

# HAZELDENE SCHOOL



## EMERGENCY EVACUATION PLAN JUNE 2016

SIGNED ..... DATE.....  
HEADTEACHER

SIGNED ..... DATE .....

CHAIR OF GOVERNORS

**TO BE REVIEWED JUNE 2018**

**HAZELDENE SCHOOL**  
**EMERGENCY EVACUATION PLAN**

**PURPOSE**

The purpose of this plan is:

To ensure that the people who work at Hazeldene School know what to do in the event of a fire/other emergency.

To ensure that all people within the school premises, including members of the public, ancillary staff and temporary staff are safely evacuated.

**FIRE**

**THE FIRE ALARM**

PERSON DISCOVERING FIRE should break glass of nearest alarm

Office Manager rings (9)999 on hearing alarm.

If fire is in the kitchen. Catering Manager rings (9)999 and immediately sends someone to break glass of alarm and tell Head Teacher that Fire Brigade has been notified.

On hearing the fire alarm

**ALL PERSONS PROCEED TO ASSEMBLY POINT**

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.
- In classrooms, pupils nearest windows should be told to close them. Staff assembles pupils IN SILENCE and instruct them to proceed to the Assembly Point in the main playground. IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this

process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their class rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.

- Office Manager collects all registers, pupil and staff signing in/out books, visitors ' book and off-site lists and School Business Manager collects the visitors sign, before proceeding to the Assembly Point.
- The office Manager on duty will open the gates for the Fire Brigade and await their arrival and will prevent any casual visitor from entering the premises.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

## **PROCEDURE FOR ASSEMBLY AND ROLL CALL**

### **Pupils' Reporting Procedure:**

Forms line up in at Assembly Point at their allocated number.

CLASS TEACHERS collect registers from Office Manager and supervise roll call.

Once roll call is completed, report absences to Office Manager and return register to Office Manager and take appropriate action.

### **Staff/Visitors Reporting Procedure:**

ALL VISITORS and any school staff who are not class based will assembly at the visitors sign with the School Business Manager

The Site Agent will check with the Headteacher that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions

**No-one may leave the Assembly Point until instructed to do so by the Headteacher**

## **GAS LEAK**

Gas is a powerful explosive in certain conditions. If a gas leak is suspected, the gas board must be contacted immediately. Normal evacuation should take place and the fire brigade contacted and informed. Evacuation of the site will be conducted after the Head Teacher has taken advice from the gas board.

## **BOMB THREAT OR SUSPECT DEVICE**

The bomb threat procedure must be followed and then the emergency evacuation plan followed. (See bomb threat policy)

## **BOMB THREAT PROCEDURE**

In the event of a threat being received (phone call), the Head Teacher (Assistant Teacher in Head Teacher's absence) or person in charge must be notified immediately.

The fire alarm will be activated and emergency evacuation procedures will be put in place. (See bomb threat policy)

## **EMERGENCY GRAB PACK**

- A current medical list of pupils
- A copy of the important telephone numbers lists
- High vis jacket

**The bag shall be kept in the main office (near the entry window) and must be clearly labelled "Emergency grab pack".**

Ensure that medicines, asthma pumps, etc of those pupils requiring them are taken to the evacuation site.

## **EVACUATION OF SITE**

The standard evacuation drill must be carried out and all pupils, staff and visitors checked on registers.

The Hills Academy must be contacted and informed of the incident and likely arrival time. In the event that The Hills Academy is affected by the evacuation then Castle Newnham School will be contacted).

All classes should have a minimum of two members of staff accompanying them and the Teacher should carry the register.

The Assistant Head (or appropriate member of Leadership Team in their absence) should lead the way.

Starting with the youngest children (in pairs), they should be escorted to The Hills Academy or other receiving site.

At Hazeldene, the Head Teacher (or Assistant Head in her absence) will in liaison with the Fire Brigade/Gas Board or other appropriate local authority representative to decide whether the situation is temporary (within 1 hour) or not. If the situation is likely to last longer, then arrangements need to be made to contact parents. The Hazeldene Admin. staff will then find a suitable base at The

Hills or other appropriate site, so that they can contact parents using the schools land line The Local Authority will be contacted by the Head Teacher.  
If the building is deemed safe then children will return to school following the same procedures as before.

### **Main reception staff/office staff.**

The person on the main reception will:

- Take the visitor's book/register with them (if safe to do so)
- Check all toilets on the way out
- Take the emergency Grab Pack
- On arrival at the assembly point report to the manager or other appropriate person
- Make the visitors book containing a copy of this emergency plan available to the person in charge

### **Other staff members**

- On hearing the alarm leave by the nearest exit
- Ensure that any people met on the way are ushered to the exit with you
- Report to the assembly point

## **Guidance on the Evacuation of Disabled Persons from the School Buildings**

Students and employees with a disability should already have been identified and information held in the fire risk assessment folder.

Having considered the risks, the Health and Safety Officer will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" (1:1 LSA) will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly. In the case of our 1:1 pupils with Downs Syndrome a PEEP has been written. These PEEPs have highlighted that the pupils remain in the refuge area until it is safe to evacuate the building or assistance arrives eg fire brigade.

Disabled staff must have identified themselves to the Headteacher and any specific requirements addressed as soon as they are known.

### **Specific Evacuation Requirements Wheelchair users/Persons with Mobility Difficulty**

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

## **Visitors with disabilities**

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas . These refuge areas are located at the top of each stairwell.

**The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait until it is safe to evacuate the building**

## **Lifts must not be used during an emergency evacuation**

Fire fighting equipment is maintained under contract on an annual basis. The school will keep a log of events for the evacuation.