



Emergency Evacuation Procedure & Fire Policy

Policy Creation & Review	
Author(s)	Sue Ferguson
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Please note that this policy also pertains to practice in our Little Ellies Childcare and the Children's Centre. Therefore the term 'school' is used to cover all of these provisions.

Ellen Wilkinson Primary School

EVACUATION POLICY

1. Responsibilities

- ☐ The person in charge of evacuation is: **Sue Ferguson (HT)**.
- ☐ This person will wear a fluorescent jacket during the evacuation for easy identification (kept in a fire box). In her absence this role will be filled by **Janice Owen -Amadasun (DHT)** or the next most senior member of staff on site.

2. Procedures

Upon hearing the Emergency Alarm (continuous ringing bell and flashing alarm lights) everyone in school must evacuate the building immediately.

The following procedure must be followed exactly.

2.1 Evacuation Routes

- ☐ Evacuation routes must be kept clear at all times (this includes no furniture by class doors).
 - ☐ **Always check if you are working in a front or back evac zone room.**
- ☐ Nearest external exit door must be used.
- ☐ Ensure you and other users move swiftly but safely (not running)
- ☐ If in front zone, evacuate to front gates and wait for further instructions (this includes: staffroom, work room, Lobster class & Kitchen)
- ☐ If in the back zone, evacuate to playground assembly points, and wait for further instructions. The area of the playground you need to evacuate to is shown clearly on the fire plan. Please make sure you check this when using a room.
- ☐ 0-5 year childcare evacuation to field assembly point, check register & await further instructions.
- ☐ Children's Centre – evacuate to front tarmac area through nearest external door
- ☐ **CHANGE TO EVACUATION AREA FOR EMERALD ROOM LEAVE BY FRONT EVACUATION POINT.**
- ☐ **NEVER RE-ENTER THE BUILDING UNLESS THE EVAC LEADER HAS CONFIRMED IT IS SAFE TO DO SO.**

2.2 Roles & Responsibilities

2.2.1 Evac Leader

- ☐ Ensure all pupils, staff & other site users have left the building in an orderly & quick manner using nearest external access
- ☐ Liaise with all class teachers & others with evacuation responsibilities to ensure that registers are taken & everyone is accounted for (this includes using phone to contact front of school & front of Children's Centre evac links)
- ☐ Ensure that evac link staff fulfil their roles & that another member of staff is designated specific evac roles/duties in the event of designated staff being absent.
- ☐ Ensure the pupil & emergency gate keys are removed from the fire box & those gates unlocked regardless of if the site needs to be completely evacuated or not.
- ☐ Ensure that no one re-enters the premises until it has been confirmed as safe to do so by emergency services.
- ☐ In conjunction with emergency services (where appropriate) decide if the site needs to be fully evacuated & coordinate this.
- ☐ In this event to ensure that the Local Authority, the Chair of Governors & parents are contacted in a timely manner (see contact numbers at end of evac procedure).

2.2.2 Teachers and Children

- ☐ The teacher teaching a class at the time of the Emergency Alarm will be responsible for evacuating the children in their class.
- ☐ Leave the building by the nearest available Fire Exit and proceed to the assembly point in the main playground immediately (this is clearly marked with green signs)
- ☐ Ensure you and other users are moving swiftly but safely (not running)
- ☐ No person should take any item with them
- ☐ After leaving the building, please ensure doors are closed behind you.
- ☐ Upon arrival, children must line up and be counted.

- ☐ Each teacher will be handed their class register and should count the names on the register.
- ☐ If there is a discrepancy between the number of children and the names on the register, the person in charge of the evacuation must be notified immediately.
- ☐ The register must then be called to double check and to find out which child(ren) is/are not present.
- ☐ You must not re-enter the building under any circumstances until directed by the Evac Leader on confirmation of building is safe by emergency services

2.2.3 Other Specific Evac Roles

Role 1 – Back Zone Evac Link (Lynn Wilson)

- ☐ Collect the back zone registers, contact details, staff and visitors sign-in sheets into the fire box and immediately proceed to the back assembly point
- ☐ Hand out the registers to the teacher in charge of each class
- ☐ Then check all visitors and staff at the assembly point.
- ☐ If any visitors or members of staff are not present, the evac leader must be notified immediately

Role 2 – Front Zone Evac Link (Jan Conner)

- ☐ Collect the front zone registers & phone, and immediately proceed to the front assembly point
- ☐ Hand out the registers to the teacher in charge of Lobster class
- ☐ Check all visitors and staff that are gathered at the front assembly point because of where they were located at time of alarm.
- ☐ Then phone through to main emergency number notifying of anyone not present
- ☐ Meet emergency services at front gate & provide directions on where the alarm panel is located (front entrance area on left as enter the door), & vehicular access to site (large gates near car park gates) where another member of staff will meet them.
- ☐ Ensure no one returns to the building until directed by the Evac Leader on confirmation that the building is safe by emergency services.
- ☐ **TAKE OUT AREA TELEPHONE**

Role 3 - Evac Link Cover (EWPS Receptionist)

- ☐ Support Lynn & Jan in conducting these duties
- ☐ Undertake these duties in their absence (priority is back evac zone)
- ☐ **TAKE OUT GRAB BAG**

Role 4 - Evac Gates (Dwight Hart, Julie Baker in his absence)

- ☐ Remove keys from fire box (located in envelope stuck inside the box)
- ☐ Open pupil gate (bottom one, top is not a priority)
- ☐ Open emergency gate
- ☐ Remain at the emergency gate to direct emergency services when appropriate.

Role 5 – Children's Centre Including Little Ellies Evac Link (Little Ellies Lead)

- ☐ Ensure all registers (including signing in book) & phone are collected and immediately proceed to the front assembly point
- ☐ Ensure all registers are checked to ensure all users are present
- ☐ Contact main evac leader as soon as this is completed to confirm full evacuation or of any missing persons.
- ☐ Ensure that all users stay at evacuation point.
- ☐ Link with emergency services in this location if necessary.
- ☐ Ensure no one returns to the building until directed by the Evac Leader on confirmation that the building is safe by emergency services.

Role 6 - Fire Marshals

- ☐ Check rooms within designated areas to ensure they are fully evacuated
- ☐ Assist with evacuation of any individual who may require additional help to safely & quickly leave the building (see additional needs section)
- ☐ Trained fire marshals located in each area are identified on each area notice board.
- ☐ There is more than 1 fire marshal in every area to ensure that rooms are checked as quickly as possible and to cover for any absence.
- ☐ Specific areas to be checked are listed below

Emerald Fire Marshals

- ☐ All Emerald classrooms including emerald room

- ☐ Emerald toilets,
- ☐ Emerald storage room,
- ☐ Check PPA & staffroom
- ☐ Check Staff toilets
- ☐ **TAKE OUT AREA TELEPHONE**

Topaz Fire Marshals

- ☐ All Topaz classrooms including Leadership offices
- ☐ Topaz toilets including disabled
- ☐ Topaz storage room,
- ☐ ICT support room
- ☐ Hall
- ☐ **TAKE OUT AREA TELEPHONE**
- ☐ **AFTER GIVING PHONE TO EVAC LEADER, TAKE KEY (SELLOTTAPED TO BACK), UNLOCK SHOP & DISTRIBUTE GRAB BAG TO EACH YEAR GROUP**

Sapphire Fire Marshals

- ☐ All Sapphire classrooms including Sapphire room
- ☐ Sapphire toilets,
- ☐ Sapphire storage room,
- ☐ DT cupboards
- ☐ Learning Mentor Room

Diamond Fire Marshals

- ☐ Nursery (Diamond)
- ☐ Nursery Office / other rooms
- ☐ Nursery Outdoor Play area

Garnet Fire Marshals

- ☐ All Garnet & Diamond classrooms
- ☐ Diamond toilets,
- ☐ Sensory room
- ☐ Garnet room
- ☐ Library & studio

Children Centre Fire Marshals

- ☐ Crèche
- ☐ Training rooms
- ☐ Staff room
- ☐ Toilets
- ☐ Office
- ☐ Childcare (room leader responsibility)
- ☐ **TAKE OUT AREA TELEPHONE**
- ☐ **TAKE OUT GRAB BAG**

Little Ellies Fire Marshals

- ☐ Toilets
- ☐ Office
- ☐ Changing Room
- ☐ **TAKE OUT GRAB BAG**

Role 7– House Evac. Link (leader of session running)

- ☐ Ensure all registers are collected and immediately proceed to the front assembly point
- ☐ Ensure all registers are checked to ensure all users are present
- ☐ Contact the main evac leader as soon as this is completed to confirm full evacuation or of any missing persons.
- ☐ Ensure that all users stay at the evacuation point.
- ☐ Link with emergency services in this location if necessary.
- ☐ Ensure no one returns to the building until directed by the Evac Leader on confirmation that the building is safe by emergency services.

2.3 Grab Bags

- ☐ The majority of these are located in the shop.
- ☐ The key for this is sellotaped to the back of the **Topaz phone**.

- ☐ Please see above for access & distribution details.
- ☐ Grab bags are also located in the following locations: Little Ellies, Children's Centre office, main school office (see above for details)
- ☐ Grab bag contents include: hi-vis vests, first aid kit, foil blankets & whistle.

2.3 Information & Induction

- ☐ Clear instructions are displayed in every room regarding evacuation.
- ☐ Detailed evacuation procedures are provided for all staff & displayed in central areas for easy reference. These are to be redistributed annually or if any amendments are made.
- ☐ All staff to be familiarised with evacuation procedures on joining the staff.
- ☐ Visitors are advised of evacuation procedures when signing in & are outlined on the back of visitors badges

2.4 Users with Additional Needs

- ☐ Individuals with additional needs may require specific assistance in evacuation situations. Such needs may include, but not be limited to, hearing and/or visual impairments, mobility difficulties and learning needs.
- ☐ Children, staff or other users who may require additional assistance in an evacuation situation need to be identified as early as possible so that appropriate assistance can be identified/arranged. This should preferably be done during the induction process.
- ☐ In the case of pupils who receive 1:1 support, the member of staff who is allocated to work with them at the time of the alarm being sounded is responsible for assisting them to evacuate the building.
- ☐ In the case of a visitor with additional needs, the member of staff who is hosting the visit is responsible for assisting their evacuation and/or making advance arrangements with fire marshals in the appropriate area to ensure this is in place.
- ☐ In the case of a member of staff it is the Headteacher's responsibility at the time of employment to agree to any assistance measures needed.

2.5 Lunch or Break Time Evacuations

- ☐ In the case of lunch or break time evacuations staff may not be in their usual locations and therefore the following measures should be taken.
- ☐ Evacuate by nearest fire exit (external door). This may mean for many staff that they evacuate out of the front of the building and gather by the main gate rather than with their classes on the playground).
- ☐ Wait until the front evac link has contacted the evac leader and have permission for staff to walk round the external perimeter of site and access the playground by the emergency gates (located by the car park gates). **DO NOT DO THIS WITHOUT THE PERMISSION OF THE EVAC LEADER.**
- ☐ Lunchtime staff are to liaise with evac leader to supervise & if necessary will register classes until it is safe for usual staff to take this responsibility.
- ☐ Any children or staff (including catering staff) who may be in the lunch hall at the time of alarm should make their way immediately to the fire exit leading to the main playground.
- ☐ Any member of staff who is supervising any pupil(s) in the building during break/lunch times are responsible for ensuring their safe evacuation.

2.6 Full Evacuation

In the case of a full premises evacuation the school will evacuate via the main school gate to:

BECKTON GLOBE

In case of a FLOOD it is BRAMPTON MANOR

- ☐ Beckton Globe's number is: 020 8557 6600
- ☐ Brampton's number is: 020 70540 0500
- ☐ NPW (Local Authority) number contact number is: 020 8249 6970 / 07770227094

- ☐ Sue's mobile number is: 07815 060640
- ☐ Chair of Gobs number is: 07756327530
- ☐ Newham Security Phone number is: 020 33732392

If in doubt about any aspect of emergency evacuation procedure or feel that there is some aspect that has not been covered, please ensure you speak to the Headteacher as a matter of urgency.



Ellen Wilkinson Primary School

FIRE POLICY

1. Fire Safety Duties

The following persons have fire safety responsibility within the school:

- ☐ **Head Teacher:** will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place & ensure arrangements are in place for staff training.
- ☐ **Site Supervisor:** will during the course of his/her duties ensure that fire safety measures are in place including regular testing & qualified maintenance of fire equipment & alarm
- ☐ **Teachers & Cover Staff:** will take charge of pupils to ensure their class evacuates the building in an emergency & actively ensure that the means of escape in their classroom is never obstructed or blocked.
- ☐ **Fire wardens:** will ensure building is fully evacuated (see emergency evac.) & facilitate evacuation support of any individuals with additional needs
- ☐ **Kitchen staff:** will turn off any cooking appliances before leaving kitchen
- ☐ **Office staff:** will draw visitors attention to fire plans & information on badges
- ☐ **All other staff:** will cooperate in the emergency procedures in event of a fire.

