

HARBURY CHURCH OF ENGLAND PRIMARY SCHOOL

BUILDING EMERGENCY EVACUATION PLAN

1) Name & address of the school	Harbury C of E Primary
Name of Responsible Person for day-to-day management of the premises e.g. Head Teacher, Business Manager	Ms Kate Guymer
Date plan produced	14/02/2017
Name of person producing plan (print name)	Ms Kate Guymer
Review date	14/02/2018
2) Duties and identities of staff with specific responsibilities during an evacuation.	
<p>Headteacher – Overall co-ordination; checking extent of fire and fire fighting if appropriate; checking all out of building; ensuring assembly point is safe and making alternative arrangement if not; greeting fire brigade; deciding when it is safe to return to building</p> <p>Office Manager – Contacting fire brigade; distributing registers to all staff; collecting emergency bag; liaising with headteacher</p> <p>All staff – Ensuring safe and prompt evacuation of building; supervising children during and after the evacuation; sweeping immediate area and route to final exit; closing classroom doors when everyone has left the room; taking register at assembly point; reporting findings to headteacher</p>	
3) Information about fire detection and warning system.	
New alarm fitted with heat and smoke detection – diagram on wall and in emergency bag	
4) Action to be taken by a person discovering a fire.	
Person seeing fire should raise the alarm by triggering alarm point. If a child sees the fire, report it to the nearest adult who will raise the alarm.	
5) Evacuation procedures.	
<p>IF THE FIRE ALARM SOUNDS EVERYONE MUST BE SAFELY EVACUATED FROM THE BUILDING FOLLOWING THESE RULES:</p> <ol style="list-style-type: none">1. Any person discovering a fire should report it to the nearest adult at once who should raise the alarm by breaking the glass on one of the red alarm switches.2. On hearing the fire alarm, everyone should move out of the building as calmly, quickly and safely as possible by the nearest safe door. Try to close doors and windows as you leave ONLY IF IT IS SAFE TO DO SO.3. An adult should report the location of the fire to the Office Manager (who will telephone the	

emergency services) and the Headteacher.

4. Adults who are responsible for children should ensure that they stand up quietly, then walk out of the building by the nearest safe exit (only use windows as a last resort). The Headteacher will check the toilets in the upper part of the school and Stowe (Y1) Teacher/Reception Helper will check those in the lower part.
5. Teachers/adults nearest to the toilets will check that everyone is out of them.

N.B. THIS REINFORCES THE NEED FOR CHILDREN TO ASK PERMISSION TO GO TO THE TOILETS SO THAT WE KNOW WHERE THEY ARE AT ALL TIMES.

6. Children from Itchen (Y2), Rainsbrook (R) and Stowe (Y1) should walk onto the lower playground as far from the building as possible.
 - Leam (Y3) should use the exit to the Car Park and out onto the playground – key for the gate is situated in the Y3 classroom
 - Sherbourne (Y4) should use the fire door and exit out to the playground
 - Science and IT area should use the exit to the Car Park
 - Avon (Y5) should use the fire door and out into the playground
 - Severn (Y6) should use the fire door and out into the playground
 - Children from the older classes should line up on the upper playground.
 - On the playground, children should line up in register order, teacher to check that each class is safe by a quick head count first of all and then by calling the register name by name; registers will be taken outside by the office staff. Report to the Headteacher that all are present or otherwise.
7. All adults not in charge of children at the time (e.g. kitchen staff) should assemble on the nearest playground.
8. Children should be kept as calm and quiet as possible throughout the emergency (drill). Teachers should stay with their classes at all times and returning to the building is **PROHIBITED**.
9. The Office Manager/Y3 teacher will take out a key for the field gate in case it is necessary to evacuate the school grounds.
10. If any of the named personnel above are not on site, their tasks will be covered by their representatives/substitutes.

6) Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public.

It is the responsibility of the teacher to ensure that all children, including those with special needs are evacuated from the building in response to an alarm. The emergency evacuation procedure routes are wheelchair friendly.

Health and safety leaflets shown to all visitors include evacuation procedures. Audiences at “big” events informed of evacuation procedures for that event at beginning of event.

7) Location of Assembly Point(s).

Key Stage 2 and visitors – Junior playground
Key Stage 1 and catering staff– Infant playground.

Should the playgrounds be unavailable/inappropriate, all adults and children will assemble on the field or car park, depending on the position on the day – the headteacher to make the decision.

8) How the Fire Service (and any other emergency services) are called and who is responsible for doing this.

Office manager to contact fire service
Fire alarms fitted with connection to emergency services

9) Provision for out of hours

Fire alarm fitted with connection to emergency services

10) Procedures for liaison with the Fire Service on arrival and during the evacuation.

Headteacher to wear fluorescent top and to be responsible for meeting and liaising with fire service. Most information to be in emergency bag brought out by Office Manager

11) Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival.

Floor plan in emergency bag to identify all areas of school – headteacher to further liaise if necessary.

12) Procedures for keeping access areas for the fire and rescue service clear.

Headteacher to check that area in car park available

13) Arrangements for fighting fires.
Headteacher to check extent of fire and to fire fight if appropriate
14) Location of Fire Risk Assessment and responsibilities.
Copy kept electronically; hard copy in office and in emergency in Office Manager's room.
15) Contingency Plans for when fire alarm system is out of order.
Headteacher to blow whistle and to tour school if appropriate
16) Procedures for managing false alarms.
Office Manager to contact central monitoring service