

Heathcote Primary School



Evacuation Plan

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Upon Discovery of a Fire

The alarm should be raised immediately by breaking the glass on the nearest available fire alarm call point.

Evacuate via the nearest exit

Go immediately to the assembly point located on the playground

Inform the Evacuation Co-Ordinator in charge of the evacuation of the location of the fire

Do not return to the building until permission from the Evacuation Co-Ordinator is given.

Upon Hearing the Fire Alarm Sound

Evacuate the building via the nearest exit

All Maglock doors will automatically switch off on activation of the alarm

Go immediately to the assembly point on the playground

Do not stop to collect belongings

Walk do not run

At the assembly point stay in your class lines or with your department or group

Wait quietly

Do not return to the building until instruction is given by the evacuation co-ordinator.

Roles and Responsibilities

Evacuation Co-ordinator

This role is the most senior member of staff on duty at the time, Executive Head Teacher / Deputy Head Teacher / Senior Teacher.

To proceed to the fire panel and see what the panel has identified as the cause for the alarm, to co-ordinate the evacuation.

To investigate if the alarm is due to a false alarm or if a fire has been correctly identified.

The school is not on automatic fire response so if a fire has been confirmed the responsible person is to call 999 and ask for the fire service.

To liaise with the emergency services.

Will state when building is safe to re-enter – this will be determined by instruction from fire services or responsible person, once alarm is silenced we re-enter. Site manager is called to check if there is a fault, before resetting the alarm.

Site manager has completed 3 yearly “Warwickshire Responsible Person Training”
4/10/17

Class Teachers

All responsible persons are to assist children to evacuate in an orderly manner

Upon hearing the alarm evacuate the building via the nearest exit.

Do not stop to collect belongings.

Go immediately to the assembly point on the playground via the nearest exit.

If in the hall at the time of evacuation unlock fixed leaf doors on exit from the hall.

If leaving the hall via the corridor entrance a member of staff must hold open the doors for public on evacuation.

Complete roll call and raise arm to inform evacuation co-ordinator all accounted for, if anyone is absent inform the co-ordinator immediately.

Do not return to the building until permission is given by the evacuation co-ordinator.

Teaching Assistants

All responsible persons are to assist children to evacuate in an orderly manner

Teaching assistants on hearing the alarm they should check the toilets adjourned to the class to ensure there are no children still in the cubicles.

Check the corridor outside of the classroom to ensure there are no children left at the work stations or library area in the corridor.

Support Class teacher in evacuation of pupils upon hearing the alarm

Do not return to building until permission is given by evacuation co-ordinator

Office Team

All responsible persons are to assist children to evacuate in an orderly manner

Upon hearing the alarm.

Check the visitor toilets and hall to ensure these areas are empty.

Pick up the grab bag, visitor log and class registers which should include emergency contact numbers.

Evacuate via the nearest exit.

Go immediately to the assembly point.

Check visitor's sign in book, checking all are present if not report absent to evacuation co-ordinator.

Follow instructions of evacuation co-ordinator.

Do not return to building until permission is given by evacuation co-ordinator.

Kitchen

All responsible persons are to assist children to evacuate in an orderly manner

Server shutters will automatically close when alarm is sounded.

Upon hearing the alarm evacuate the building via the nearest exit ensuring doors are closed behind you.

Turning off the gas as you go.

Do not stop to collect belongings.

Go immediately to assembly point.

Complete roll call and raise your arm to inform the evacuation co-ordinator all are accounted for. If anyone is absent inform the evacuation co-ordinator immediately.

Do not return to the building until permission is given by the evacuation co-ordinator.

Lunchtime Supervisors

All responsible persons are to assist children to evacuate in an orderly manner

Upon hearing the alarm on the playground.

Blow your whistle line the pupils up in class year groups.

Keep the pupils in their class lines. The class teachers will then take roll call and confirm all accounted for if any absent report to evacuation co-ordinator immediately,

If on duty in school evacuate immediately the pupils in your allocated area via the nearest exit. If leaving the hall via the corridor entrance a member of staff must hold open the doors for pupils to evacuate.

Do not stop to collect belongings.

Line the pupils up in class year group the class teacher when they arrive at the assembly point will take the roll call if all present raise arm if any absent report to evacuation co-ordinator immediately.

Cleaners

All responsible persons are to assist children to evacuate in an orderly manner

Upon hearing the alarm evacuate the building via the nearest exit.

Go immediately to the assembly point on the playground.

Do not stop to collect belongings.

At the assembly point take roll call raise arm to inform evacuation co-ordinator all present if anyone is absent report to evacuation co-ordinator immediately.

Hirers and Contractors

All hirers and contractors will be issued with the evacuation plan anybody needing assistance for evacuation will be asked to complete a PEEPs evacuation plan questionnaire. All hirers are asked to attend site before letting and shown fire exits and given school's key holders contact details in case of emergencies.

PEEPs

Any pupils or staffs that require assistance to evacuate will have a PEEP completed and placed in the evacuation plan.

Any events that are taking place a notice will be posted advising attendees that if they require assistance during an evacuation to please inform reception so a PEEP Questionnaire can be completed and a PEEP produced for them.

At the beginning of any school performances / meetings staff will advise members of the public on fire evacuation procedure.

Polkadot and Denim

Polkadot is our onsite nursery and Denim our wrap around care, who share the school site and will adhere to Heathcote Primary's evacuation plan.

Polkadot staff have received fire panel training from site manager and have been advised to use the same fire assembly point in holiday times. They are always part of the fire evacuation drills so are aware of the procedures. The school is not on call and they will therefore follow their fire evacuation procedures and call the fire services if fire is confirmed if the school is closed.

Upon hearing the alarm they will evacuate via the nearest exit.

Go immediately to the assembly point on the playground.

At the assembly point they will take a roll call raise arm to inform evacuation co-ordinator that all present, any absent should be reported to the evacuation co-ordinator immediately.

Polkadot staff have the school's site managers contact details so will call him if there has been an activation to investigate the alarm.

