

Lady Katherine Leveson  
Church of England Primary School



Evacuation Policy

*Responsibility of:* Site Manager and Headteacher

*Evaluation:* Annually

*Lady Katherine Leveson Church of England Primary School*  
*Policy for Evacuation*

*Overview:*

*Executive Summary*

*Purpose:* The purpose of this policy is to set out a clear plan of evacuation of the school building, using regular fire drills, supported by regular site inspections and risk assessments.

*Rationale:* Fire precautions 1977 (amended 1999) requires provision to be made for the safe evacuation of people from a building in the event of an emergency situation.

The Disability Discrimination Act 1995 and the Special Needs & Disability Act 2001 states that disabled people, including pupils, should not be treated less favourably without justification, for a reason which relates to their disability. Reasonable adjustments should be made to ensure that people who are disabled are not put at a substantial disadvantage compared to people who are not disabled.

*Key Principles*

- Safe evacuation of the building is everyone's responsibility, as is general health and safety
- Fire drills and Critical incident practices will take place termly and annually respectively.

*Actions / Aims:*

- Weekly fire alarm tests. Recorded in fire log book.
- Termly fire drills. Evacuation timed and recorded in log book.
- Available fire exits will be varied to provide realistic situations ie. exits blocked by obstacles to vary routes of leaving the building..
- Monthly inspections of site to reduce risk of combustion and ensure safe evacuation of school building.
- Continuous, ongoing checks by fire wardens.
- Fire risk assessments (reviewed monthly)

*Monitoring and Evaluation:*

The policy will be monitored and evaluated by Governors' Buildings Committee and the Site Manager. The effectiveness of the policy shall be

evaluated. The policy shall be reviewed annually in the Spring Term. The policy is ratified by the full Governing body

### *Introduction:*

It is essential that the specific physical needs of a member of staff, pupil or visitor to the school are taken into account when planning fire safety and evacuation procedures.

However, an appropriate method of evacuation can only be determined after discussion with the individual or in the case of pupils, with their parent or guardian.

Regular fire drills ensure good practice of evacuation from the school building. In turn, the safe evacuation of the school takes place as a result of regular testing and maintenance of the alarm system and fire fighting equipment. In addition, constant checks to ensure that doorways are in good working order and passageways are clear take place.

The policy identifies the roles and responsibilities of individual. Training is then provided for various key individuals, delivered by expert organisations identified by SMBC to allow competent members of staff to assist in the safe, controlled evacuation of all people in the school building.

### *What is Evacuation?*

- In the event of a fire or other emergency one should leave the building calmly via the nearest emergency exit without taking time to collect personal belongings
- All emergency exits are clearly identified. By varying possible escape routes, staff and children are aware of alternative exits and are used to having to find another route.
- All doors are unlocked before school starts. The doors are monitored constantly by staff and children to ensure that they remain clear.
- Fire fighting equipment is individually identified by type/usage and is identified on the site plan. The equipment is also has scheduled maintenance dates shown.

### *Principles of Evacuation:*

It is everyone's responsibility to be aware of this policy. This is highlighted during the induction of each member of staff.

Actions in the case of a fire:

If a fire is discovered:

Immediately sound the alarm by breaking the glass at the nearest call point (red wall mounted box). Locations of call points are indicated on the fire map in all classrooms.

DIAL 999.

Go to assembly point (playground) via nearest safe exit. Close doors behind you.

#### UPON HEARING THE ALARM

In an orderly fashion, go to assembly point (playground) via the nearest safe exit. Close doors behind you.

Line up in silence so that the register can be taken. Adult raises hand to show all present and correct. If anyone is missing inform fire officer immediately, DO NOT RE-ENTER BUILDING.

Do not attempt to re-enter building until given 'all clear' by fire service.

#### *Roles and responsibilities:*

Everyone that uses the school building and its facilities has a responsibility to maintain a safe environment and to assist in the safe evacuation of all staff, pupils and visitors.

It is the responsibility of the Governing Body to ensure the health, safety and welfare of everyone that uses the school. This is done through evaluating and monitoring the policy, and during this discussion, the practice, through questioning of the Site Manager and Headteacher.

Individual roles for members of staff are distributed by the Head Teacher. Once an individual has been identified to carry out a specific role, that person receives appropriate training.

Teachers' role:

- Evacuate all children and adults from their classroom to the assembly point. Through the register, check that all children are accounted for, and put completed register in the air as a signal.

School Secretary/School Business Manager:

- Class registers and visitors book to assembly point; through this book, checks that all adults not with a particular class are accounted for.

Site Manager:

- Co-ordinate evacuation and access to site by Emergency Services. Ensure that the policy is adhered to.

Fire alarm and emergency lighting:

Tested weekly by site team.

Drills carried out once termly.

Maintained and serviced by Monument Fire Detection – quarterly 0121 733 3233.

Fire fighting equipment.

Maintained and serviced by Kidde Fire Protection Services – Annually 0121 520 0001.

Fire Wardens:

Mark Bullivant  
Lynne Bardsley  
Rebecca Ensor

### *School Self Evaluation:*

The Site Manager monitors this policy by liaising with members of staff and evaluating the policy by studying evacuation timings and frequency of drills. Adjustments are made if required. After any incident of evacuation, be it drill or a real situation, discussions with staff take place and evaluation is undertaken.

### *Guidance for Parents/Carers:*

It is important that Parents/Carers understand that evacuation drills are about creating good habits, and that practices will be carried out at all times of the day. This may mean that children evacuate into the rain, in PE kits or whilst changing.

**This policy was agreed and approved by the Building Committee on 2<sup>nd</sup> March 2010.**