of the alarm system being out of order a fire / evacuation would be signalled as follows:

- 1) Anyone identifying a fire or the need to evacuate must tell the Head or Deputy, via phone or directly.
- 2) Head of School & non-teaching Assistant Head of School or office staff will use the hand bells to signal an evacuation – this will be signalled by the continuous sound of the manual bell
- 3) The fire wardens will reiterate this to anyone unsure

16) Procedures for managing false alarms.

Evacuation of school should start as soon as the fire alarm is sounded.

The ECO will decide whether the alarm is genuine or false and make the decision whether to call the Fire Service. In making the decision the ECO will take into account information obtained from staff, evidence of fire, smoke or burning smells etc.

The Fire Marshalls will report to the ECO whether they suspect a fire.

Remember you are looking for signs of fire and not a fire itself. If there is an obvious fire there is no need to investigate just phone 999.

If it appears to be a false alarm SLT or SBM will be responsible for silencing the alarm but will not reset the control panel as this information may be needed to investigate the reason for the false alarm. Any messages on the control panel will be checked to find out where in the building the false alarm came from. Break glass boxes, smoke or heat detectors that have set off the alarm will need to be checked as soon as possible to establish why they were triggered e.g. vandalism, accidental damage to break glass, toasters, insect in smoke detector etc. If the school cannot establish why the break glass point, detector was triggered Property hotline should be contacted to organise a contractor to visit the site to establish whether the problem is due to faulty equipment.

The ECO will make the decision whether to re-enter the building. This should be done slowly and cautiously on a phased approach. The school should use their contingency plans as laid out above (in SECTION 15) while the fire alarm system is out of order.

Any false alarms will be recorded in the Fire Precautions Manual with brief explanation e.g. malicious false alarm (deliberately breaking manual call point), False alarm with good intent (someone smelling smoke when it's drifted through window from outside building), equipment false alarm (faulty equipment), unwanted alarm (burning toast, steam).

17) Contingency arrangements following an evacuation

If not safe to enter back into the building – the text 2 parents system must be used to ask for children to be collected from a certain place. Any children not able to be collected must be taken to the schools safe place or neighbouring schools (Bawnmore Infant School or Rugby High).

Seek advice from Warwickshire Education Service and their contingency team CSW on the next steps dependent on the situation.

18) Dealing with suspicious packages and bomb threats

Upon receipt of a threat Police advice will be sought and followed. Unlike a fire evacuation, during bomb threat evacuations personnel should take their belongings with them, all windows and doors should be left open and lifts can be used. The signal to evacuate the building will be

by an alarm that is usually heard at play / break times and via by oral instruction.



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