

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **Emergency Evacuation Procedure and Policy**

**Strategy Committee**

**Updated June 2023  
To be reviewed 2025**

**Staff Responsible**

**Mrs R M H Green**

**Head Teacher**

## **Introduction**

- 1 School's emergency procedures to be made available to all staff and must be included in the induction of all new starters. A template for adaptation / adoption by schools is provided below, with areas requiring customisation highlighted in red.
- 2 A summary of evacuation procedures to be made available to all building users, including contractors and visitors. This would generally be provided in the form of Fire Action Notices adjacent to break glass call points and simple evacuation instructions (1 side A4) posted in individual classrooms.
- 3 The school's fire risk assessment should be used to ensure that there are adequate and sufficient means of escape provided at **all** times the school is occupied, including outside of normal school hours for lettings, events etc.

## **Evacuation procedure – Individual requiring additional assistant**

1. Under both fire safety legislation and the Equalities Act 2010 schools must have procedures in place to evacuate all person/s from the building independent of assistance from the emergency services.
2. A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. These must be tailored to the individual's needs and should be developed in discussion with the person concerned (and/or parents / carers in the case of pupils).
3. A proportionate approach should be taken to such PEEPs, additional guidance is available in the Education H&S manual (for example for a primary school with level access, a large number of direct exits direct to fresh air the support required could easily be documented in a few simple bullet points).
4. Individuals and any additional assistance required to evacuate the building may already have been identified via your health care planning process and should also be referenced in your fire risk assessment.
5. Where evacuation from upper floors is necessary then the suitability of any refuge (a temporary waiting area with a protected escape route direct to a final exit) and provision of evacuation chairs etc. should be considered in the fire risk assessment process.
6. The template evacuation procedure below provides generic plans for visitors / infrequent users of school buildings, these are not intended as a substitute for a full PEEP.

## **Bomb Threats**

- 1 Schools should be aware of advice previously issued from the National Counter Terrorism Security Office (NaCTSO) and the Department for Education in response to malicious bomb threats.
- 2 The Schools Emergency Response Plan provides a bomb threat checklist and guidance on suspicious packages. Consider providing a copy of that section to office based staff who could potentially receive a bomb threat and ensure that they know what to do.

- 3 The vast majority of such threats are hoaxes, made with the intent of causing alarm and disruption. However any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Dial 999 and police will respond.
- 4 Schools should always consider police advice before a decision is taken to close or evacuate. Ultimately the decision on whether or not to evacuate rests with the Head teacher.
- 5 Best practice guidance on bomb threats and searching premises is also available online from the Centre for the Protection of National Infrastructure (CPNI) website.
- 6 **National Counter Terrorism Security Office advice is as follows:**
  - 1 Your planning should incorporate the seven key instructions applicable to most incidents:
  - 2 Do not touch suspicious items.
  - 3 Move everyone away to a safe location.
  - 4 Prevent others from approaching.
  - 5 Communicate safely to staff, students, visitors and the public.
  - 6 Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
  - 7 Notify the police.
  - 8 Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

## **Fire Drills**

- 1 Termly fire drills should be conducted, these are intended to ensure both staff and pupil's understanding of evacuation procedures and identify any areas for improvement.
- 2 When conducting drills you may find it helpful to:
  - nominate observers to help identify any problem areas;
  - test the arrangements in place for disabled people;
  - simulate exit routes being unavailable (e.g. where there is more than 1 exit route available then simulate an exit route or stairway being unavailable because of fire). Applying this scenario to different escape routes over time helps raise awareness of alternative escape routes.
  - simulate a missing member of staff, pupil or visitor to test the robustness of your roll call / sweep.
- 2 When recording fire drills ensure the following basic information is documented, template sheets for recording fire drills and tests are available on the Grid.
  - date / time
  - type of drill (false alarm, planned drill etc.)
  - evacuation time
  - observations

- remedial actions
- 3 During the drill nominated observers should pay particular attention to :
- any communication difficulties with regard to the roll call and establishing that everyone is accounted for;
  - the use of the nearest available escape routes as opposed to common circulation routes;
  - any bottlenecking, difficulties with exit doors;
  - difficulties experienced by people, in particular those with disabilities and visitors ;
  - the roles of specified people, e.g. fire wardens;
  - inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts etc.
- 4 On-the-spot debriefs are useful to discuss the drill, encourage feedback from all involved. Reports from fire wardens and observations from people should be collated and reviewed, with remedial actions should be recorded and implemented.

### **Further information / Links**

#### **Health and safety guidance and support**

Education Health and Safety Team - 01992 556478, [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

#### **National Counter Terrorism Security Office**

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

#### **Centre for the protection of national infrastructure CPSI**

<http://www.cpni.gov.uk/Templates/CPNI/pages/Default.aspx>

## **GENERAL EMERGENCY PROCEDURES**

### **FIRE EVACUATION**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Those discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. Where possible they should then notify *the school office* of the exact location / nature of the incident.

