

EMERGENCY

EVACUATION

POLICY

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| Approved By : Headteacher | H Dunbavin |
| Approved By : Chair of Governors | A Clark |

**EQUALITY AND DIVERSITY STATEMENT**

**Hope High School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.**

**POLICY REVIEW**

**To ensure that this policy is relevant and up to date, comments and suggestions for**

**additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.**

**EMERGENCY EVACUATION POLICY**

Should fire break out in the school, it will be the responsibility of staff members to:

* Raise the alarm using nearest fire call point
* Evacuate the school
* Check all pupils/visitors are out of the building.

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

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

**Classroom Support Staff / Pastoral Staff**

* On hearing the fire alarm the class teaching assistants with pastoral assistance will take the children through the nearest fire exit. Where possible classroom windows should be closed.
* Staff to ensure that they have their 2 way radios with them
* Children MUST evacuate the building in a calm and orderly fashion
* NO ONE should stop to collect any belongings
* Children must be evacuated to the assembly point
* Staff will check children against the fire register and immediately inform administration staff via radio of any missing children

**Administrative Staff**

* Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm liaise with the Fire Brigade who will call the school upon activation of the alarm.
* The school registers will immediately be distributed to the assembly point
* The office radios must be taken out with the registers to receive any class messages regarding fire assembly point changes
* The visitor’s, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
* Admin Officer (KT) to assemble/monitor external school/visiting staff

**Headteacher**

* The Head will monitor the evacuation of the premises from the assembly point
* To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported by radio immediately.
* When the headcount has been completed the Head will inform the Deputy Head / School Business Manager by radio that everyone is present.
* The Head will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
* In the absence of the Head, the Deputy will fulfil this role

**Fire Warden(s) (Deputy)**

The nominated Fire Wardens and/or their deputies, named in brackets, will check the following areas in teams:

* Mike Tracey (Site Supervisor) – Learning Resource / Toilets / Art / Science / KS4 Corridor Classrooms
* Lucy O’Kane (Andy Downes) – Classbase 5 / DT / Food Tech / KS3 Corridor Classrooms
* Andy Argile (Carl Curless) - Assembly Hall / Sports Hall / Gym / Changing Rooms
* Colleen Baguley (Kayleigh Thompson) - Dining Hall / Kitchen / Offices / Staff Room / Conference Room
* Ryan Schofield/Sarah Watson – External gates and Assembly point wardens

Once areas have been confirmed as cleared, the Head will be informed in person by the relevant Fire Officer.

All Staff have external gate keys – the first staff member to arrive at external gates unlocks

Intervention staff who are not fire wardens monitor back of form group queues

Should both Fire Wardens for an area be absent on the same day, another deputy will be directed to fulfil this role. This will be allocated at morning briefing.

**Kitchen Staff**

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
* Assembly at their assembly point on front playground
* 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 Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.**

**Fire Warning System**

* Bells, break glass, key operated call points and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
* The main fire alarm panel is situated on the wall in the main entrance. This is serviced on a 6 monthly basis.
* Personal 2 way radios: all staff are in possession of a 2 way radio. These should be checked each morning

**Evacuation Procedures**

* All areas have a site plan indicating nearest escape route and outside assembly points.
* All staff are issued with an Employee Handbook. This contains all Health/Safety Data and Fire Evacuation procedures.
* Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
* Regular fire drills are arranged

**Key Escape Routes**

* There are direct escape routes to the assembly point at the front of school. Escape routes at the rear of school lead to KS3 and KS4 playgrounds, access to the assembly point is via the padlocked gates at the sides of the building. The padlocks are key locks. All members of staff have akey.
* Fire exit signs are posted on all exits.
* All exits are kept unlocked and clear of obstructions.
* There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

**Fire Fighting 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.

**Assembly Point**

Located at the front of school adjacent to disabled parking area

**Fire Risk Assessments**

* Risk assessments are carried out annually (Non Technical) / 3 yearly (Technical)

**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.

**General Fire Precautions**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation 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

**Fire Prevention Measures**

* Good housekeeping and adequate security measures
* Emergency signs/instructions and emergency lightening
* Control of contractors working on site
* Maintenance, inspection and testing of electrical installations and equipment

**Fire Protection Measures**

* Raising the fire alarm
* Smoke and Heat Detectors
* Escape routes, fire exits
* Fire fighting equipment including Sprinkler System
* 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.**