

Evacuation Procedure

This procedure covers the following:

- What to do if you discover a fire.
- What to do when you hear the fire alarm.
- Evacuation
- Evacuating outside to go in to the building
- Evacuation during a public event etc. performances, Easter Fayre
- Evacuation for Special needs

The school's fire procedures should be made available to all staff and included in the Induction of all new starters.

A summary of the evacuation procedures will also be made available to all contractors and visitors to the school. These shall be displayed throughout the premises.

During letting periods schools are responsible for ensuring adequate means of escape are available. Where only parts of the premises are in use it must be ensured that all relevant escape routes remain open and that adequate escape signage is available.

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm (*using the nearest available break glass call point.*) They should then notify *main office* of the exact location of the incident (if it is safe to do so).

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
NB. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous ring.
- The fire warden (Mrs Dawson) will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- *Kay Dawson* will summon the emergency services (**DIAL 999/101**) as necessary;
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)

- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to Mrs Ditchburn (Mrs Moir in her absence, then Miss Craig) at the assembly point.

Front yard in front of the assembly point signs

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk to the assembly point. The teacher should do a sweep of the room.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their class groups while the adult in charge counts the children then staff check their registers. Registers, visitors book etc. will be taken out to the assembly point by Mrs Ditchburn/Mrs Moir. If a child is missing report to Mrs Ditchburn who can check whether the child has been signed out. The result of this check must be reported to the Headteacher /Assistant Head as soon as it is completed.
- Fire warden and each adult in charge of a class are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:
- The fire warden (Mrs Dawson) of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/ fire warden/ Headteacher/ Assistant head.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Our Lady and St Patrick's and arrangements made to contact parents.

Evacuation inside from outside the building

During break times

1 whistle = freeze

2nd whistle = line up

3rd whistle = go into the building in to their classes (walking)

Evacuation during a public event

See also fire evacuation (above)

Firstly parents/carers/visitors make their way to the assembly point outside on the front yard. Parents/carers/visitors will be counted in and children will be signed out if they go with their parents/carers.

Staff are in charge of the pupils (not the parents) so as above the staff to do a sweep of every room they are in if it is safe to do so and children walk outside to their assembly point and line up in their classes.

EVACUATION PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

Particular attention will need to be given to pupils and staff who have special needs including those with a disability.

The fire brigade position is that the building management are required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the headteacher/assistants heads/fire warden in order suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority.