



Victoria Primary School

Emergency Evacuation **Procedures**

2020

Vision Statement

*An inclusive, imaginative and inspiring Learning Community
where everyone can be safe, healthy, happy and successful together.*

Considerations in emergency evacuation procedures

The following are component parts of an organisations' evacuation procedure:

- 1. Emergency evacuation alarm systems**
- 2. Evacuation procedure**
- 3. Evacuation drills**
- 4. Induction**
- 5. Duties of key personnel**
- 6. Evacuation of disabled persons**
- 7. Fire prevention**
- 8. Records**
- 9. Risk assessments for possible evacuation causes**

This booklet contains advice and instruction of the areas listed above.

1. Emergency evacuation alarm system

Alarm systems consist of two main types – manual and automatic.

Manual systems include the following:

- Hand bells
- Electrical systems linked to the activation of glass break points and a central control panel

The alarm system is tested once a week by the caretaker. Each test will be activated from different points on the premises. These tests will be carried out outside of teaching hours. Please report to the caretaker if the alarm is not audible in your working area.

Prime Emergency situations

The prime emergency situation that normally requires evacuation is FIRE.

The recognised tone for the fire alarm is a continuous bell sound. Follow the fire instructions if this continuous bell sound is heard.

If you discover a fire, activate the fire alarm at the nearest point. The alarm system is also activated by smoke detectors.

On activation, the school secretary will dial 999 to call the fire brigade.

2. Evacuation Procedure

FIRE

Fire is the most likely cause of emergency evacuation on the premises. Fire evacuation procedures are displayed in all rooms on an A4 laminated sheet. You will also find the procedures on a commercially produced sign in all areas.

Employees will be told how to activate the alarm as part of their induction.

The fire brigade should only be contacted away from the immediate danger.

The fire should only be fought if it is small enough to be controlled and the person involved is in no danger.

All exits from the building are pointed out to staff as part of induction.

The purpose of keeping doors closed is explained to staff as part of their induction and is issued as a reminder regularly.

The main assembly point in case of fire is at the bottom of the front playing field, as far away from the building as possible.

All classes should make their way out to the front gates as quickly as possible. There is no need for pupils to line up to get out of the building, however, children should be reminded to walk and not run, to get out safely. One teacher should act as a sweeper in the KS2 area and the KS1/ FS area. The secretary and Principal will ensure the staffroom; offices, adult toilets and hall are cleared.

Once on the field, the children should line up in classes in order for the teachers to check the register list that everyone is accounted for. When all children are accounted for, each teacher should hold their register list in the air to signal to the

Principal that everyone is safe. The secretary should also take the visitor book outside and hold in the air when she is satisfied that all adults are accounted for.

3. Evacuation Drills

All drills will be held without prior warning at least once every term.

Danger areas will be closed off prior to the drill to exercise staff and pupils in the use of alternative means of escape.

Drills will be carried out at different times of the day to monitor potential problems relating to the time and enable them to be remedied prior to a real emergency.

The Principal will time the evacuation procedures and give short feedback to the pupils. Once the caretaker has signalled that the building is safe, the Principal will allow the teachers to take their classes back to the building. Following a debrief with each member of staff, the Principal and caretaker will update the fire log with any actions to be taken.

The log will include:

Date, Time, Evacuation time, Number of people, remarks, and signature.

4. Induction

Health and safety forms a significant component part of any induction training system. Fire safety and emergency evacuation procedures are included in the induction programme. The induction will include:

- Conducted tour of the building indicating items worthy of note, e.g. emergency exits, break glass points, alternative routes, assembly point etc.
- Fire Warning System. The system is explained with a demonstration in the first term of working at VPS. The sound is a continuous school bell.
- All means of escape are signalled to building users. These are all signed appropriately.
- Action on discovering a fire will be explained to staff and pupils and their attention is drawn to the 'Fire Action' placards on display.
- Location of firefighting equipment is pointed out to all staff.
- Fire drill systems are explained including: frequency of drills, target evacuation times, action at assembly points etc...
- The school's no smoking policy is explained
- Out of bounds and restricted areas are explained. (Boiler and switch room)
- A brief outline of good housekeeping is given in order to aid emergency evacuation (keeping corridors and emergency exits free from obstructions).
- The reasons why fire doors should be kept closed during normal occupation and while evacuating the building is explained.
- A warning that all breakdowns or faults in the emergency evacuation system or procedures should be reported immediately to management for investigation and remedy.

