



BUILDING EMERGENCY EVACUATION PLAN (BEEP)

1) Name & address of the school	Stratford Upon Avon Primary School Broad Street, Stratford upon Avon, CV37 6HN
Name of Responsible Person for day-to-day management of the premises e.g. Head Teacher, Business Manager	Executive Head Teacher and Office Manager
Date plan produced	17/04/2020
Name of person producing plan (print name)	Mrs Gillian Humphriss
Review date	April 2022

2) Duties and identities of staff with specific responsibilities during an evacuation.

The Designated Person (Evacuation Control Officer – ECO) is the Executive Head Teacher. In her absence it is a member of the SLT

Duties include: - acting as main contact during an evacuation, ensuring Fire Service have been contacted, liaising with them on their arrival and providing floor plans, ensuring all staff/pupils/visitors who cannot be accounted for are reported to Fire Service, making decision to re-enter the building after a false alarm.

Appointed Person – Louise Withers, Tabitha Bradburn, Lisa Chisholm

Duties include – allocating roles for the sweeping of the admin block and the removal of registers, signing in and out clipboards, visitor clipboard and medical bag, checking the fire panel and the zone plan and ascertaining if there is a fire, instructing the office to instruct to call the Fire Service

Office Staff

Duties include: - ensuring the two way radios are charged and available for use, calling the Fire Service in the event of a fire, cancelling the Fire Service if instructed by ECO, checking fire panel and investigating cause of alarm, taking registers/visitors book/pupil signing in and out book/staff signing in and out book/floor plans/emergency bag to assembly point, sweeping the admin block, evacuating children in the admin area due to illness or other reason

Teaching Staff and Support Staff

Responsibilities include: - safe evacuation of children, giving instructions to other members of staff and adults in their class in respect of common areas and in accordance with this plan, ensuring clear route to final exit always maintained, ensuring classroom doors are closed when everyone has left the room, taking register at assembly point and reporting findings to ECO, attending fire awareness training, reporting worn electrical leads/faulty electrical connections, keeping fire exits

clear and switching off portable electrical appliances after use, implementing advice and guidance of the Health and Safety Site Responsible Person etc.

3) Information about fire detection and warning system.

The alarm system is a continuous siren system. It is not linked to the Fire Station.

The panel is located in the entrance area.

Fire detection: smoke detectors in the classrooms, in the hall, one in the loft and in the entrance hall, and heat/gas detection in the boiler house.

The kitchen staff use electricity.

Break glass/call points are situated at every final fire exit and in the boiler house

Emergency lighting is installed.

4) Action to be taken by a person discovering a fire.

Fire Action Notices are displayed at all call points around the school site. Fire Instruction Sheets are displayed to help inform staff and visitors on the actions that should be taken when discovering a fire or hearing the fire alarm.

- RAISE THE ALARM immediately by activating the nearest Fire Alarm Call point to start evacuation procedures
- NO attempt should be made to tackle the fire unless fire extinguisher training has been given
- Leave the building by the nearest exit
- Report to the Assembly Point – KS2 playground
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until told it is safe to do so

5) Evacuation procedures.

Evacuation must start as soon as the fire alarm is heard.

All belongings should be left unless essential. The nearest and safest escape route should be used.

Staff should evacuate pupils and visitors through the nearest fire exit doors in/ nearest to classrooms/hall. Please see the schedule attached for instructions for each class. Teachers must give instructions according to the evacuation plan to ensure the whole building is swept.

Children should be taught to apply the two step rule if the alarm sounds and they are not in class and unaccompanied by an adult:

1. get out by joining another class
2. find an adult and leave with them

Ensure all doors are closed.

Kitchen staff should turn off the electric switches before they leave if safe to do so.

Staff in rooms where cookers are used should switch them off (or the main gas / electrical switches) before they leave the room if safe to do so.

Staff in Year 3 classroom should switch off air conditioning unit if safe to do so.

Once at the Assembly Point teaching staff must collect their registers and carry out a roll call. Information must be given to the ECO on any missing pupils, staff, visitors and any areas of the building it has not been possible to check.

The ECO will make the final decision to re-enter the building after any evacuation.

6) Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public.

PEEP will need to be completed for individual pupils with specific needs when required.

The Executive Head, member of SLT or member of staff in charge at school performances, other school events, meetings etc. is responsible for giving instructions (housekeeping) in the event of a fire. For public events tables should never be allowed to block any fire doors /routes.

For public events the chairs should be moved to avoid a 'pinch point' and to allow for easy evacuation.

