

## EMERGENCY EVACUATION PLAN

VERSION/APPROVED BY GOVERNORS: JANUARY 2018

REVIEWED: SEPTEMBER 2022 NEXT REVIEW: SEPTEMBER 2023

MANAGER: MR R DOYLE, BUSINESS MANAGER

### Purpose

The purpose of this plan is to:

- ensure that the people who work in the school know what to do in the event of a fire. The same procedure will also apply in the event of any other emergency where evacuation is required;
  - ensure that all people within the school, including students, members of the public, ancillary staff and temporary staff are safely evacuated in the event of an emergency;
  - form a basis for the training of staff.
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### Details

The alarm sound is a constant, two-tone siren (similar to emergency vehicles) which is easily recognised. The change of class alarm is short beeps so that the two cannot be confused.

### Roles and responsibilities

#### All occupants: Actions on discovering a fire or event requiring evacuation

- Immediately stop whatever you are doing and alert everyone in the vicinity.
- Operate the nearest fire call point/break glass to sound the alarm.
- Ensure no one is in immediate danger, ensure room clear of people and close door to the room. Do not lock.
- Do not stop to collect personal belongings.
- Do not use the lift.
- Use a fire extinguisher **only if it is safe to do so** and does not cause danger.
- Switch off electrical appliances/shut windows **if safe to do so** and close all doors.
- Staff in charge of classes should instruct students which exit to use.
- Staff should check that their area is clear and follow at the rear and close all doors (check that no-one hiding in fear).
- Assist visitors and people with disabilities on your way out if needed.
- Leave the building by the nearest available exit.
- Go to the assembly point(s) located at the tennis courts and the astro turf.
- Pass on any relevant information to the Incident Controller
- Do not re-enter the building until you are told that it is safe to do so
- Once emergency services have taken charge, they have sole authority to enter or re-enter the building.
- Staff are responsible for their visitors, guests or contractors at all times
- **Staff in charge of students must be aware where students are at all times e.g. toilet, errand, reading outside class etc. and ensure safe evacuation of all students.**

## **REMEMBER:**

- **KEEP CALM**
- **KEEP THE STUDENTS CALM**
- **YOUR PRIORITY IS TO GET OUT**
- **USE A FIRE EXTINGUISHER IF IT DOES NOT CAUSE DANGER**
- **DO NOT ATTEMPT TO FIGHT A FIRE UNLESS TRAINED TO DO SO**

### **Role of Heads of Year**

- Heads of Year to pick up registers from the Attendance Officer or the Incident Controller and distribute to Form Tutors (who conduct the roll call to ensure all are present).
- Heads of Year team to return registers to Attendance Officer/Incident Controller and report on any students not accounted for.

### **Role of Incident Controller/Premises Officer**

- On hearing the alarm immediately go to the assembly point
- Wear high visibility waistcoat
- Gather information from others about the fire and whether the school building is clear of people from Fire Marshall oral reports and from tutors' roll calls
- Liaise with Kier Site Manager and other key staff
- Identify themselves to the fire service and report on whether the school has been cleared or not as the case may be
- Report on the location or information about the fire
- Report on where any people may remain and what their circumstances are
- Deputy Incident Controller will assume Controller's role in absence

**Incident Controller: Mr D Hatley, Executive Headteacher**

**Deputy Incident Controller: Mr R Doyle, Business Manager**

### **Role of Fire Marshals**

- On hearing the alarm immediately stop everyone working and put on high visibility waistcoat.
- Check your area, ensuring you take no greater than 2 minutes (walking) - your safety is paramount and you must leave the building as soon as you are done.
- Ensure students and staff remain together and leave in a quiet and orderly fashion.
- Ensure Teachers are leading students to the assembly point whilst sweeping their area.
- Go to the assembly point and report to the attendance officer.
- Remember: All students will have a degree of evacuation training but their behaviour may be unpredictable in a fire situation.
- Fire Marshals are not expected to handle fire fighting equipment.

## Nominated Fire Marshals (current as at Sept 2022)

Name	Location
Lisa Baxter	Admin block, ground floor
Jackie Eden	Admin block, 1st floor
Kerry Chapman	MFL corridor, 1st floor
Lisa O'Neil	English corridor, ground floor
Vacant	History corridor, 1st floor
Sally Kirkpatrick	Elsa block AEN, ground floor
Steve Maslen	Elsa block north, ground floor
Chris Jeffereyes	Elsa block north, 1st floor
Tom Ross	Arts Block north, ground floor
TBC	Arts block south, ground floor
Karen Elsmere	Media corridor, ground floor
Sandra Fox	Maths corridor, 1st floor
Dan Jolly	PE block
Rebecca Henry	6th form

- All staff have a responsibility to act as fire marshals

### Roles of the SLT

- To support at the muster station of year group
- Provide direction to students and staff
- SLT to help oversee the general health and safety of people and exercise crowd control.