5. Duties of key personnel

The Caretaker takes on the role of Fire Marshall

The Principal takes on the role of Evacuation Controller

Fire Marshall Job role:

- a. Ensure that the alarm activation is met with the appropriate response; i.e. that people actually do evacuate.
- b. Ensure that their area of control is evacuated promptly and safely
- c. Ensure that all toilets and stores are evacuated.
- d. Ensure that visitors, members of the public, less able bodied or physically impaired people evacuate safely with the staff. Assistance should be rendered where required.
- e. Contain a small fire within their area of control. If this is not possible, safely evacuate with staff
- f. Responsibilities outside emergency situations include:
 - i. Fire safety inspections including fire extinguishers
 - ii. Advice to staff and pupils on fire prevention
 - iii. Promulgating the school's fire safety policy and procedure
- g. The fire marshal should be one of the last people to leave the building in an emergency situation.

Evacuation Controller Job Role:

- a. Ascertain circumstances early on in an emergency; i.e. is it a fire, where is it?
- b. Report to an assembly area and await reports on evacuation; i.e. who is missing and where they are likely to be located?
- c. Assume control of situation until emergency services arrive.
- d. Report numbers and possible location of missing persons to the emergency services.
- e. Responsibilities outside emergency situation include: -
 - i. Providing leadership to fire marshals
 - ii. Ensuring that appropriate fire safety training takes place as specified
 - iii. Ensuring that regular fire safety inspections are carried out

Both of these duties will be carried out by members of staff who are mature, competent and physically fit. They should be on-site for the majority of the day.

6. Evacuation of disabled persons

The building is designed for ease of access of disabled persons. Considerations during an emergency will include:

- The particular needs of any disability or sensory impairment
- Mentally ill or handicapped persons will be assisted by another member of staff.
- A sighted person will lead a visually impaired person to safety until the emergency is over
- Colleagues will alert those with impaired hearing on the activation of the alarm system
- Those with less obvious disabilities e.g. victims of strokes, heart attacks, epilepsy or in the late stages of pregnancy.

7. Fire prevention

The objective of any fire safety policy is the prevention of fire. If the objective is achieved there is little likelihood of a real emergency evacuation due to fire. This objective can be achieved by applying the following regime: -

- The test and inspection of all electrical appliances
- The reduction of the risk of electrical ignition where there are flammable dusts, vapours, liquids or gases
- The avoidance of all temporary electrical connections
- Ensuring the competence of all people carrying out electrical work on the premises
- The clearance of space around all electrical switchgear, light and appliances that are sources of heat
- The disconnection of portable appliances at the end of each day if their continued operation is not required
- The housekeeping throughout the premises will be of a high standard with maximum use made of storage facilities
- Only suitable stores are used for storage i.e. not the boiler or switch rooms
- Refuse and waste are stored in lockable bins in secure storage areas
- Fire stop doors are kept closed at all times

Fire needs fuel, air and heat to start. If one of these is removed, the fire will not start.

Fire is therefore extinguished by:

Removing the fuel – starving the fire

Removing the oxygen – smothering the fire

Removing the heat – cooling the fire

Available firefighting equipment consists of: fire hoses, extinguishers and blankets.

