

Hamiltonsbawn Primary School



Emergency Evacuation Policy

September 2017

Signed: _____ (Chairman)

Emergency Evacuation Policy

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

- Raise the alarm using the 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 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:

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit. They will bring a class register with them.
- Children **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the tarmac pitch located to the rear of the main building.
- Staff will check children against the register and immediately inform the principal of any missing children.

- Unless otherwise informed that a fire drill is to take place, the secretary or principal will on hearing the alarm, immediately contact the Fire Brigade on the emergency number 112/999.

- The visitors signing in book must also be taken out by the secretary/Principal and checked. Any persons missing must be reported to the principal.

- When the headcount has been completed, the principal will inform the Fire Service on arrival that everyone is present.

- A member of staff will then monitor the school main entrance to ensure no persons re-enter the premises.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment (if safe to do so)
- Evacuate by designated route to the fire assembly point on the tarmac pitch.
- Close doors and windows as you leave
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by the principal or Fire Service

No-one may re-enter the buildings until they have been given the all clear by the principal, in the case of a fire drill or Fire Officers, in the case of a fire.

- The main fire alarm panel is situated on the wall of the school bell controls store. **This is serviced annually.**

Evacuation Procedures

- Visitors and contractors are supplied with Fire Safety Information when they sign in the visitors' book.
- Regular fire drills are arranged by the caretaker.

Key Escape Routes

- All areas have direct escape routes to the assembly point
- 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 serviced annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO₂, Water and foam throughout the building (see attached map). These are serviced annually.

Assembly Points

- Main Playground (tarmac pitch to the rear of the main building)

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.

General Fire Precautions

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

- Limiting the spread of fire

It is illegal to smoke on our school site. Aluminium signs encouraging this are displayed on the school external fence.

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.

Should the **school site** need to be **evacuated**, it will be the responsibility of staff members to:

- Raise the alarm using the hand bell.
- Evacuate the school site.
- Check all pupils/visitors are off site.

All staff should be aware of their nearest exit - not only in their classrooms but other areas of the school. 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 hand bell, the following staff procedures/duties will take place:

- On hearing the hand bell, the person managing the class/group/individuals will take the children through the nearest fire exit. They will bring a class register with them.
- The principal will collect the pupil contact details folder from the office.
- Children **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- The visitors signing in book must also be taken out by the secretary/Principal and checked. Any persons missing must be reported to the principal.

Children must be evacuated safely to the play park at the front of the school, where a head count will be completed. All staff, pupils and visitors will then proceed along the footpath to the Orange Hall, Main Street. Principal/Vice-Principal will contact agreed key holder to open hall.

Emergency Evacuation Contacts to open Orange Hall:

- Contact 1 - John Barron: 07854857674
- Contact 2 - NC (Ryan Scott or Gordon Moffitt) 02838871970
- Contact 3 - Gordon Moffitt 07734888198

Kitchen Staff

When the bell is sounded, staff will:

- Turn off and unplug any equipment (if safe to do so)
- Evacuate by designated route to the assembly point (inside play park).
- Close doors and windows as you leave
- **NO ONE** should stop to collect personal belongings

No-one may re-enter the buildings until they have been given the all clear by the Emergency Services.

Evacuation Procedures

- Visitors and contractors are supplied with Evacuation Information when they sign in the visitors' book.
- An evacuation drill will be arranged annually by the principal.

Key Escape Routes

- All areas have direct escape routes to the assembly point
- 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 serviced annually.

Assembly Points

- Assemble inside play park at front of school.

When all pupils, staff and visitors are present, continue to the Orange Hall on Main Street where toilet facilities and fresh water are available.

Parents will be contacted via telephone/text and pupils will be collected from this location.