



**Greenvale School**  
**Emergency Evacuation Procedures**

**Signed: 2 November 2017**

**Next Review date: November 2018**

## Emergency Evacuation Procedures 2017

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| <b>On discovering smoke or Fire</b> | On discovering a fire. Activate the fire alarm immediately via the red fire call points. Proceed to evacuate yourself and the students that may be in your care to the fire assembly point  |
| <b>Alert the emergency services</b> | The fire alarm system will not automatically alert the fire service when a call point has been activated. The head teacher (or deputy head) will call the fire brigade when the existence of a fire has been confirmed by Bouygues. If there is insufficient information to confirm the existence of a fire then the fire brigade will be called as a precaution.   |
| <b>Evacuating Ground Floor</b>      | Staff and students will leave the building by way of the nearest available Fire exit. Do not attempt to re-enter the building until the senior fire warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by fire exit signs to follow. Go directly to the fire assembly point in the 5-a-side court and stand in the designated area. These areas have been clearly signposted with the name of the class or the visitor area.   |
| <b>Hydro pool evacuation</b>        | In the event that the fire alarm has been activated. The staff, students and visitors using the hydrotherapy pool will continue with the session and await the arrival of a fire warden. The fire warden will relay to the senior fire warden via two way radio the names of staff, students or visitors that are present in the hydro pool and await further instruction. This area will only be evacuated if the risk of an actual fire spreading to this area is likely. The decision to evacuate the pool area will be taken by the Senior fire warden. Dressing gowns, foil blankets and a two way radio are available for use in the changing room.   |
| <b>Evacuating the First Floor</b>   | <p>In the event of an emergency evacuation from the first floor. The able bodied students will be directed by staff to evacuate the first floor via the external staircase and make their way to the fire assembly point in the main playground. Wheelchair users working on the first floor will be taken to the designated first floor refuge point on the landing at the top of the external staircase. A second fire refuge assembly point located on the top landing of the internal staircase beside the lifts will be used as a fall-back position depending upon the location of a fire on the first floor. At the refuge point, the staff supporting the students with wheelchairs will remain with the students and await the fire warden. The fire warden directed to the first floor will relay via two way radio the names of the assembled staff and students to the senior fire warden and await further instruction.</p> <p>In the unlikely event that there is a life threatening situation that may place the lives of the assembled students in possible danger before the arrival of the fire Service. The fire wardens would endeavour to make every effort to evacuate the students present from the first floor. Ski Pad Stretchers and foil blankets are in place in the first floor corridor leading to the fire refuge assembly point for use in such an emergency.</p> |

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| <p><b>External Assembly Point Information</b></p>    | <p>Staff and Students will leave the Building in good order and muster in the 5-a-side court. Staff with students shall remain with their Class or Curriculum groups. Class registers and curriculum Lists will be made available to teaching staff at The assembly point. The class or curriculum group Leader will carry out a roll call of staff and students present. Any student or member of staff that are not accounted for following roll call must be reported to the Senior fire warden who will pass this information to the fire brigade. Everyone shall remain at the assembly point and wait for further instruction from the Senior Fire warden. There are two designated escape routes that can be used for evacuation from the fire assembly point. Any decision to evacuate from the fire assembly point will be made by the senior fire warden or the senior fire fighter.</p>   |
| <p><b>The Senior Fire Warden</b></p>                 | <p>The senior fire warden who will be co-ordinating a fire evacuation from the building will be the Head teacher or a nominated member of the leadership team who will act as senior fire warden. The Premises officer will remain at the fire panel and assist the senior fire warden. The senior fire warden will be kept informed by two-way radio of any persons unaccounted for at the Assembly point, and any persons discovered inside the building when it has been swept. The senior fire warden will communicate this and any other useful information about the building or persons inside the building / unaccounted for to the fire service. Copies of building plans are kept in a Gerder fire box which is located on the wall at the front of the school building.</p>   |
| <p><b>Fire Wardens</b></p>                           | <p>The fire wardens will assemble in meeting room one. The senior fire warden and a Bouygues premises officer will go to the main office reception area while a second premises officer will investigate the location of the fire. The assembled fire wardens will each be directed by a nominated fire warden to sweep one of the five zones within the building (they will not be directed to the area where fire maybe suspected). The nominated fire warden will record on a zone sheet, the wardens names and the locations they have been sent and this sheet will be handed to the senior fire warden. The fire wardens have been trained to sweep search for any staff and students that have not left the building. The names and location of Persons discovered whilst conducting the sweep will be relayed to the Senior fire Warden via two way radio. The fire wardens will remain with these persons and await further instructions.</p> |
| <p><b>What Administration officers should do</b></p> | <p>The administration team will take the class registers, signing-in books and contact information and evacuate to the fire assembly point. The team will then distribute the class registers to the assembled class teachers. The completed registers will then be returned to the admin team who will take a roll call of all staff and visitors. The names of staff, students or visitors identified as not present at the assembly point following roll call will be made known to the senior fire warden. The admin team will then assist staff in the safety &amp; security of the students and wait for further instructions from the senior fire warden or the senior fire officer in charge.</p>  |