### **FIRE FIGHTING**

- The safe evacuation of all occupants is the absolute priority. Staff may attempt to deal with small fires (i.e. small waste paper bin size), using portable fire fighting equipment, **only if it is safe to do so without putting themselves or others at risk.**
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are made aware of the type and location of portable fire fighting equipment in their working areas and receive basic instruction on how to use it.

#### **ON HEARING THE FIRE ALARM:**

- The fire alarm is a *continuous ringing bell* and all staff, pupils and other occupants of building must respond to alarm activations.
- *Business Manager/Office Staff* will check the fire alarm panel and, **if safe to do so**, go to the zone indicated to investigate the cause of the activation. Once the cause of the alarm has been identified, *Business Manager/Office Staff* will communicate this to the Headteacher /Senior member of staff.
- *Business Manager Tracey Robson* will summon the emergency services (**DIAL 999**) as necessary;

**Whatever the circumstances surrounding the cause of the alarm all occupants must continue with the evacuation procedure as described.**

- Staff will supervise / affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below.
- Those members of staff without direct responsibility for a class / pupils, visitor etc. must leave the building by the nearest exit and report directly to *Maria Green* at the assembly point.
- Visitors who are not familiar with evacuation procedure must follow their host's instructions.
- Pupils should follow the instructions of their teacher, leaving in single file via the nearest available escape route. The last person to leave the classroom closing the door behind them.

**A Calm orderly exit is essential**

**Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly point pupils must stand in their subject/form groups while staff check their registers.

- Registers, Inventory will be taken out to the assembly point by the office staff. The result of this check must be reported to the Headteacher /Senior member of staff as soon as it is completed.

**On no account must any individual remain in the school buildings during an emergency evacuation unless they are undertaking an official role identified by this evacuation procedure.**

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- Checks on toilet areas should include a check on individual cubicles.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- All staff and pupils must remain at the assembly point until instructed, do not re-enter the building until the 'all clear' has been given either by the Fire Brigade or Headteacher/senior member of staff.
- Pupils will then be dismissed class by class.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Grove Hill Park

## **CO-ORDINATION WITH OTHER SITE USERS / OCCUPANTS**

### **VISITORS**

- All visitors to the school must sign in and out of the school and will be made aware of evacuation procedures on their arrival.
- Visitors to the school are the responsibility of their 'host' and must be escorted to the assembly point by the particular member of staff concerned.
- In the event of an alarm activation during parent's evening etc. all members of staff are responsible for evacuating parents / pupils from their immediate area of responsibility.

### **CONTRACTORS**

- Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed of the school's 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, location of the assembly points and name of the person in charge of evacuation procedures;
  - The location of fire-fighting equipment and fire alarm call points in relation to the area of their work.
- The risk of fire arising out of the work of any contractor on site will be assessed

and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

## **LETTINGS**

- Tracey Robson, School Business Manager will ensure that all hirers are provided with instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## **BUILDINGS ON SITE OCCUPIED BY OTHER USERS**

- The alarm system of the school is linked to the adjacent pre-school. Occupants have been informed of the school's evacuation procedures and are expected to follow these. Their assembly point is by their building

## **GENERAL EVACUATION FOR PEOPLE WITH ADDITIONAL NEEDS**

### **Mobility Impairment**

Those individuals who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

For staff or pupils with significant mobility impairments accessing upper floors or areas where egress is difficult, then any additional measures to facilitate their evacuation will be identified through the PEEP process.

### **Visual disability**

Person/s with visual disability may require assistance to safely evacuate, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

### **Hearing disability**

Person/s with hearing disability should be assisted out of the building by staff. Any additional measures required to the alarm system or buildings will be identified in the school's fire risk assessment and the PEEP process e.g. additional means of raising an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

## **BOMB THREATS**

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Staff taking the initial phone call should try to record as much information as possible

Contact the police (999) for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be: fire alarm continuous ringing bell

The normal evacuation procedure should be followed.

## **GAS LEAKS**

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Do not turn on / off any electrical switches
- Shut off the gas supply located at *Gas cupboard*
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999 and follow advice given.

## **CHEMICAL SPILLS**

School staff must be familiar with the chemicals they use and how to deal with spills.

For substances used in the curriculum the relevant CLEAPSS hazards and advice will be followed. Where there is any doubt on how to proceed the CLEAPSS helpline will be called.

If it is safe to do so (evaluating the amount spilt and degree of hazard), staff will isolate the area and, wearing the appropriate protective equipment take necessary action to clear up the spill, ventilating the area and evacuating the immediate vicinity where required.

If spill is severe and/or fumes are causing distress then the school's evacuation procedures will be followed. In extreme cases Fire & Rescue will be called (dial 999) as the lead agency in dealing with chemical / toxic / hazardous spillage incidents.