

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

EMERGENCY EVACUATION PROCEDURES

Part 1: Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured and then only attempted without exposing any person to risk.

The Governing Body is responsible for the policy overall with day-to-day management delegated to the Headteacher. The School Business Manager is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been confirmed by the Fire Service.

Part 2: Evacuation

Fire prevention is paramount however should prevention fail then the emergency plan is to evacuate the premises.

Fire drills are carried out on a regular basis to ensure that everyone is aware of the following: -

Fire assembly point – Front of School Playground

General fire notice

It is the duty of anyone discovering a fire to sound the alarm.

On discovering a fire:

- If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, shout "Fire, Fire, Fire" and operate the nearest fire alarm point immediately;
- Evacuate to the assembly point, which is located on the front playground.

On hearing the fire alarm (a continuously ringing bell) staff and visitors/contractors are to:

- Close all doors and windows (if safe to do so);
- Exit the building using the nearest available fire exit;
- Proceed to the assembly point (front of school playground), ensuring all children move in a calm and orderly manner;
- Ensure all doors are closed on the way out and not left propped open;

- Children must form an orderly line facing away from the building and remain quiet;
- Responsible staff will carry out roll call using the Evacuation Report provided by the office.

Action front of house staff should take on hearing the alarm:

- Head Teacher will take charge and lead in the fire evacuation;
- Collect the Evacuation Report, telephone hand set, Fire Safety file, Emergency Evacuation File, located in the Office and the Digigreet tablet (key kept in the back of the holder for ease), located in the Front Foyer;
- Exit the building using the nearest available fire exit ensuring all doors are closed on the way out and not left propped open;
- Dial 999 if it is not a drill (once outside the building). Request attendance by the Fire Service. Staff member gives their name, school name and address, contact number and details of the fire along with the **Unique Property Reference number – 10006522074** and/or **What Three Words – Monks-Cook-Masses** (see laminate at the back of the Digigreet tablet);
- Proceed to the assembly point (front of school playground), hand the Evacuation Report to the relevant responsible staff and check all staff, visitors and contractors are accounted for;
- Liaise with the Fire Service upon their arrival if it is not a drill;
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

The instructions above are a summary of duties. Below is a more detailed breakdown.

Roles and Responsibilities

2.1 The Governing Body will:

- review the roles and responsibilities on an annual basis;
- satisfy itself that the Headteacher and all staff are fulfilling their responsibilities as set out in this policy document;
- review the fire safety training needs of all staff at intervals that are appropriate/be repeated where appropriate.

2.2 The Headteacher will:

- familiarise herself with this policy document and her role and responsibilities;
- ensure that proper checks and controls are in place to cover day-to-day;
- ensure that all staff are fulfilling their responsibilities as set out in this policy document;
- ensure fire drills are carried out as per the Fire Safety Policy;

- if she is the only front of house staff on site follow the roles and responsibilities for the School Business Manager and/or assist the Administrative Assistant(s);
- exit the building using the nearest available fire exit.

2.3 The School Business Manager will:

- familiarise herself with this policy document and her role and responsibilities;
- on hearing the fire alarm, will collect the Evacuation Report, telephone handset, Fire Safety file, Emergency Evacuation file and the Digigreet tablet;
- exit the building using the nearest available fire exit;
- phone the fire brigade (once outside the building) if not a fire drill;
- hand the Evacuation Report to the relevant responsible staff;
- open up the Fire Drill Page on Digigreet – check all staff, visitors and contractors recorded are accounted for;
- liaise with the Fire Service as required;
- ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

If the fire alarm sounds between the hours of 11.30am and 12.30pm the School Business Manager is not on the premises so the role and responsibilities falls to other front of school staff (see above and below).

2.4 The Administrative Assistant(s) will:

- familiarise themselves with this policy document and their roles and responsibilities;
- exit the building using the nearest available fire exit;
- assist the School Business Manager/Headteacher and staff as required.

If the School Business Manager is not on site, the Administrative Assistant(s) will carry out the School Business Manager's duties.

2.5 The Midday Supervisor will:

- familiarise herself with this policy document and her role and responsibilities;
- if the alarm sounds during lunchtime she is the responsible member of staff and needs to follow the guidance above (unless it is 12.30pm or after as the School Business Manager should be on site);
- exit the building at the front of the school, as she will need to collect the relevant files/telephone handset etc. plus the Digigreet table.

2.6 Teaching staff will:

- familiarise themselves with this policy document and their role and responsibilities;
- direct their charges to exit the building using the nearest available fire exit;
- ensure that the children line up in the front playground facing away from the school building;
- ensure that the children are quiet;
- once they receive the Evacuation Report, carry out a roll call;
- report any missing children to the School Business Manager or the responsible person if she is absent.

2.7 Support staff will:

- familiarise themselves with this policy document and their role and responsibilities;
- exit the building using the nearest available fire exit;
- assist all staff as required.

Part 3: Escape routes

The escape routes from the building are: -

- 1) Every classroom including the SmartPod and Foundation Unit except the ICT suite and Library where the escape is located at 2);
- 2) Designated fire doors in the corridors by the ICT suite, Library and near the Caretaker's room;
- 3) Double fire doors in the main hall.