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| <b>What Staff Should do</b>                       | <p>On hearing the alarm classroom staff will calmly escort students to the fire assembly point.</p> <p>At the assembly point staff will maintain class groups and await the register which the admin team will distribute. The completed register will be returned to admin team and a roll call will be taken of non-class based staff and visitors. Non class based staff and visitors should go directly to the external assembly point. The wheelchair Students that were working on the first floor will be taken by staff to the designated first floor safety zone at the top of the external staircase where they will await a fire warden who will report the names of the waiting staff and students to the senior fire warden.</p>  |
| <b>What Students should do</b>                    | <p>Once the alarm has been activated Students will remain calm and do exactly what your class Teacher tells you. Students will be escorted to their numbered class assembly points within the 5-a-side court. Students will remain quietly together with their group. A register will be taken to make sure that everyone is present. Do not leave your class group.</p>   |
| <b>What Visitors should do</b>                    | <p>All visitors must sign the Visitors book on arrival at the school. On hearing the Fire alarm all visitors should directly leave the school building via the nearest available fire exit. Visitors will be accompanied around the site or if they have met the criteria for accessing the site independently (i.e. CRB checks) then they must have a short induction explaining health and safety and in particular The fire evacuation Procedures. The emergency exit signs are very distinctive and displayed throughout the school. Visitors are required to muster at the designated area in assembly point and to give their names to the administration staff for a roll call of visitors present.</p>   |
| <b>In the event of a confirmed false alarm</b>    | <p>All the building except the Hydrotherapy pool will be evacuated and will assemble in the 5-a-side court or the top of the external staircase as appropriate. Registration and visitor roll call will still take place. The head teacher will join staff and students in the 5-a-side court until the process is complete and then everyone can return to the building.</p>  |
| <b>What Visitors should do After school Hours</b> | <p>All visitors must sign the visitor's book on arrival at the school. On hearing the fire alarm visitors should leave the building via the nearest available fire exit and muster at the assembly point. The emergency fire exit escape signs will be illuminated once the fire alarm has been activated.</p> <p>A member of the Bouygues premises staff will be on duty to Ensure that all the out of hours visitors have evacuated the building. Areas of the building may be closed during the evenings to visitors to reduce the risk of fire and the potential for arson on the property. All visitors should sign out of the visitor's book on their departure. Bouygues will organise their own arrangements for evenings Lettings that are unrelated to Greenvale School use.</p> |
| <b>Public Events</b>                              | <p>The school must ensure that the fire safety risk assessments have in writing to those responsible for events organised in the School property/Grounds.</p>  |

A risk assessment should be carried out for each event and that every event takes into account fire safety.

- ◆ Fire exits and gangways should be kept clear
- ◆ Seating & layout and numbers of people must ensure safe access/egress
- ◆ Emergency Procedures must be explained to the Public/audience prior to any event.
- ◆ Arrangements for People with special needs must be planned before any school event.
- ◆ The internal lighting should be adequate public events
- ◆ The emergency lighting should be tested and recorded.
- ◆ The external lighting should be adequate for public events.
- ◆ The Bouygues staff and the school staff will ensure that emergency access gates and exits remain clear at all times.
- ◆ Bouygues staff will be on site to assist the public at special events.

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| <p><b>Passenger service transport Arrivals and departures</b></p> | <p>On arrival on the front forecourt the student will remain aboard the school buses until the Passenger services staff has been instructed by Bill Poore or a member of the Leadership team to alight from the buses. If the fire alarm has been activated before the students have alighted from the school buses on the forecourt. The student will remain aboard the buses and the bus crews will await further instruction from the school. Any students that have entered the school building will become the responsibility of the school. Students that have boarded their school bus at home time will become the responsibility of Passenger services. Fire wardens shall work together with Passenger services crews to establish a Roll call of students aboard the school buses. Written procedures for the arrival and departures of passenger services transport are in place and have been circulated.</p> |
| <p><b>Taxi arrival and departures</b></p>                         | <p>On arrival on the front forecourt the students will remain aboard the taxis until the driver or escort has been instructed by Bill Poore or a member of the leadership team to alight from the vehicle. If the fire alarm has been activated before the students have alighted from the vehicles the students will remain within the taxis and await further instruction from the senior fire warden or fire officer. Any students or visitors that have entered the school building before the fire alarm is activated will become the responsibility of the School. Fire wardens shall work together with the taxi drivers and escorts to ensure the safety of the students. Written procedures for the arrival and departures of Passenger service transport are in place and have been circulated.</p>  |
| <p><b>Emergency Plan For dispersal</b></p>                        | <p>Where there is a more serious or catastrophic damage, the School may need to evacuate to Foster park school for dispersal or to arrange for the students to be collected by parents from this site. A reciprocal arrangement whereby each can evacuate to another's premises is now being planned. Such a plan will offer a clean warm environment for any possible injuries to receive First Aid. Foster Park would also provide an emergency (help desk) facility for communicating with parents and the emergency support services required. Details of how the school will manage such events are included in the School emergency continuity plan. The final decision to evacuate the School will rest with the Head Teacher.</p>  |

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_