

BOURNE PRIMARY SCHOOL

POLICY AND PROCEDURES FOR THE EVACUATION OF THE SCHOOL

1 Introduction

- 1.1 These evacuation procedures are based on a standard procedure whereby all parties that are on site at the time of an evacuation gather at the preordained assembly point.
- 1.2 Incidents that would require these evacuation procedures to take place include, but are not limited to:
- Fire or explosion
 - Bomb threats
 - Release of hazardous substances on or near the premises

Some of these incidents may require a full evacuation of the school buildings and some may also require an evacuation of the entire school grounds to a place of safety.

- 1.3 Certain members of staff have key roles during an evacuation and these will be outlined in a separate section.

2 Principles

- 2.1 To signal to all pupils, staff and visitors that an evacuation is to take place, the fire alarm will sound. This may be due to a call point being operated by persons observing a fire or at the request of The Responsible Person.
- 2.2 All rooms have a map near to their main door showing the exit route from that room in the event of an evacuation. **The assembly point is the main playground.** These maps are reviewed by the site manager at the start of every academic year and class teachers are made aware.
- 2.3 All new staff members are advised on these procedures on induction and visitors are advised upon arrival after signing in to the visitor's book. Fire drills are held, when possible, every half term at different periods during the day.
- 2.4 The fire alarm is tested every Wednesday at 5.30pm. This consists of the alarm ringing for approximately 10 seconds at a time and should be ignored.

3 Standard evacuation to assembly point

- 3.1 Upon hearing the fire alarm all adults with pupils in their care must lead them calmly and quietly to their designated class positions at the assembly point by the designated routes.
- 3.2 All other members of staff, who are not assigned key roles during evacuations, and all visitors, must also make their way immediately to the assembly point by the designated routes.
- 3.3 No one must stop to put on coats or collect any belongings. All doors must be closed as long as it is safe to do so.
- 3.4 Registers, the visitors book and the staff signing out book will be checked and any missing persons reported to The Responsible Person.

3.5 No one shall re-enter the buildings until the all clear is given by the Responsible Person in the case of a fire drill, or false alarm, or the emergency services.

3.6 No children should be carried as part of the evacuation unless it is part of an agreed, written plan

4 Evacuation to a place of safety

4.1 The above procedures of evacuation to the assembly point will be carried out.

4.2 The Responsible Person will delegate members of staff to assist in leading class groups to the designated place of safety.

4.3 The Office Manager will lead all visitors and remaining members of staff to the designated place of safety.

4.4 Upon arrival at the designated place of safety the registers, visitors book and staff signing out book will be checked again and any missing persons reported to The Responsible Person or the Site Manager.

4.5 The designated place of safety is:

All Souls Church

53 Susans Road,
Eastbourne,
East Sussex,
BN21 3TH

5 Evacuations at defined times of the school day

5.1 Due to the fact that schools daily routines are diverse in their nature, and that pupils, staff and visitors are not in one place all day every day, the standard procedures are then adjusted for evacuations during:

- Assemblies
- Lunchtime and break time
- P.E. lessons

5.2 Assemblies

- Assemblies are held in both the main hall and gym. The member of staff leading the assembly will nominate classes to be lead from each hall by a member of staff via the nearest available fire exit to the assembly point.
- All members of staff leading assemblies must familiarise themselves with the location of the fire exits.
- Other members of staff must **not** attempt to go to the halls to assist in the evacuation.

5.3 Lunchtime and Play time

- Members of the lunchtime supervision staff will be allocated tables which they are responsible for in the event of an evacuation. These will be allocated by the Learning Mentor. Children sitting on the northern rows of tables will exit through the north exit by Squirrels class and the rest through the south exit by the Cookery Room.
- Pupils in the infant playground will be lead to the assembly point by their supervising adults.

- Pupils in the ball area will be led to their designated positions at the assembly point.
- Members of staff supervising children in the playground must be aware that when the fire alarm sounds the Melbourne Road gates will be opened to allow access to the emergency services.
- During 'wet play' members of staff must go from room to room in their allocated areas telling pupils to leave via the fire exit. As soon as a room is empty the door must be closed. Once all their designated rooms are empty they must then leave via the nearest fire exit and move to the assembly point where they will join the children.

5.4 P.E. Lessons

- Pupils in the hall or the gym will be led to their designated positions at the assembly point from the nearest or safest fire exit.
- Children should not stop to pick up extra items of clothing, and if they are barefoot, they should be expected to leave the hall and walk to the assembly point in bare feet, although care should be taken on the playground

5.5 When children are changing before or after P.E.

- Pupils should stop dressing / getting undressed as soon as the alarm sounds, and should only take whatever clothes are immediately close to hand and evacuate the building without delay. If children are undressed in the playground, every effort should be made to provide them with warm clothing.

