



EMERGENCY EVACUATION PROCEDURE

September 2016

This document details the fire and emergency evacuation procedures for the Oakway Academy premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

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A. ACTION ON DISCOVERING A FIRE

1. On discovering a fire on the Academy site, staff should:
 - **IMMEDIATELY RAISE THE ALARM** at the nearest 'break glass' call point. Press firmly on the centre of the call point to break the glass within the call point unit until the fire alarm is activated.
 - **EVACUATE** the room and surrounding area where the fire is located
 - **COMMUNICATE THE LOCATION OF THE FIRE.** Staff should escort pupils directly to the Fire assembly point and advise the Fire Leader at the Assembly Point of the location of the fire.
 - **FIRE FIGHTING EQUIPMENT (e.g. fire extinguishers or blankets)** should only be used to facilitate escape from a fire (e.g. where a fire blocks an emergency route or to extinguish a small fire).
2. The priority on discovery of a fire must be to **evacuate the premises.** If a fire is known to be in a specific room and it is safe to do so, then you should:
 - Close any windows that are open
 - Turn off anything that may fuel or fan a fire (e.g. gas, electricity, air conditioning etc)
 - Close the door as you leave to slow down the spread of fire.

- Fire protection equipment (e.g. extinguishers or fire blankets) should only be used by trained fire marshalls, unless they are needed to facilitate escape from the room (e.g. where a fire is blocking a fire escape route).
- **Under no circumstances should personal safety or the safety of others be compromised.**

3. **CALLING THE FIRE & RESCUE SERVICE**

The decision to call the Fire and Rescue Service for assistance may be made by any member of staff who discovers a fire, if it is safe to do so. The immediate priority is to evacuate the building.

If it is not safe to make a call to the fire brigade then the person discovering the fire should communicate the location of the fire to the Fire Leader 1 at the assembly point. Fire Leader 1 at the assembly point will then call the fire brigade.

The fire brigade will be met at the main vehicle gate by Fire Leader 3. They will liaise with the lead fire officer detailing the location of the fire and the outcome of the roll call (if this is complete). The red fire file containing the Fire Risk Assessment and plans of the premises should be made available.

4. **ROLL CALL**

Each teacher leading the class will be given their register upon arrival at the assembly point. They will call their register and double check numbers to ensure that no pupil is left inside the building. If all are present and correct, they will raise their register above their head to signify this.

Register Point 1, will register all staff including those supervising the children and Fire Leaders. If all are present and correct, they will raise their register above their head to signify this.

Register Point 2, will register all visitors. If all are present and correct, they will raise their register above their head to signify this.

Roll Calls to be recorded by Fire Leader 1.

The above role call procedure applies to all staff and children and visitors attending Diamond Pre School.

5. FIRE DRILLS

Fire drills are carried out at least once per full term on the basis of a risk assessment. Staff will often not be warned in advance of these drills to maintain authenticity and prevent complacency. Fire drills should be planned to simulate real circumstances (i.e by blocking an exit and monitoring the reaction).

All fire drills will be logged in the Academy's Fire Log Book. The time of evacuation of buildings (target 2 minutes) and the time for evacuation and roll call (target 5 minutes) should be recorded. Fire Leaders and Marshalls should debrief following an evacuation to agree improvements to procedures.

6. FIRE MARSHALLS

Whilst making their way to a fire exit, fire marshalls will thoroughly check designated areas to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles.

Fire marshalls should never open a door if it is suspected that there is a fire behind it. If in doubt check the door and handle with the back of your hand for heat radiation.

Should a fire marshall encounter any persons present, they should be instructed or assisted to evacuate immediately. All visitors and members of the general public (including parents) should be ushered to an exit (not just pointed in the general direction of an exit).

Fire marshalls should not delay their own evacuation by a person who refuses to leave and should brief Fire Leader 1 at the Assembly point.

Fire Marshalls must undergo regular refresher training which will be provided by the Academy.

Designated Fire Marshall Areas:

Fire Marshall 1 – Top Base

Fire Marshall 2 – Middle Base

Fire Marshall 3 – Lower Base

Fire Marshall 4 – Studio & Hall 1

Fire Marshall 5 – Year R Area

Fire Marshall 6 – Year 1 & 2 Areas

Fire Marshall 7 – Year 4 areas including Group room 4 & 5

Fire Marshall 8 – Sports Hall & main reception area

Fire Marshall 9 – LRC & staffroom

Fire Marshall 10 – Pre-School

7. **STAFF ABSENCES / SUPPLY STAFF**

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge, which may be a TA3 or a member of supply staff.

Office staff will ensure that a staff absence list is taken out to the assembly point when accounting for staff present.

8. **VISITORS AND CONTRACTORS**

All visitors and contractors should report to reception to sign in on arrival and signing out before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the Register Point 2.

Contractors should be informed of the fire and emergency procedures that apply including:

- Action to be taken on hearing the fire alarm or discovering a fire
- Fire evacuation procedures including means of escape from the location in which they are working to the assembly point.
- The location of firefighting equipment and fire alarm call points in relation to the area of their work.
- The risk of fire arising out of work undertaken by any contractor should be assessed prior to engagement. Contractors may not undertake any **hot works** without a hot works permit signed by a senior member of staff and should be so advised.

