



Together we inspire and succeed

Emergency Evacuation Plan

Contents

	Page
1. Introduction	3
2. Sounding of the alarm	3
3. Role of Teaching Staff	4
4. Role of designated Fire Wardens	4
5. Role of Chief Fire Warden	5
6. Grab Bag	6
7. Emergency Escapes	6
8. Receiving a Bomb Threat Guidance	7
9. Emergency Numbers	7

1. Introduction

From October 2006, all establishments are required to have a Fire Risk Assessment for the premises and the staff that work in those premises as part of the Regulatory Reform (Fire Safety) Order 2005.

Key to the plan is the need to regularly train and update people and review the systems in place to ensure that they are robust in the face of a real emergency.

The Emergency Plan will be regularly reviewed by governors following a testing of the plan with the whole school.

All staff have a duty under the Health and Safety regulations to report anything that could affect their own or another person's health or safety. The continued effectiveness of this plan relies on all staff.

2. Sounding of the Alarm

The alarm is only to be sounded on the following occasions:

- An emergency
- A planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

The alarm should be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Bomb threat
- Fire
- Gas leak
- Chemical leak
- Asbestos Alert
- Instructed by emergency services

Anyone discovering any of the above should sound the fire alarm by pressing one of the emergency call points (a plan identifying the locations is attached). Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

3. Role of Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

Upon hearing the alarm, staff members should follow the instructions posted in their classrooms/teaching areas paying particular attention to the nearest route of escape.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Fire Wardens may need to walk the opposite way along corridors.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may have learning difficulties or experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden/Headteacher upon reaching the Fire Evacuation Point.

Once outside and at the Fire Assembly Point, the staff member in charge of the class shall take a register to check which children are missing. Any missing children or staff will be reported to the Chief Fire Warden/Headteacher detailing:

- Name of missing person.
- Place and time last seen and by whom
- Any other information on the person. E.g. medical, behavioural.

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden/Headteacher.

Under no circumstances is anyone to re-enter the building unless the all clear is given.

4. Role of designated Fire Wardens

Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.

Upon hearing the alarm, Fire Wardens are asked to report to the main office only if they are sure the route is clear of danger and that they can safely evacuate the building.

The main escape routes are clearly marked.

Ullesthorpe Church of England Primary School
Emergency Evacuation Plan

Fire Wardens suitably protected make their way along the above mentioned escape route ensuring the following:

- No one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection through the glass. Doors are not to be opened unless people are seen or heard on the other side.
- Check that fire doors are closed.
- Check that any child with a PEEP is evacuated safely.
- Report anything suspicious to the Chief Fire Warden.
- They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building, ensure the outside doors are closed and report immediately to the Chief Fire Warden/Headteacher that the route has been checked and anything observed.

5. Role of the Chief Fire Warden

The Chief Fire Warden is in overall charge of any evacuation until either relieved by a member of the Fire and Rescue Brigade or other emergency service, or until the all clear is signalled.

The 'Grab Bag' will contain the necessary equipment for the role. This includes:

- High Visibility Jacket and hat
- Emergency Plan for the Fire and Rescue Brigade
- Torches
- Emergency Contact details
- Checklist of duties and actions.
- Paper and pencils
- Master key for gates.
- Receiving a Bomb Threat Guidance
- First Aid Kit

The Chief Fire Warden will carry out the following checks:

- Check of registers for missing children, visitors or staff members.
- Successful completion of any PEEPs.
- Check with Fire Wardens of safe evacuation and any relevant information related to the emergency.
- Possible reasons for alarm sounding.

The Chief Fire Warden will then decide whether to:

- Sound all clear and re-enter the premises
- Ring 999 from a mobile phone and summon Fire and Rescue Service, Police and Ambulance if required
- Further evacuation from the Fire Assembly Point is needed. E.g. smoke blowing onto the playground.

6. Grab Bag

The 'Grab Bag' will be hung up at the collection point by the main office and will be taken outside by the Fire Warden with responsibility for evacuating the middle corridor.

The bag's contents should be checked on a regular basis and include the following:

- High Visibility Jacket and hat
- Emergency Plan for the Fire and Rescue Brigade
- Torches
- Emergency Contact details
- Checklist
- Paper and pencils
- Master key for gates.
- Receiving a Bomb Threat Guidance
- First Aid Kit

Any missing or defective items should be reported to the Chief Fire Warden, deputy or head teacher immediately.

7. Emergency Escapes/Emergency Call Points/Assembly Point

(See Plan attached)

8. Receiving a Bomb Threat Guidance

RECEIVING A BOMB THREAT

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

TELEPHONE THREAT

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage;

OR

2. Wants to disrupt normal activities by creating anxiety and panic. (This caller may simply be a disgruntled employee wanting the day off).

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

WRITTEN THREAT

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

CONCLUSION

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

9. Emergency Numbers

In the event of a fire/emergency or any suspicion of fire, ring **999**

When you get through, the operator will ask you which emergency service you want: fire brigade, police or ambulance service. Please listen carefully and be patient. You will be put through to an emergency control room operator for the service you want. They will ask you a number of questions. Answer the questions clearly, and don't put down the phone until you are told to.

Key Members of Ullesthorpe Primary School Staff

Headteacher:

Premises Officer: Diane Conway

Leicestershire County Council

The contact number, which should only be used for emergencies, is:

- Crisis Line: 0800 953 1515