### Roles of Specific Staff

- The Attendance Officer will take the fire safety box file, megaphone and visitor's book and stand at the entrance of the Tennis Courts and 3G All Weather Pitch.
- The Cover Co-Ordinator is responsible that supply and temporary staff are made fully aware of these evacuation procedures and the school layout.
- The PA to the Head Teacher will stand outside main reception to prevent people from entering the site and manage the muster point.

### Special needs

Special arrangements to assist people with disabilities (including visitors) are as follows:

- Personal Emergency Evacuation Plans are available for risk assessed students.

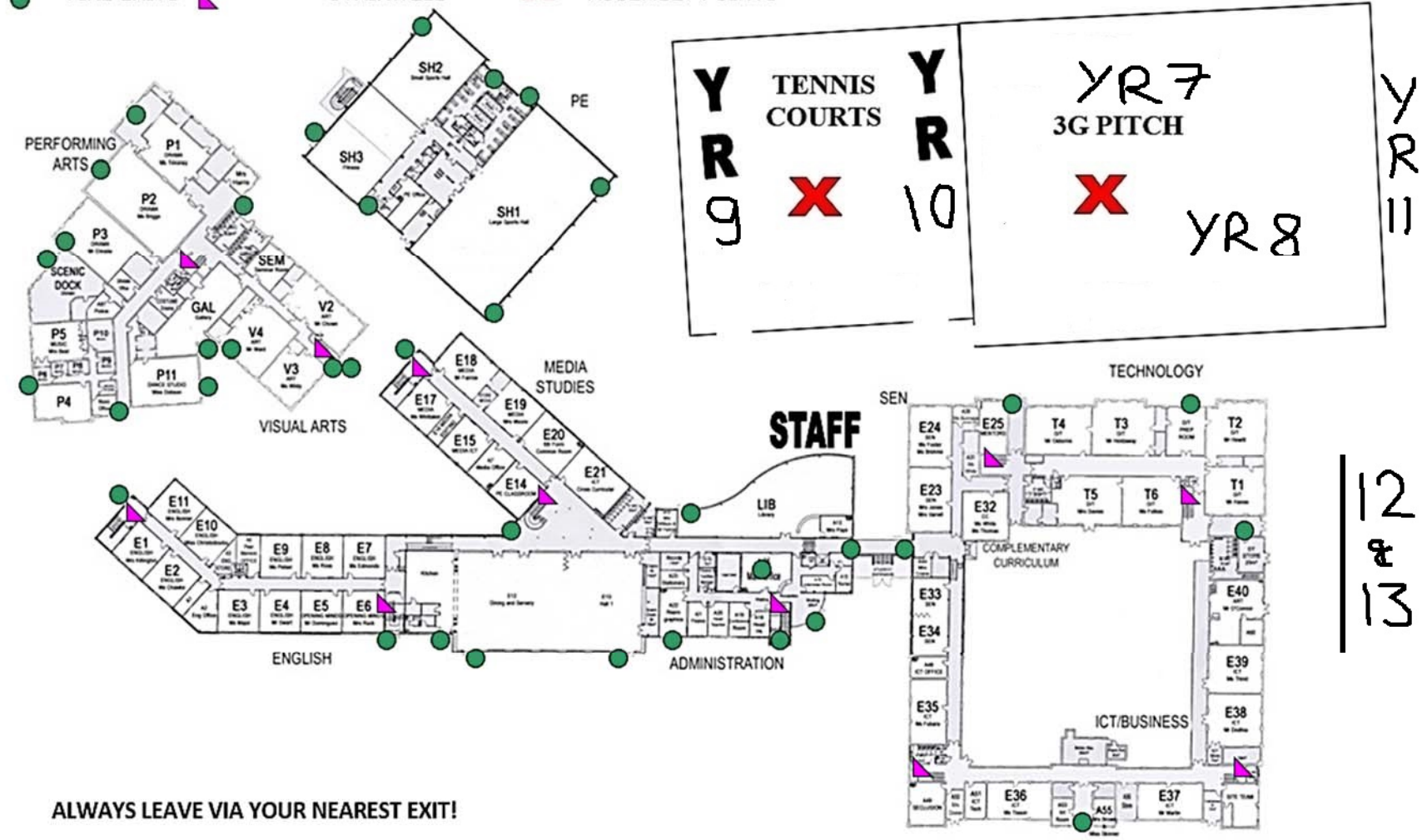
- Refuges are made available where required by students, based on risk assessment.
- Buddy systems are operated under the administration of the AEN faculty.