In the event that parents are on site at the time of the fire alarm sounding (before and after school), all parents should evacuate in accordance with this policy as follows:

- Keep a safe distance from the school buildings.
- Move aside and allow staff and children to pass in their lines to the assembly point. They should not attempt to collect their child.
- Follow the children and staff to the field however remain a sensible distance from children to allow the procedure to be completed as quickly as possible.
- Wait for the children to be dismissed by their class teacher /responsible adult before taking them.

9. CO-ORDINATION WITH PRE-SCHOOL

The Academy alarm system is shared with the Pre-School on site, which is an independent organisation. Diamond preschool will follow these evacuation procedures. They are responsible for their own role call of pupils and staff.

10. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked with signage. Fire action notices are displayed in every corridor indicating the action to be taken on discovering a fire or hearing the fire alarm.

11. FIRE ALARM TESTING

The fire alarms and call points must be tested by site staff on a weekly basis on a Thursday at 4.00pm. A new fire call point will be tested each week. The outcomes of these tests must be recorded in the fire log book.

12. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be checked by site staff on a monthly basis to ensure that fire equipment is in place and has not been tampered with. Where equipment is found to have been tampered with site staff will remove and replace the defective item.

Site staff will arrange for fire fighting equipment to be examined and tested annually by a competent service engineer.

B. ACTION ON HEARING THE FIRE ALARM

13. On hearing the fire alarm siren staff, pupils and visitors must leave the buildings by the shortest route out of the premises, in an orderly manner **regardless of whether you believe it has been triggered accidentally**. Staff should instruct children not to run.
14. If you are based in 'specialist' rooms (i.e. Staff Kitchen, Main Kitchen) gas, electricity and machinery must be turned off where it is safe to do so.
15. Where it is safe to do so without delaying evacuation, windows and doors should be closed.

16. The designated Fire Marshall in each area should sweep the area, to ensure the area is clear, including pupil toilets, are empty.
17. Staff will escort children out of the buildings and onto the playing fields to the Assembly point. It is good practice for a member of staff to lead students and where possible for a member of staff to follow behind.
18. Disabled staff, students or visitors must assemble at the Special Arrangements Register Point. Personal Emergency Evacuation Plans will be in place. If you have a disabled student or visitor in your class / room then please ensure that both you and they are aware of the evacuation procedures and the Special Arrangements Register Point.
19. Main Reception staff member will take the following to the assembly point.
 - Loud-Hailer
 - First Aid Box
 - Emergency Asthma Inhaler
 - Visitors Record
 - Staff Record
 - Children Centre Paper Record
 - Child signing out Book
20. Data administrator will print daily class registers. These will be distributed at the assembly point in the event of an emergency evacuation.
21. Students will line up in their class group at the assembly point.
22. All staff (excluding teachers or adults leading a class group) should report to Register Point 1. The designated person at this point will complete a roll call and advice Fire Leader 1 if everyone is accounted for.
23. All visitors should report to Register Point 2. The designated person at this point will complete a roll call and advice Fire Leader 1 if everyone is accounted for.
24. Once registered, all non-teaching staff who are not leading a class group must support other staff with maintaining good discipline at the assembly point by engaging positively with the children.

25. Fire Leader 3 will have responsibility for control of the main gate and to direct emergency services. Other than emergency services no other person will be permitted to leave the site until the roll call is complete and the all clear command is given.
26. Fire Leader's 2 will check for the location and status of the fire and control the operation of the fire alarm panel, including resetting the system when the all clear instruction is given (by the fire brigade or by Fire Leader 1 in a drill situation).
27. Fire Leaders 1, 2 & 3 will carry walkie-talkies for communication throughout the evacuation. All other staff carrying a walkie-talkie must remain silent to ensure that important dialogue is not interrupted. All dialogue should be spoken clearly to avoid ambiguity.
28. Teachers and adults leading their class will check the registers and hold their register in the air when all are confirmed as present and correct. Where following a double check, students are missing from the assembly point, Fire Leader 1 should be immediately notified.
29. Fire Leader 1 will communicate that all are present and correct to Fire Leader 3 who will notify the fire brigade as appropriate. In the absence of the Fire Leader 3, the Vice Principal will assume this responsibility.
30. Students must remain in their class groups until the all-clear is given.
31. When the all clear is given by the Fire Brigade leader (or by Fire Leader 1 in a drill situation) Fire Leader 2 will immediately reset the system. Once the system is reset and there are no error messages, Fire Leader 2 will communicate to Fire Leader 1 that it is safe to return to buildings,

STAFF MUST NEVER RETURN TO A BUILDING WHEN THE ALARM IS STILL SOUNDING IN ANY CIRCUMSTANCES.

32. Once the fire alarm is reset and no longer should sounding, Fire Leader 1 give the command to staff, students and visitors to return to the buildings in an orderly manner.
33. Consideration should be given to health and safety of all persons at the assembly point throughout the evacuation, e.g. the effects of cold or inclement weather for long periods of time, medical conditions of students and their susceptibility to cold weather. Fire Leader 1 will take decisions as appropriate to move students with specific needs to a safe place of refuge (including disabled students).