NB: All staff and visitors have a responsibility to sign in and out of the building and to notify the Headteacher immediately of anything they consider could pose an unacceptable fire risk.

1.1 Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

1.2 Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

1.3 Other Organisations

Other organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

2. How people will be warned if there is a fire

The Emergency Alarm will sound throughout the school (continuous ringing bell and flashing alarm lights). In the event of the fire detection system being out of order, a hand bell will be rung (located in main office)

2.1 What staff should do if they discover a fire

- ☐ Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to the designated areas.
- ☐ Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.
- ☐ Staff should evacuate the building by the nearest available fire exit.
- ☐ Staff should not stop to collect personal belongings on their way out.
- ☐ Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

2.2 What pupils or visitors should do if they discover a fire

- ☐ Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- ☐ Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

3. How the evacuation of the premises should be carried out

- ☐ All occupiers of the premises should exit by the nearest available fire exit.
- ☐ Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves. i.e. the last person out of an area should be an adult.
- ☐ Staff should close the door behind them on leaving the room.
- ☐ Staff and pupils should move quickly and quietly but do not run.
- ☐ Details of fire plans are in every room
- ☐ For all further information see evacuation procedures previously.

4. Arrangements & equipment for fighting fire

- ☐ Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so.
- ☐ If staff are unsure they should leave fire fighting to the Fire Service.

Type	Use	DO NOT USE ON
Carbon Dioxide (CO ₂)	➤ Electrical fires and small fires involving flammable liquids	➤ Wood, paper & textiles ➤ Flammable metal fires
Foam	➤ Wood, paper & textiles ➤ Flammable liquids	➤ Live electrical equipment ➤ Flammable metal fires
Fire Blanket	➤ Deep fat fryers and frying pans etc.	<input type="checkbox"/> Any other fire

4.1 Training

- ☐ Fire drills will be held at least once a term.
- ☐ The emergency procedure will be shared with staff, including the induction of new staff.
- ☐ The emergency procedure will be shared with other users of the site
- ☐ Copies will be available in every area & the PPA room
- ☐ Fire plans will be in every room
- ☐ Basic information is on the back of visitor badges and office staff
- ☐ Designated fire wardens will receive specialist training through LA (the school is committed to refreshing this every 3 years)

5. Fire prevention (summary)

- ☐ NO SMOKING ANYWHERE ON SITE
- ☐ Flammable materials to be kept to a minimum wherever possible.
- ☐ Flammable liquids to be kept securely (in line with COSHH)
- ☐ Soft furnishings meet fire requirement standards
- ☐ Waste materials removed from the school on a regular basis and stored away from the building
- ☐ Annual PAT testing of electrical appliances (no equipment without this can be used on site)
- ☐ Gas supplies are fitted with an automatic shut off valve.
- ☐ No fireworks or other pyrotechnics are allowed on site.
- ☐ See fire audit for more detailed information

6. Information Sharing

- ☐ Site plan and alarm zones to be maintained by alarm panel in main reception
- ☐ LFB kept updated via website of any potential sources of asbestos on site (hard copy also kept in reception)
- ☐ All maintenance work and testing to be logged in appropriate book & kept in main reception for reference
- ☐ Names of fire wardens displayed in each area

Appendix 1 – COVID Addendum

Context

Due to the current COVID pandemic, temporary amendments have been put into place to ensure the ongoing site safety and security in line with current government guidance. This addendum sets out the main points in relation to this policy but please note that these are subject to change. These changes will be communicated through the COVID risk assessment which is subsequently distributed to all staff and governors. Abridged versions are also available for parents.

This addendum will cease to be operational once the current pandemic restrictions are lifted and with the agreement of the Governing Body.

Summary of COVID changes

- ❑ **Fire cards & registers (main school only)** – fire cards to be kept in class and come out with the class teacher along with iPad so register can be taken
- ❑ **Evacuating the building** – There is no expectation that social distancing should be maintained in an emergency evacuation but once clear of the building this should be reinstated as much as possible. Hands should not be sanitised on exit as this may slow swift departure from the building.
- ❑ **Class and office doors** – these have been linked to the fire system and will close if the alarm is activated. External classroom doors should be closed on exit.
- ❑ **Points of Egress** - In the case of a whole site evacuation, pupils will leave the site by the gate they access to minimise crowding where possible and to ensure they are only in contact with others from their area bubble. Please note that this may need to be amended for Reception & Little Ellies due to their proximity to a separate building.