### **Role of the Kier Site Manager**

- The Kier Site Manager will liaise with the Incident (and/or Deputy) Controller and other members of staff where applicable or directed.
- The roles of the Kier Site Manager are detailed in the Kier manual.
- The arrangements for summoning the fire service are detailed in Kier manuals.
- Arrangements for the safe evacuation of contractors and other visitors are detailed in Kier manuals.

# FIRE EVACUATION PLAN & ASSEMBLY POINTS

● = FIRE EXITS    ▲ = STAIRWELL    X = ASSEMBLY POINTS



**ALWAYS LEAVE VIA YOUR NEAREST EXIT!**

## Public Events

Clear instructions are given as early as possible (before commencement) to the audience/public as to the procedure to follow in the event of an emergency.

The audience is advised that the children will be evacuated separately and that parents should refrain from coming forward in an attempt to reach their children as this will hinder the flow of those trying to escape, including their own children.

The responsible person for the event is **the main event organiser**. He/she also needs to consider and communicate Emergency Exits, Fire Assembly Points and First Aid Arrangements.

## LARGE PUBLIC EVENTS

**The main event organiser** needs to ensure the below:

- Site plan provided to cover the following:
  - Emergency Exits
  - Fire Assembly Point
  - First Aid arrangements
  - Lost Children Point
  - First Aid Point
- All communication is made by mobile phone/two way radio (to be used only for that purpose).
- If there are any problems/concerns they are instructed to phone the main event organiser.
- Remain vigilant
- All stewards will be clearly and have high visibility tabards/jackets/armbands to put on in the event of an emergency.
- Stewards will be advised of any specific area/role they are responsible for.
- All stewards will be in possession on a working battery powered torch where necessary.
- In an emergency situation the event will immediately cease and evacuation procedures will be employed.
- Assist with evacuating as many people as possible en route but do not delay taking up your designated position (i.e. gate control/admission of emergency services or roll call duties at the fire assembly point).
- Stay in your position until the emergency services or event organiser arrive and instruct you otherwise.
- Complete roll call at fire assembly point if part of your responsibility.
- Keep calm – keep the students/staff/public calm.
- IMMEDIATELY LET EMERGENCY SERVICES/RESPONSIBLE PERSON KNOW IF ANYONE APPEARS TO BE MISSING.
- Stay with your group/class or at designated post until emergency services arrive and instruct you otherwise. Consider in advance that parents may want to leave with their children and how this will be handled.

## HIRE OF SCHOOL PREMISES

Please refer to Kier/SchoolsPlus for details of premises hire.

## TRAINING (General)

Fire awareness training is carried out for all staff during INSET days. In addition, continuation training based on this plan will be carried out if necessary, following each of the practice evacuations that are held each term.

The Business Manager will closely monitor each evacuation highlighting and recording any problems or observations. Each practice evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual in at least one per year. Debriefing sessions involving the Premises Officer/Incident Controller, Deputy Incident Controller, Fire Marshals and Kier Site Manager will be held immediately following each practice evacuation.

## TRAINING (Induction)

The Business Manager holds the overall responsibility to ensure that the contents of this emergency plan are communicated to staff. Heads of Faculty's need to ensure that new staff members have received this information/training and Teachers need to ensure that students have received it.

At induction employees and agency/temporary staff training should include:

- Verbal and written instructions on fire procedures.
- A walk-around to show the location of escape routes, fire alarm call points, fire fighting equipment, any high risk fire areas, assembly points etc.
- An explanation of the actuation of the fire alarm and what it sounds like.
- Action to be taken on hearing the fire alarm and on discovering a fire.
- How to open fire exit doors in a fire situation.
- Names and locations of fire marshals or others with a supervisory role (see above).
- The importance of keeping internal fire doors shut to prevent the spread of fire and smoke.
- In the case of disabled staff, details of how they will be evacuated.
- Details of any processes they are meant to shut down – cookers, laboratories etc. in the event of a fire or on hearing the alarm or significant hazards that may affect them.
- It should be made clear to them that emergency escape routes and doors must be kept clear and must never be blocked or inhibited in any way.
- They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

## DEALING WITH THE PRESS

As a larger emergency evolves the press may arrive at the school. **All staff are instructed not to speak to the press, but to refer them to the press office of the Borough.** A statement can be prepared jointly between the school, Kier and the Local Authority press office for release.