8. Records

A fire logbook is maintained on site, which contains the evacuation procedure and records of the following: -

Fire Detection Test Record (Weekly)

Indicating:

Date, Satisfactory (Yes or No), Location

Fire alarm, Automatic door release, Automatic detectors

Signature

False Fire Alarms

Indicating:

Date, Time, Location, Type, Action Taken, Name

Signature

Fire Extinguisher Test Record (Monthly, Annually)

Indicating:

Date, Location, Inspected or Tested, Results, Details of fault and action taken, Name

Signature

Hose Reel Test Record

Indicating:

Date, Location, Inspected or Tested, Results, Details of fault and action taken, Name

Signature

Emergency Escape Lighting Test Record (Monthly, Six Monthly, Annually)

Indicating:

Date, Test of luminaires, Test central battery system, Test generator operating, Test engine of generator operating, Details of fault and action taken, Name

Signature

Miscellaneous Equipment Test Record

Indicating:

Date, Item tested, Satisfactory, Details of fault and action taken, Name

Signature

Fire Instruction Record

Indicating:

Date, Instruction duration, Person receiving instruction, Nature of instruction, Name

Signature

Fire Drill Record

Indicating:

Date, Nature of drill, Person/section taking part, Evacuation time, Details of deficiencies and action taken, Name

Signature

Fire Safety Inspection Visits

Indicating:

Date, Inspecting Officer, Inspecting Officer Signature, Comments



School	VICTORIA PRIMARY SCHOOL	Date of risk assessment	April 2020
Activity	Emergency School Closure		

What are the hazards?	Likelihood How likely is it to happen? Unlikely, likely, very likely	Risk Rating How high is the risk? High, medium, low	Preventative action What will the teacher do to prevent the hazard from happening?	Control Measures If the preventative action doesn't work and the hazard happens, how will you control the effects?	Contingency Plans If all else fails, what will you do?
Loss of essential services	Unlikely	Low	Heating checked regularly by caretaker Communication via text and email Ensure always supply of fuel All services managed by the Board School to be above 18°C	Coats on Caretaker try to repair Report to Board for emergency call out	Contact parents Contact Board re: emergency closure Staff wait until children are collected
Union Action	Unlikely	Low	Teamwork & collegiality Union Rep Strike action always last resort for UTU & NAHT	Principal to check adequate supervision levels Possible part closure	Notify parents and EA in advance
Fire	Unlikely	High	Fire Drills 3x per year Electrical testing annually No smoking policy Appropriate fire extinguishers Risk assessment for activities	Use of sand Use of fire extinguishers Hit the fire alarm Follow evacuation procedures Caretaker to read fault board and inform of where fire is	Contact emergency services Assemble on paths Take register Contact community Walk to Community Centre if required Contact parents to collect
Bad weather	Unlikely	Low	Building well maintained Heating/electrics serviced Notice taken of weather warning Caretaker to monitor temp	Staff to take alternative routes to school Salt/grit grounds Mix classes to enable supervision Increase supervision at break/lunch or indoor play Staff heed travel warning	School may need to close if supervision levels are not high enough or school cannot be heated Communicate to parents and EA

Damage to building	Unlikely	Medium	Building well maintained Caretaker monitors delay Children taught to respect and value our surroundings	Caretaker to report Secretary to report to EA Repairs to be made	Danger to children through broken glass – partial closure Loss of services/heat/safety – full closure
Bomb Threat / Act of terror	Unlikely	High	Only 1 phonenumber Monitored by secretary Doors secure locked from outside Gate kept closed All adults to produce ID	Secretary to inform Principal Contact PSNI Contact EA for advice All staff to be made aware CONFIDENTIALITY	School evacuation to Community Association Parents contacted to collect PSNI informed EA informed
Accident / Fatality	Unlikely	High	Staggered closing/start times Permission slips for walking home Teacher on duty at end of day Health & Safety policy in place	Follow critical incidents procedures	

Date reviewed: 2020

MONITORING AND EVALUATING.

The Emergency Evacuation Procedures are periodically reviewed to reflect changing circumstances.

The policy is on the agenda of staff meetings when necessary and is reviewed regularly.

This document is freely available to the entire school community. It will be reviewed on a regular basis.

Signed – Chair of Governors: _____

Signed – Principal: _____

Date: April 2020

Review Date: 2023