All escape routes are clearly indicated and are to be unlocked and unobstructed at all times.

Under current fire safety legislation, it is the school's responsibility to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises and how that plan will be implemented.

- With regards to visitors who are disabled they should sign into school via the Digigreet system highlighting that they would need assistance exiting the building in the case of an emergency. On hearing the fire alarm, they would need to evacuate the building via the double fire doors in the hall or by the nearest fire escape.
- With regards to staff/pupils with a disability, a Personal Emergency Evacuation Plan would be compiled as part of their individual care plan.
- With regards to the public using the school premises as part of a Lettings/Lease agreement, they would need to evacuate the building via the double fire doors in the hall (if in the hall) or by the nearest fire escape and contact the Caretaker. The person responsible for the booking of the Letting will be responsible for ensuring the premises are evacuated from the building. They would be expected to dial 999 to inform the Fire Service as well as contacting the Caretaker.

Part 4: Points to Note

Know

- Your means of escape;
- The nearest fire alarm point;
- The assembly point.

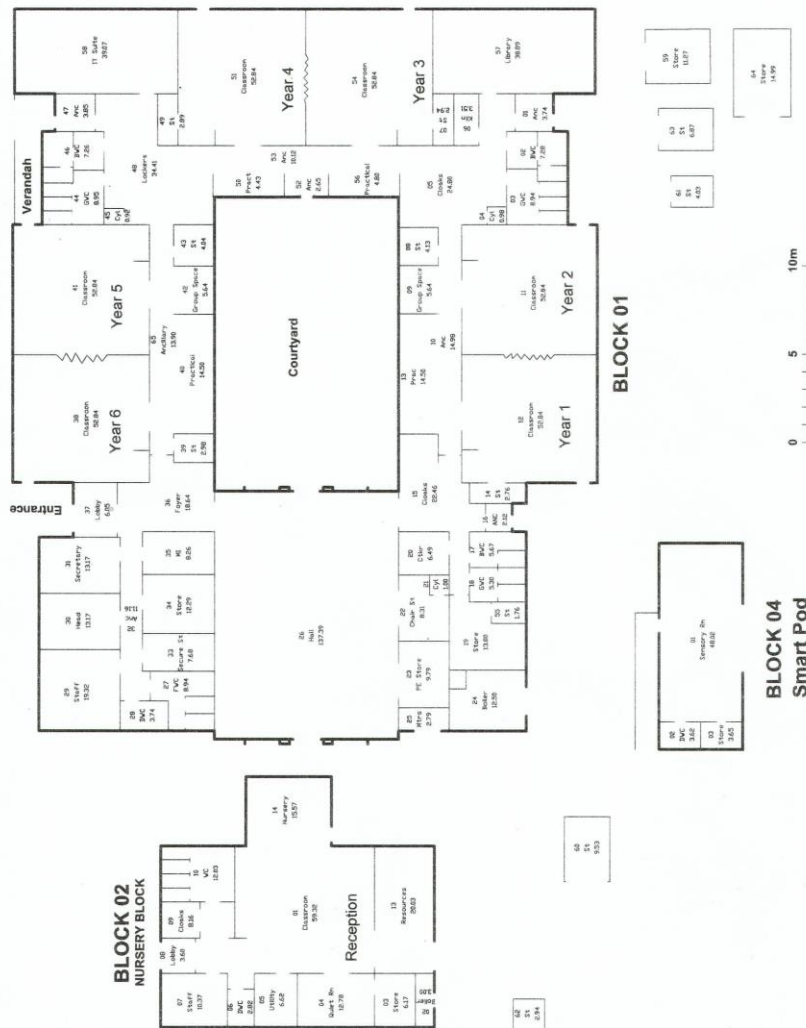
Ensure the following guidance is adhered to: -


- Naked flame is not to be used as a means of illumination;
- Decorations that increase the fire risk are prohibited;
- Any temporary staging is to be secure and is not to obstruct fire exits;
- Special care is to be taken when tentage is used for entertainment or other exhibition purposes (under no circumstances are tents/marquees to be directly attached to, or sited within, five metres of permanent buildings).

In the event of fire

- Maintain silence;
- Do not stop to collect your personal belongings;
- Do not rush;
- Do not attempt to pass others;
- Remember to dial 999 and ask for the Fire Service.

THIS DRAWING IS THE PROPERTY OF KIER. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF KIER. ANY UNAUTHORIZED REPRODUCTION OR COPIING OF THIS DRAWING IS A BREACH OF THE COPYRIGHT AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.



| | |
|---|--|
|  KIER <small>CONSTRUCTION & PROJECT MANAGEMENT</small> | |
| Client: | Lincolnshire County Council |
| Client Ref Number: | |
| Project: | Ruskington Whittlesea Primary School 4A Sleaford Road 9252224 Site Ref: LCP/15 H0098 |
| Project No: | |
| Drawing Title: | Floor Plan |
| Design: | Drawn: JCH Checked: Approved |
| Date: | June 2022 |
| Drawing No: | Scale: N.T.S. |
| Rev. No: | |