



TOWNHILL INFANT SCHOOL

EMERGENCY EVACUATION PLAN

Premises address: Benhams Road, Townhill Park, Southampton, SO18 2FG

Contact Number: 023 8047 4835

Plan date: 28th September 2023

Review date: 28th September 2025 or sooner if required

INTRODUCTION:

In accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precaution (Workplace) Regulations 1997 and its (Amendment) Regulation 1999, the School Governing Body has a duty of care to ensure that all staff, students and visitors are familiar with the procedures laid down in the event of fire or emergency situation.

THE MOST ESSENTIAL POINTS TO NOTE ARE THE POSITION OF THE NEAREST FIRE ALARM CALL POINT AND THE NEAREST FIRE EXIT.

The school's policy aims to ensure that:

- All children and staff are aware of evacuation process.
- All school exits are free of obstructions and are not used as storage areas.
- All emergency exits are clearly marked.
- Teachers have a copy of the Emergency Evacuation Plan in their classrooms
- A copy of the Evacuation Plan is clearly displayed in each classroom near the door.
- All firefighting equipment is maintained and regularly inspected.
- Ensure evacuation problems are competently assessed
- Provide effective evacuation control where this is justified
- Ensure that emergency evacuation practices do not pose a threat to the health or safety of staff, students or visitors to the school
- Environmental damage from emergency evacuation practices are kept to a minimum

Headteacher / Governors:

The school will ensure that:

- legislative requirements are complied with
- good safety practices are observed to prevent large populations of children being injured in an emergency
- emergency evacuation drills are conducted on a regular basis and evacuation control methods are chosen which deal effectively with the emergency while minimizing health, safety or environmental risks
- notifications are made as appropriate and required information is obtained
- suitable precautions are taken with practice and drills
- insurance and liability issues receive due attention.

Responsibility:

The day-to-day responsibility for ensuring that these objectives are met rests with all staff.

Sound of the alarm:**FIRE**

The sound of the alarm will be a continuous warning siren and a flashing red strobe light

BOMB OR CRITICAL SITUATION

The school bell will be rung intermittently for approx 90 seconds

Raising the alarm:

In the event of a fire, the person discovering the fire should raise the alarm at the nearest fire call point. In the event of a bomb scare or critical situation, the staff member must raise the alarm with the headteacher immediately.

If the fire is detected by the overhead smoke detectors, the fire alarm will be automatically activated.

Action staff should take on hearing the fire alarm:

- 1. Mrs Corbin to take charge and lead the evacuation of the building**
- 2. Dial 999 and request the fire service. Staff member making the call must give their name, name of the school, address and contact details including a brief description of where the fire has started (if known). The fire alarm system should always automatically call the fire brigade but a phone call to 999 should always be made as well**
- 3. Mrs Harvey to take visitors book and registers to the playground (fire assembly point)**
- 4. Mr Vowles to take the radio, whistle and mobile phone to the playground**
- 5. Staff will commence evacuation from the building, ensuring this is carried out in an orderly and calm manner. Classroom assistants to sweep toilets and quiet rooms for children then make their way to the playground**

6. **Mr Gibbs (Fire Marshal) to sweep the building and ascertain the nature of the fire if safe to do so**
7. **Mr Gibbs to leave the building shutting all of the doors behind him to prevent others from gaining access to the building**
8. **Any contractors on site must switch off any tools or appliances that may be hazardous if left unattended**
9. **Everyone to assemble at the Fire Assembly Point**
10. **Teachers to carry out a head count, office staff to check for visitors/contractors and City catering to carry out a head count**
11. **Mr Gibbs/ Mrs Corbin to liaise with the fire service**
12. **Nobody to re-enter the building until the fire service give the all clear**

Escape routes:

The escape routes are marked on the escape plan and are as follows:

1. All classroom doors
2. Main reception door
3. Staff room door
4. Site Managers door
5. Hall doors
6. All external windows are fitted with egress hinges
7. Kitchen door

Fire assembly point:

The fire assembly point is the far side of the playground

Fighting fires – Extinguisher use:

Fire extinguishers are situated around the building. They are all labelled and colour coded showing the type and usage.

Fire extinguishers must only be used:

Where staff have received training in their use

When it is deemed safe to do so – if in doubt do not attempt to fight any fire

For fires involving paper, wood and textiles, a water extinguisher should be used to extinguish the fire.