6 Roles and responsibilities

6.1 The Responsible Person

6.1.1 The Responsible Person is in overall control and 'responsible for' the school and its patrons at the time of the evacuation. The Head Teacher is the responsible person unless absent when his/her assigned deputy or the next senior member of staff will assume control.

6.1.2 The Responsible Persons role in an evacuation is to:

- ensure to the best of their knowledge and ability the safety of all pupils, staff and visitors
- liaise with all members of staff who have key roles in an evacuation
- collate information from members of staff and take any action necessary based on that information
- liaise with the emergency services

6.2 Office Manager

6.2.1 The Office Manager is in charge of the administrative affairs of the school and their role in an evacuation is reflected in this.

6.2.2 The Office Manager's role in an evacuation is to:

- Call emergency services and if necessary/possible local authority
- Remove and secure the hard drives containing school information
- Manage the collection and distribution of class registers at assembly point
- Check visitors and staff signing out book for any missing persons
- If required lead all visitors to the designated place of safety
- Liaise with the responsible person
- Send a text to parents if necessary

6.3 Site Manager

6.3.1 The Site Manager is in charge of all Health & Safety aspects and maintenance of the school buildings and site. The Site Manager will also be a qualified Fire Warden. If the Site Manager is absent another Fire Warden will assume his/her duties.

6.3.2 The Site Managers role in an evacuation is to:

- Carry out his/her duties as a Fire Warden
- Liaise with other Fire Wardens and report to The Responsible Person
- Move to the front entrance of the school to await the arrival of the emergency services
- Liaise with the emergency services to provide all pertinent information
- Liaise with The Responsible Person
- In the event of an entire evacuation of the school grounds to remain with the emergency services if required
- Contribute to the review and evaluation of every evacuation

6.4 Fire Wardens

6.4.1 The basic role of a Fire Warden is to ensure, in as safe a manner as possible, that the building is clear before making their own way to the assembly point. Fire wardens are also trained to tackle small fires without endangering themselves or others.

6.4.2 The Fire Wardens role in an evacuation is to:

- If a call point/smoke detector has been triggered ascertain where the fire is from the fire alarm panel
- If it is safe to do so, using their training determine whether the fire is real or not. **Even if it is a false alarm the evacuation must be carried out in full**
- Using their training check that all rooms including toilets in their building are empty as long as it is safe to do so
- Leave the building by the nearest fire exit and report to the assembly point
- Report to Site Manager/The Responsible Person

6.4.3 In the event of the absence of any Fire Wardens, teachers or other staff not responsible for a class, group or specific child will be responsible for checking common areas and toilets as they leave. Once checked, doors should be closed.

6.5 Classteachers / Other Adults Leading Classes

6.5.1 Upon hearing the fire alarm all adults with pupils in their care must lead them calmly and quietly to the assembly point by the designated routes. On the way, they will be given their class register.

6.5.2 Teachers or other adults must count and check their class on arrival at the assembly point. If the number of pupils is incorrect, a register must be called. The register must then be returned to the Office Manager.

6.5.3 The teachers or other adults are responsible for the children at all times, and should make every effort to ensure the children are quiet and attentive at all times during the procedure.

6.5.4 It is the teacher's responsibility to ensure that the classroom door is closed behind the class. This may be via instructions to the last child in the line, for example.

6.6 Teaching Assistants and members of the Inclusion Teams

6.6.1 Teaching Assistants should support their class / year group teachers as required

6.6.2 Individual Needs Assistants should support identified pupils who may be distressed or confused by the evacuation

6.6.3 The Behaviour Team should check in with vulnerable children, and support the general calm and quiet atmosphere which is required.

6.7 All Other Staff

6.7.1 All other members of staff, who are not assigned key roles during evacuations, and all visitors, must also make their way immediately to the assembly point by the designated routes. They should make themselves known to the Office Manager to be registered

7 Following an Evacuation

7.1 After any evacuation, the Responsible Person and the Site Manager will review and evaluate the evacuation, gathering the views of the Fire wardens, the Office Manager, the SENCo and the Assistant Headteacher. Other staff are welcome to contribute to this review.

7.2 A Fire Drill Record Form will be completed and filed in the Fire File, which is maintained by the Site Manager and is held in the School Office

7.3 A summary of the evacuation will be submitted to Governors in the next Headteacher's Report.

8 Summary

8.1 It is impossible to predict the exact form or effect of an emergency that could facilitate an evacuation. Therefore we have attempted to keep to a simple procedure which can be adapted to any circumstances that may arise.

9 Monitoring

9.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the headteacher, site manager and health and safety governor.

9.2 This policy will be reviewed on a two-yearly basis.