## RECORDS

Evacuation records are maintained by the Business Manager and Kier. The alarm is tested every week by Kier using a procedure prescribed in the manual. Fire action notices are prominently displayed at key points throughout the school.

## **FIRE DRILLS**

Fire drills are carried out at the each term or when alterations have taken place which affects the escape routes, to test procedures, staff knowledge and highlight deficiencies in procedures.

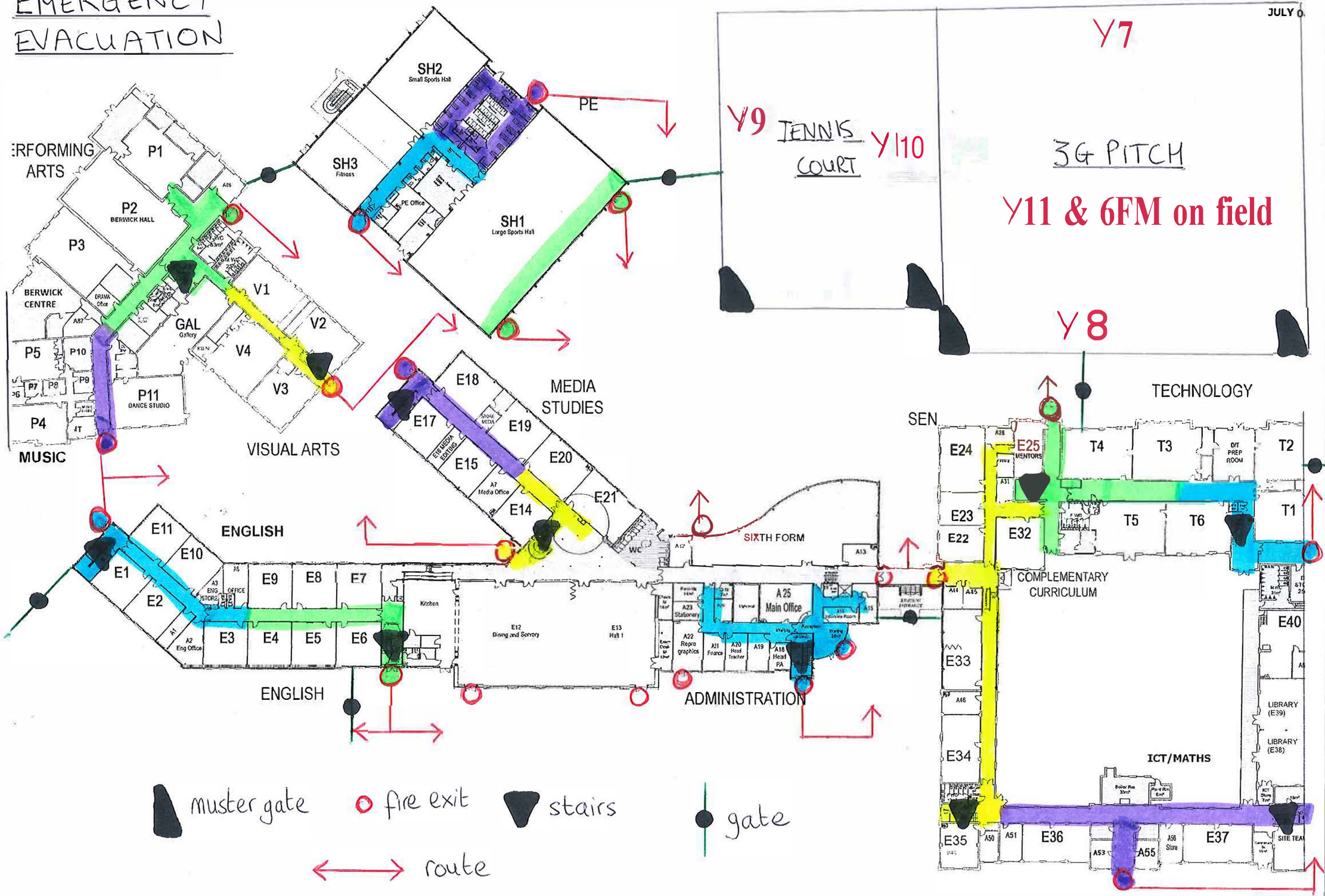
## **HEALTH & SAFETY POLICY**

TKAT Health & Safety Policy provides the framework under which the Emergency Evacuation Plan is developed. Also refer to the Welling School Health & Safety Local Arrangements