Contractors must liaise with the school/site regarding the arrangements for their staff.

Visitors receive a leaflet when signing in and Fire Action Notices are displayed throughout school. The leaflet and the sign in reception alert visitors to the need to inform staff should they need assistance with evacuation. Staff are to take responsibility for visitors in their room or area and escort them from the building.

7) Location of Assembly Point(s).

The assembly point is the KS2 playground and from which there is access through the gates of the playground and car park to leave the school site and to the Paddock if required.

8) How the Fire Service (and any other emergency services) are called and who is responsible for doing this.

During normal school hours, the office staff are responsible for calling the Emergency Services (see next section for out of hours procedures).

Once the fire has been confirmed by the ECO, the office will dial 999 (See Section 16)

9) Provision for out of hours

Key staff e.g. Evacuation Control Officer, office staff etc. may not be available out of hours.

Out of hours - Person discovering the fire will be responsible for calling the Emergency Services.

No contractors or visitors should be on site without supervision.

The Site Manager is responsible for the cleaning team and will contact the Fire Service out of hours in the absence of the ECO and will carry out a roll call of his team.

The school hosts a number of after school clubs for pupil and events. The providers have all received the leaflet which refers to fire procedures and a copy of the fire plan. A member of the SLT will be in school (in accordance with the safeguarding rota) until the club has finished and all pupils have been collected.

If the school hires out the main hall to local clubs then this Emergency Plan and plan of the escape routes will be discussed with them by the lettings officer and or Site Manager.

10) Procedures for liaison with the Fire Service on arrival and during the evacuation.

The Emergency Control Officer (ECO) will meet the Fire Service on arrival and give details of any missing persons.

The ECO will be identified by a high visibility vest.

The fire floor plan will be with the Fire Risk Assessment in the emergency evacuation bag and a plan showing the asbestos throughout the building. The ECO will pass this information to the Fire Service on their arrival.

Key 30 for the server

Key 13 for Kitchen door



Boiler house 1. Key: 42
Location: KS1 playground



Boiler house 2 Key: 42
Location: Reception area



Gas Outside Reception area
Key: 50
Turn lever on left hand side to switch off



Gas
Location: Outside the main entrance
Key: no key needed
Turn lever on right hand side



Electricity Fuse box
Location: Room of Imagination on wall at the back
Switch off the 4 switches in the middle



Electricity Fuse Box
Location: Year 6
Switch off the switches in the middle



Electricity Fuse Box
Location: Hall



Electricity Fuse Box
Location: Intervention Room

11) Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival.

The ECO will provide plans of the school showing high risk areas to the Fire Service on arrival. Plans are in the emergency bag.

High risk areas include the boiler house, COSHH storage areas, (the Site Manager’s rooms) the kitchen.

12) Procedures for keeping access areas for the fire and rescue service clear.

The ECO will be responsible for controlling movement of traffic and pupils during evacuations and ensuring the road outside the school, the drive and the emergency gates onto the playground are clear.

13) Arrangements for fighting fires.

The school has adopted a strict policy on fighting fires. NO untrained staff member or pupil should tackle a fire. Even if training has been given, fires should only be tackled if safe to do so and if no bigger than the size of a small waste paper bin.

14) Location of Fire Risk Assessment and responsibilities.

The Fire Risk Assessment is available to staff on the staff shared area on the S drive. A paper copy is available on the staffroom health and safety section of the board.

15) Contingency Plans for when fire alarm system is out of order.

If the fire alarm system is inoperable whilst the school/site is in use.

The alternative means of raising the alarm will be **the use of hand bells**. This will be practised every year or prior to any work that may cause the fire alarm to be taken out of action.

16) Procedures for managing false alarms.

False alarms can cause major disruptions and create a drain on Fire Service resources. Schools need to investigate the source of fire alarm activation before contacting the Fire Service.

How to investigate a fire:-

Remember you are looking for signs of fire and not a fire itself. If there is an obvious fire there is no need to investigate just phone 999.

- Where possible, investigate in pairs
- Have another member of staff at the alarm panel and remain in contact (mobile phone, short range radio etc.)
- Gather any information from staff, or the alarm panel, to indicate where your search should begin.
- When investigating use your senses. Look for smoke, listen for unusual crackling noises. Can you smell smoke? Is it unusually hot?
- Before opening any doors, look through the vision panel, feel the door with the back of your hand, as high up the door as you can reach, for signs of heat. If it is hot do not open the door.
- At any time if you suspect or find a fire, operate the nearest manual call point to initiate an evacuation (if this has not been done already) and get out of the building using your nearest fire exit.
- The person responsible for calling the fire and rescue service on 999 should clearly state that an investigation has taken place and this is a call to a fire not just an alarm sounding.