C. EVACUATION ROUTES TO ASSEMBLY POINT

All children, staff and visitors will be made aware of all available evacuation routes to the assembly point.

D. ACTION ON HEARING THE FIRE ALARM (OUTSIDE OF SCHOOL HOURS)

Breakfast Club 7:30am-8:50am

After School Club 3:15pm – 6:00pm

School Clubs 3:15pm – 4:30pm

Holiday Club – School Holidays

34. If you supervising a pre or afterschool club, then it is your responsibility to ensure that all students are escorted to the assembly point and registered as being present. You must take your own register out to the assembly point for the roll call. Given the reduced volume of people on site and given the lack of illumination on the school fields, for health and safety reasons the **ASSEMBLY POINT** outside of school hours is the **lower section of playground 2**.

35. Should a fire be confirmed the responsible person should proceed to the main gate to meet the fire service and provide appropriate information as requested.

E. LETTINGS

36. The responsible person for all organisations using the schools facilities for lettings must ensure that all persons are escorted to the assembly point and registers being present. Should a fire be confirmed the responsible person should proceed to the main gate to meet the fire service and provide appropriate information as requested.

Appendix A

ROLES AND RESPONSIBILITIES

Every member of staff has a role and a responsibility in an emergency evacuation. The following roles and responsibilities are referred to throughout this procedure. Staff must ensure that they fully understand their role in an emergency evacuation.

Role	Responsibility	Employee	Location
Fire Leader 1 Walkie Talkie	<ul style="list-style-type: none"> • Lead at Assembly Point, complete evacuation record • communicate numbers of missing people to Fire Leader 3 and/or Fire Brigade 	1 st Clare Wallace 2 nd Claire Byron 3 rd SMT member	Assembly point
Fire Leader 2 Walkie Talkie	<ul style="list-style-type: none"> • Lead at Fire Panel • Identify and communicate zone activated to Fire Leader 1 • Reset Alarm • Communicate when clear to reenter the building 	1 st Lisa Marriott 2 nd SMT member	Fire panel and school buildings
Fire Leader 3 Walkie Talkie	<ul style="list-style-type: none"> • Lead at main gates • Communicate numbers of missing people and location of fire to fire brigade • Share Fire Folder with fire brigade 	1 st Kate Pettifer 2 nd SMT member	Main Gates
Data Administrator	<ul style="list-style-type: none"> • Distribute class registers at assembly point • Provide register Point 1 with staff absence list 	1 st Jacqui Baldry 2 nd Jackie Quinlan	
Main Receptionist	<ul style="list-style-type: none"> • Collect red emergency evacuation box and contents • Collect emergency inhaler • Print visitors register • Print staff register • Collect paper registers 	1 st Nicola Redden 2 nd Member of staff covering main reception	

Register Point 1	Register all staff and report missing staff to Fire Leader 1	1 st Felicity Botterill 2 nd Lisa Jarman	Register Point 1
Register Point 2	Register all visitors and report any missing people to Fire Leader 1	1 st Nicola Reddan 2 nd Member of staff covering main reception	Register Point 2
Fire Marshall 1	Sweep top base and report any findings to Fire Leader 1 at assembly point	6A teacher/cover Melissa Langham	
Fire Marshall 2	Sweep middle base and report any findings to Fire Leader 1 at assembly point	4C teacher/ cover Rachel Ford	
Fire Marshall 3	Sweep lower base and report any findings to Fire Leader 1 at assembly point	RB teacher/cover Vicky Page	
Fire Marshall 4	Sweep Studio and Hall 1 and report any findings to Fire Leader 1 at assembly point	3B teacher /cover Laura Marshall	
Fire Marshall 5	Sweep Year R area, main reception and and report any findings to Fire Leader 1 at assembly point	Not in use due to building works	
Fire Marshall 6	Sweep Year 1 and 2 areas and staff zone 1 and report any findings to Fire Leader 1 at assembly point	2C teacher/cover Becky Owen	
Fire Marshall 7	PE office, Group room 4 & 5, 4C classroom, staff toilets and report any findings to Fire Leader 1 at assembly point	4A teacher /cover Danielle Pratt	
Fire Marshall 8	Sweep sports hall, main reception inc hygiene room & disabled toilet and report any findings to Fire Leader 1 at assembly point	PA to SMT Jackie Quinlan	
Fire Marshall 9	Sweep LRC area including staffroom & toilets and report any findings to Fire Leader 1 at assembly point	TA 4 Maria Evans	
Fire Marshall 10	Sweep Pre-School and report any findings to Fire Leader 1 at assembly point	Pre-School staff member	
Responsible	<ul style="list-style-type: none"> Safely evacuate anyone participating in activity 	Responsible Person	Playground 2

Person for out of hours activities	<ul style="list-style-type: none">• Complete roll call at assembly point• Call the fire brigade		
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Oakway Academy Assembly point for emergency evacuation