# EMERGENCY EVACUATION

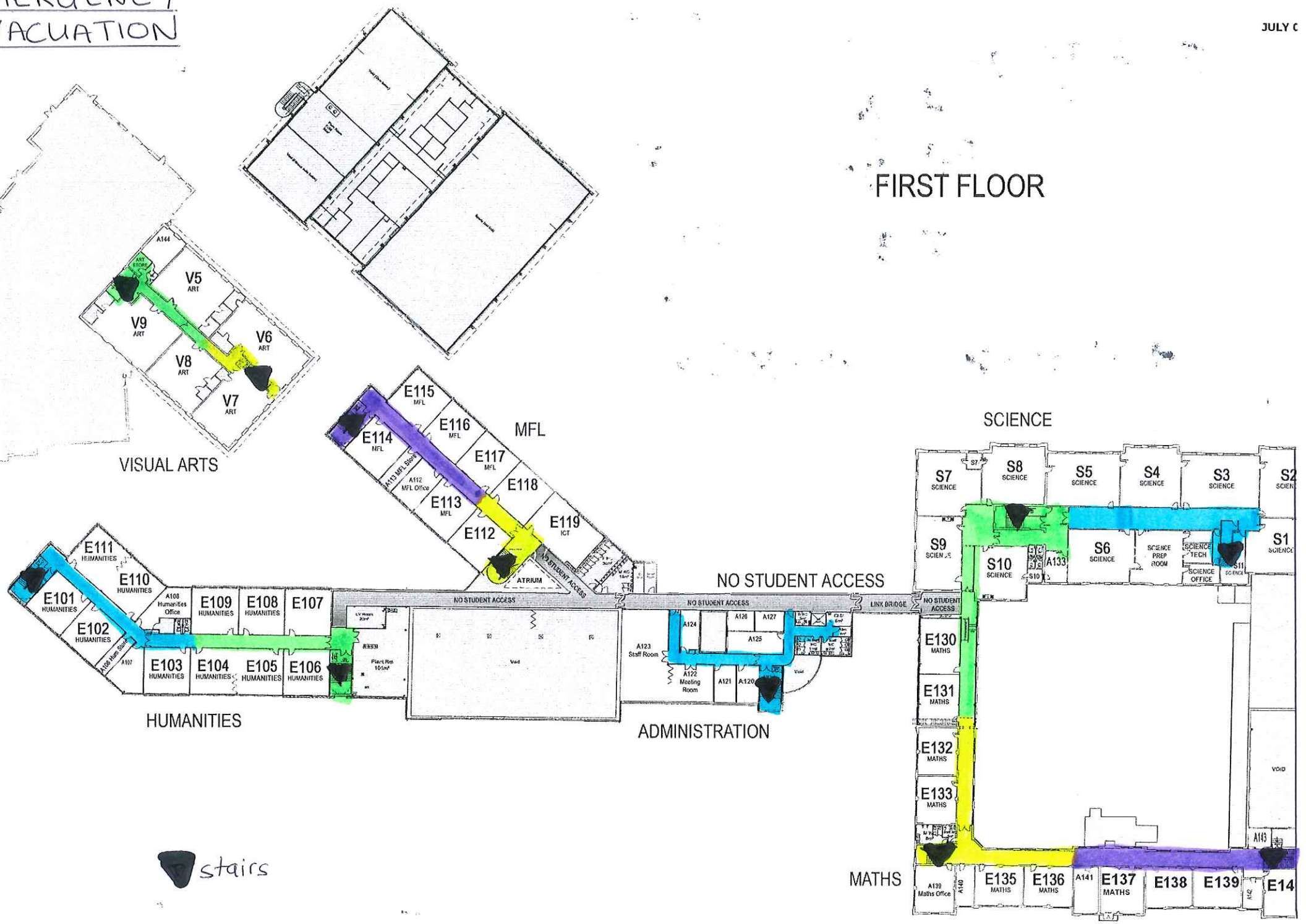
JULY 0



- muster gate
- fire exit
- stairs
- gate
- route

# EMERGENCY EVACUATION

## FIRST FLOOR



stairs