Evacuation of school should start as soon as the fire alarm is sounded.

The ECO will decide whether the alarm is genuine or false and make the decision whether to call the Fire Service. In making the decision the ECO will take into account information obtained from staff, evidence of fire, smoke or burning smells etc.

If it appears to be a false alarm, the alarm will be silenced. Any messages on the control panel will be checked to find out where in the building the false alarm came from. Break glass boxes, smoke or heat detectors that have set off the alarm will need to be checked as soon as possible to establish why they were triggered e.g. vandalism, accidental damage to break glass, toasters, insect in smoke detector etc.

If the school cannot establish why the break glass point, detector was triggered, Property Hotline should be contacted to organise a contractor to visit the site to establish whether the problem is due to faulty equipment.

The ECO will make the decision whether to re-enter the building. This should be done slowly and cautiously on a phased approach. The school should use their contingency plans as laid out above (in SECTION 15) while the fire alarm system is out of order.

Any false alarms will be recorded in the Fire Precautions Manual with brief explanation e.g. malicious false alarm (deliberately breaking manual call point), False alarm with good intent (someone smelling smoke when it's drifted through window from outside building), equipment false alarm (faulty equipment), unwanted alarm (burning toast, steam).

17) Contingency arrangements following an evacuation

If the school is unable to re-enter the premises due to fire, emergency etc. The school can

evacuate to the site of the Paddock.

18) Dealing with suspicious packages and bomb threats

Upon receipt of a threat Police advice will be sought and followed.
 Unlike a fire evacuation, during bomb threat evacuations personnel should take their belongings with them, all windows and doors should be left open.

The signal to evacuate the building will be the school bell, silenced and sounded intermittently.

Fire Evacuation: Responsibilities

Fire Zone	Room/Location	Responsibilities Teachers to provide the instruction to TAs/adults
1	Loft	<ul style="list-style-type: none"> Adults to evacuate premises
2	Reception	<ul style="list-style-type: none"> Teacher evacuate class TA to sweep toilets/cloakrooms. Leave by Reception fire door to outdoor area.
	Library	<ul style="list-style-type: none"> Adults and children to evacuate building. Either evacuate via KS1 door to playground or hall door
	Hall	<ul style="list-style-type: none"> Teachers and children to evacuate building through fire door to front playground or through fire door into the garden.
	Year 1	<ul style="list-style-type: none"> Teacher to evacuate class Either through door in Year 1 and Reception cloakroom or through fire door which leads to garden. TA to sweep disables and staff toilet near to the hall.
	Kitchen	<ul style="list-style-type: none"> Adults to evacuate premises
3	Boiler Room	<ul style="list-style-type: none"> Adults to evacuate premises
4	Year 2	<ul style="list-style-type: none"> Teacher to evacuate class TA to sweep cloakrooms and toilets. Leave by KS1 door to playground or through front office door
	Room of Imagination	<ul style="list-style-type: none"> Teacher to evacuate class TA to sweep toilets and cloakrooms Leave via KS1 playground door
	Intervention Room/	<ul style="list-style-type: none"> Adults and children to evacuate building. Evacuate via KS1 door to playground
5	Boiler Room	<ul style="list-style-type: none"> Adults to evacuate premises
6	Year 3/4/5/6 Staffroom	<ul style="list-style-type: none"> Teacher to evacuate class TAs to sweep corridor and toilets Leave via KS2 playground door or main entrance
6	Head Teacher*	<p>The Head will evacuate the building and be the designated person at the assembly point. The Head will manage the evacuation and liaise with the Fire Service. In the absence of the Head, member of SLT will be the Designated person In the absence of both the Head, member of the SLT will be the Designated person Class teachers/TAs leading the class will report to the Head if any areas have not been swept/anyone is unaccounted for</p>
	Member of SLT*/ Office Manager*	<p>Appointed Person* takes the two way radio, fire plan checks the panel and investigates the zone. Liaise with all other appointed persons* available to delegate roles:</p> <ul style="list-style-type: none"> removal of registers, signing in clipboards etc. sweep of admin offices, staff toilets near admin offices

		Appointed Person alerts admin staff to make call to emergency services/indicates a false alarm Remaining adults to evacuate building via the main entrance
	Meeting room Mezzanine	<ul style="list-style-type: none"> • Adults to evacuate building via the KS1 door to the playground or main entrance