



'Happy children aiming high!'



# New Hartley First School

'A very caring and nurturing school in which the well-being of every child is paramount.'  
'The quality of education continues to be good.'  
Ofsted, June 2016

## Emergency Evacuation Policy

<b>Status:</b>	<b>Statutory</b>
<b>Created/Reviewed</b>	<b>Summer 2015, 2016</b>
<b>Next Review:</b>	<b>Summer 2017</b>

### Key Staff and Designation:

Mrs. Frost (School Manager)  
Mr. Oliver (Caretaker)  
Mr. Wright (Head Teacher)  
Miss Pickering (Higher Level Teaching Assistant)

### Introduction

The danger which may threaten persons if an emergency occurs depends on many different factors. Consequently, it is not possible to construct a model procedure for action in the event of fire, flood etc which would be suitable for use in all circumstances. Each evacuation routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate. This policy will focus on the procedures that occur in the event of fire. The evacuation process is unlikely to differ to any large extent no matter what the emergency. The priority will always be to ensure that everyone in school can evacuate quickly, safely and locate at an appropriate place. Evacuation drills need to take place each term to ensure that everyone is familiar with the correct procedure.

### The Purpose of the Fire Drill

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedily and orderly manner.

- To promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

## **The Occupancy of the Premises**

Consideration must be given to the age of the pupils attending the school and as to whether there are any children with special needs.

## **Fire Drill Routine**

A fire routine is based on a critical sequence of events, these being:

### Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

### Calling the Fire Service

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by the quickest means available.
- Mrs. Frost has been delegated this task. Either Mr. Wright, Mr. Robson or Miss Pickering should perform the task if Mrs. Frost is unable to.
- The alarm system has a direct link to the local fire station.

### Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.
- All fire exit routes are clearly marked.
- Nursery exit from the north facing exit door and make their way around the nursery outdoor activity area to the assembly point.
- Reception exit from the door leading directly onto the playground.
- Year 1 exit directly from the door leading to the playground.
- Year 2 exit from the south door and turn right into the playground.
- Year 3 exit from the east door and make their way on to the main path and walk around the path by the field to the playground.
- Year 4 exit by the west door and walk around the nursery activity area to the playground.
- Kitchen staff leave by the south exit and turn right into the playground. They do not come through the hall unless the south exit is a danger.
- Any member of staff who is not in class when the fire alarm sounds must leave by the nearest available fire exit and go immediately to the assembly point.
- Any other person on site should remain on site until the issue is resolved. They should be instructed to assemble on the far side of the playground near the

children. Classroom assistants/helpers should be made aware of this arrangement by the class teacher.

- One to one arrangements are in place for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- If at all possible, evacuation past the kitchen should be avoided.
- If evacuation is required during a school assembly the member of staff should ensure quick and safe exit from the hall. Other members of staff should not move into the main school hall but can assist children as they leave the building and make their way to the assembly point.
- If evacuation is required when the children are assembled for lunch, children can be directed through two of the three available exits. The determination of the exit route will be governed by the circumstances at the time.
- Children need to be periodically reminded that if the alarm sounds when they are not in the classroom they must leave the building by the nearest exit and assemble in the playground.
- If any of the designated exits are blocked the nearest available exit must be used.
- If possible, a sweep of the building will be undertaken by the designated person responsible. This 'sweep' must only take place if there are no health and safety issues. This will usually be Mr. Wright. In his absence this will be undertaken by either Mr. Oliver or Miss Pickering
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the senior person in charge. The senior person with responsibility is Mr. Wright. In his absence this task may be undertaken by Mrs. Frost, Mr. Oliver or Miss Pickering.

### Assembly

- An area outside the school premises must be designated as an assembly point. **This is the west side of the main school playground.** This is clearly marked and easily identified by any person on the school site.
- If the school site needs be evacuated we will assemble at New Hartley Memorial Hall. All children will be led there by staff and adults in school at that time.
- If evacuation to the Memorial Hall is required, every effort will be made to inform parents. However, this will be a slower process than usual as we will not have access to all our means of communication.

