

# Emergency Evacuation Policy



## Policy Statement

At Holy Trinity CE Primary School we embrace the vision for a highly educated society in which opportunity is equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

## Governing Body

<b>Lead Person</b>	<b>David Winn</b>
<b>Link Governor/Chair of Committee</b>	<b>Nicole Lyon</b>
<b>Committee</b>	<b>Finance and Resources Committee</b>
<b>Date Reviewed (incl. signature of Link Governor/Chair)</b>	<b>February 2022</b>
<b>Date Ratified</b>	<b>February 2022</b>
<b>Next review date</b>	<b>February 2024</b>

Chris Tongeman

David Winn



## Emergency Evacuation Policy

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### Excellence in how we worship, learn and work together

Every one of our children is unique and special. We are committed to providing an exceptional learning experience for all the children in our Holy Trinity family.

We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.

At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.

### INTRODUCTION

A fire emergency evacuation plan (FEEP) is a **written document** that includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. It can include any relevant information in relation to the FEEP.

### EMERGENCY EVACUATION PROCEDURE

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

- Raise the alarm using nearest break glass
- 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 in 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:

### Teaching and Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must inform administration staff if this different from their class assembly point so their fire registers can be brought to them
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify via radio the child's class teacher.

### **Administrative Staff**

- Unless otherwise informed that a fire drill is to take place, the school administrators will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly point on the front playground.
- The visitor's, staff and volunteer logs must be printed, taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

### **Headteacher and Deputy Headteacher**

- The Head and Deputy will monitor the evacuation of the premises from the fire exit doors at the front of the building and then to the front playground.
- 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 to the Headteacher and School Business Manager immediately.
- When the headcount has been completed, the Head or Deputy will inform the School Business Manager that everyone is present.

### **Premises Officer**

The Premises Officer will check the following areas:-

- Visually check the Fitzgerald Centre, Main Hall, SLT offices and ground floor toilets
- A phone call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.
- He will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

### **Fire Wardens**

The Fire Wardens will check the following areas before evacuating:-

- Top floor toilets
- Staff room and toilets
- Inclusion Rooms 1 & 2

### **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
- Assemble 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, Head Cook or Fire Service

*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 and smoke detector units are situated throughout the buildings. These are tested on a weekly basis.
- The main fire alarm panel is situated on the wall adjacent to the office window. This is serviced annually.

## Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with Staff Handbooks on their first day. This contains all Health & Safety information and Fire Evacuation procedures.
- Visitors and contactors are supplied with a Fire Safety Information Leaflet when they sign in using Inventory.
- Regular fire drills are arranged.

## Key Escape Routes

- All areas have direct escape routes to assembly points on the front playground. If necessary pupils and staff can further be evacuated from the site via Upper Tulse Hill, and the two pedestrian gates. (Bomb threats/gas leaks)
- 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 on a weekly basis and fully serviced bi-annually.

## Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked on a regular basis and serviced annually.

## Assembly Point

- Front Playground
- Lining up in the same position as the start of the day.

## Fire Risk Assessments

Risk assessments are carried out annually.

## 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.

## Frequent Route Inspection (from [UK Safety Management Guidance](#))

Hallways and unused spaces become dumping grounds for odds and ends. Over time, those little piles of junk turn into large piles that block exit routes that are necessary during an evacuation of the building. An evacuation plan forces employees to walk along their route of escape in a calm, and measured manner. As they move along the path, they can take note of blockages on the route that limit mobility, dead light bulbs that need to be replaced to lit emergency stairwells, or missing first aid kits at important junctures in the escape route.

Cool heads and clear plans are often the difference between life and death in an emergency that requires an evacuation. Employers who take the time to thoroughly develop an evacuation plan provide their employees with a safer workplace, and may even save lives.

### 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
- Firefighting equipment
- 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.

### Links with Other Policies

We recognise the clear link between Mental Health, Wellbeing and the following policies, and staff are aware of the need to refer to these policies when appropriate

- [Accessibility Plan](#)
- [Health and Safety Policy](#)
- [Safeguarding & Child Protection Policy](#)

**Policy Adoption, Monitoring and Review**

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education, September 2021'

Policy Adopted by Governors in: February 2022

Signature (Chair of governors):

A handwritten signature in black ink, appearing to read "Chris Taylor", with a horizontal line underneath it.

Policy Due for Review: February 2024