

EMERGENCY EVACUATION POLICY



UPDATES IN RED FOR DAYCARE DUE TO FREEZING WEATHER CONDITION (January 2025)

Should fire (evacuation need) break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest Fire Call Point by breaking the glass
- Assist with evacuation of the school
- Check and confirm that all pupils/visitors under their control are out of the building

All staff should be aware of their nearest exit, not only in their classrooms, but in other areas of the school. Evacuation notices are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following staff procedures/duties will take place

Classroom Staff/Support Staff:

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point
- Staff will check children against the fire register and immediately inform Senior Leadership Team members or Facilities Team of any missing children
- Do not re-enter building until told that it is safe to do so by Senior Leadership Team or Facilities Team

Administrative Staff:

- In Ventry Log for visitor's and all staff to be checked. Any persons missing must be reported to the Senior Leadership Team or Facilities Team

Headteacher and Deputy Headteachers:

- The Head and Deputy will monitor the evacuation of the premises from the assembly point (main playground field)
- To enable them to monitor the assembly point, teaching staff and admin staff will raise the registers and signing in books if they tally. Any missing pupils/staff/visitors must be reported immediately
- When the headcount has been completed the Head or Deputy will inform the Facilities Team by radio that everyone is present

Facilities Manager/Team:

- Visually check the Whole School site
- A radio call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear
- Unless it is for the purpose of a fire drill, the Facilities Manager or designated Deputy will, on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999
- He/she will then organise the monitoring of the school main entrance for the arrival of the fire brigade and to ensure no persons re-enter the premises

Daycare, Extended Services and Family Centre:

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit
- It has been agreed that the outside shutter between Toddlers and Babies will be kept closed but not locked. A Baby evacuation cot to be located just inside the Baby Room by their inside entrance door. In an emergency, babies to exit through Toddler Room. If not possible (due to situation being outside the Daycare Office/in the corridor) Daycare Office Staff/Room Leader will raise shutter. (Responsibility to be arranged on a daily basis)
- New temporary procedures communicated to all Daycare staff (08.01.2025)
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the Early Years assembly point
- Staff will check children against the fire register and immediately inform Senior Leadership Team or Facilities Team of any missing children
- Do not re-enter building until told that it is safe to do so by Senior Leadership Team or Facilities Team

Kitchen Staff:

- Turn off and unplug any equipment if safe to do so

- Evacuate by designated route
- Close doors and windows as you leave
- Staff must be evacuated to the assembly point
- Senior Kitchen Staff will check against the fire register and immediately inform Senior Leadership Team or Facilities Team of any missing staff members
- NO ONE should stop to collect personal belongings
- Do not re-enter building until told that it is safe to do so by Senior Leadership Team or Facilities Team

At no time shall anyone re-enter the buildings until they have been given the all clear by The Senior Leadership Team or Facilities Team, whether in the case of an evacuation drill, a fire or any other evacuation.

Key Escape Routes:

- All areas have direct escape routes to the relevant assembly point
- Further Evacuation from the field can be arranged via the side gate if necessary (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits
- All exits are kept unlocked and clear of obstructions
- There is emergency lighting on key routes throughout the building
- Fire Doors will automatically be released from the magnetic locks

Fire Fighting Equipment:

There are a variety of fire extinguishers (CO2, Water, foam and fire blankets) throughout the building but It cannot be over emphasised that the main objective at all times is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this

Assembly Points:

- Main Playground (by Wooden Climbing Frame)
- Early Years Playground (by Wooden Play Fort)

Fire Risk Assessments:

- Risk assessments will be reviewed and re assessed following a Fire Drill or Fire Evacuation

Personal Emergency Evacuation Plans (PEEP):

- An individual plan should be in place for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

Emergency Alert Received

Emergency Alerts is a new service from the UK government. It's expected to launch in 2023. Emergency alerts will warn you if there's a danger to life nearby.

In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

Emergency alerts are broadcast from mobile phone masts. Every compatible mobile phone or tablet in range will receive an alert.

The government does not need your phone number to send you an alert.

If the school is needed to be evacuated due to an alert, this Emergency Evacuation Policy is to be followed.

It cannot be over emphasised that the main objective, at all times, should be to ensure that everyone reaches a place of safety. Putting a fire out is always secondary to this.