If the fire involves live electrical equipment; a carbon dioxide or dry powder extinguisher should be used to extinguish the fire.

If the fire involves flammable liquids, a foam or dry powder extinguisher should be used to extinguish the fire.

REMEMBER PERSONAL SAFETY TAKES PRIORITY AND IF IN ANY DOUBT - GET OUT AND STAY OUT!

Location of fire alarm panel – shut off valves etc:

Fire alarm panel: located in reception

Gas supply shut off valve: located in the gas house, rear of the building

Mains water inlet: valve located in the boiler house, rear of the building

Water hydrant: located in the car park, near to the fence far side

Mains electricity board: situated in the Site Managers cupboard

Number of staff required to carry out this evacuation plan:

To implement this plan, one teacher and one teaching assistant per class (30 pupils) is required to safely evacuate the building

The headteacher and two members of the office staff

A fire marshal

During school hours, the above staff must be on duty at all times except during dinner times when the dinner ladies will take over from the teaching staff.

Fire Marshals:

The schools appointed fire marshals would undertake a check of their floor or area of the school building, including staff and ancillary rooms, toilets etc

As previously stated, the schools appointed fire marshals shall also (where required) assist with the evacuation of disabled staff, pupils and visitors.

All fire marshals must be fully trained and identified to all staff

Current fire marshals:

Mr S Gibbs

Mr Tim Vowles

Mrs Jane Harley

Mrs Caroline Cook

Mrs Sarah Drew

Miss Lucy Blankley

Mrs Rachel Corbin

: Equipment required to carry out this emergency plan

Mobile phone

Torch

Registers/visitors book

Whistle

Radio for communication

Building keys

Information for the fire service

Visitors / contractors:

Upon hearing the fire alarm, all visitors/ contractors must make their way to the fire assembly point located on the far side of the playground. Fire exits are all clearly marked and routes are shown on the fire escape route plans displayed around the building. Visitors and contractors must notify the headteacher of any missing colleagues immediately. Do not re-enter the building and do not stop to collect belongings/tools. Consideration shall be given to any mobility, other disability or language issues the visitor may have which may require additional assistance in the event of an evacuation.

Bomb warnings and critical situations:

Staff should inform the headteacher of any suspicious package or behaviour immediately

SOUND OF THE ALARM:

The school bell will be rung for 90 seconds intermittently

ON HEARING THE SCHOOL BELL:

The order to evacuate the building will be given by the class teacher, who will tell you the route to take when leaving the building to assemble in the Junior School playground

The safe point of assembly is the Junior School playground where the headteacher will decide to move on to the Community Centre

When leaving the building everyone must adhere to the following:

Act quietly

Do not stop to collect personal belongings

Do not attempt to overtake others on your way to the Junior School playground

STAFF ONLY:

Do not attempt to touch or move the suspicious object

Teaching Assistants to check toilets and quiet rooms for children

Teachers to carry out a head count when lined up on the playground

All staff to read and familiarise themselves with the Emergency Evacuation Plan

FIRE ASSEMBLY POINT:

FAR SIDE OF THE PLAYGROUND BY THE GAZEEBO

Variations to this plan:

Any variations to normal working arrangements must be discussed and alternative measure must be adopted and logged in this plan. Most variations should be included within this plan but should they not be then a review of this plan must be adopted.

Back up arrangements:

In the event of the fire alarm failure, staff will raise the alarm by shouting 'FIRE' and raising the fire service by dialling 999.

Staff absences are always covered by senior management arranging alternative cover.

Responsibilities:

For ensuring this plan is up to date and reviewed annually: Mr S Gibbs

For ensuring that adequate staff are on duty to carry out this evacuation plan: Mrs B Corbin and the deputy headteachers

For training staff on the evacuation plan and in their roles/responsibilities: Mrs B Corbin and Mr S Gibbs

This Emergency Evacuation Plan 2023 is current and up to date.

Assessor: Steve Gibbs

Signed: *S Gibbs*

Date: **28/09/2023**

Reviews:

Date: 29th September 2021

Assessor: S Gibbs

Comments: This risk assessment has been reviewed and adjustments made noting the change of trained Fire Wardens

Reviews:

Date: 28th September 2023

Assessor: S Gibbs

Comments: This risk assessment has been reviewed and adjustments made noting the change of trained Fire Wardens