### Roll Call

- Mrs. Frost has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- To facilitate this, registers must be returned to the school office within 15 minutes of the start of the morning session and 5 minutes of the afternoon session.
- Immediately as classes have assembled at the assembly point registers will be given to staff and checked to ascertain if anyone is still on the premises.
- Any visitors or contractors in the premises at that time must be included.

- Any parent/helper in the classroom must exit with the class they are working with.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book will be held in the school office and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

### **Meeting the Service**

- The person in charge of the roll call must identify him/herself to the Fire Service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.
- Typical information the Fire Service will want to know:

*Is everyone accounted for?*

*If anyone is missing. How many? What is their usual location? Where last seen?*

*Where is the fire?*

*What is on fire? (It may not be apparent).*

*Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquified Petroleum Gas or Acetylene Cylinders etc).*

### **Instruction, Training and Recording**

During the first week of term, or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

All members of the staff will receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of staff shall each receive a personal copy of prepared written instructions. Such instruction shall include details of how to call the Fire Service. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- Date of the instruction or fire drill;
- Duration;
- Name of person giving the instruction;
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term and within two weeks of the start of term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress. Mr. Wright is responsible for organising staff training and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons. Mr. Wright have received Fire Marshall training, April 2013.

## **Supplementary Notes**

### Notices

- Each fire alarm point shall, where necessary, be clearly indicated "**Fire Alarm**" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
- A notice should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Service in case of fire.
- Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions i.e. staff room.

### Fire fighting

- Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether fire fighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire fighting equipment employed in the premises.
- Regular fire drills will ensure that the evacuation procedure applying to premises fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

## **1. Fire Notice**

### **Any Person Discovering A Fire Must:**

- Operate the nearest Fire Alarm.

### **On Hearing the Fire Signal:**

- The order to evacuate and the route to be followed will be given by the teacher in charge.
- When not in class form single file and leave the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assembly
- The Place of Assembly Is: **The west side of the playground.**

## 2. On Hearing the Fire Alarm

- Call the Fire Service by Exchange Telephone if possible Dial "999"
- Give the operator the telephone number and ask for "**Fire Service**"
- When the Fire Service reply give distinct information
- Fire at: **New Hartley First School**
- Address is: **Melton Drive, New Hartley, Whitley Bay, Northumberland NE25 0RD**
- Do not assume that the call has been received until it has been acknowledged by the Fire Service
- **Note:** If informed of any outbreak of fire by word of mouth, first operate the Fire Alarm and then call the Fire Service as above.

## 3. General Instructions to be Observed by Staff

- In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose you should make certain that you are familiar with all means of escape in case of fire.
- Since there may be an opportunity in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.
- Immediately you discover a fire or one is reported to you, you should sound the alarm.
- Mrs. Frost is responsible for ensuring that the Fire Service is called immediately on the sounding of the Fire Alarm. Immediately the Fire Alarm sounds you should assist all pupils to leave the building.
- On arrival at the Assembly Point which is the west side of the main school playground a register should be taken and the result of this should be passed to
- Mrs. Frost who will be responsible for informing the Fire Service of any persons not accounted for.

### **Staff need to observe the following procedures so that the number of staff on site can be quickly identified:**

- On arrival at school, collect an identity badge from the board opposite the school office.
- If leaving the school between 8.50am and 3.00pm the badge should be returned to the board.
- When leaving school after 3.00pm please inform the person who will be locking up that day. This is usually Mr. Robson but could also be Mr. Wright.

On October 1st 2006 this legislation was amended and replaced by the Regulatory Reform (Fire Safety) Order. This legislation will amongst other issues, require the occupier of a premises to carry out or have carried out a suitable fire risk assessment.

Further details relating to the change in legislation can be found on the Communities and Local Government (CLG) website using the Fire Safety Law link. <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>