



# Gaywood Primary School

## **Emergency Evacuation Procedures ~ 2018**

### EMERGENCY PROCEDURES

#### FIRE EVACUATION

##### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify the main office of the exact location of the incident.

#### **FIRE FIGHTING**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

##### **ON HEARING THE FIRE ALARM:**

- All staff, pupils, occupants of building must respond to alarm activations,
- The fire alarm is a two tone alarm,
- The most senior person in school will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm,
- The school secretary will summon the emergency services (**DIAL 999**) as necessary,
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s),
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to senior member of staff at the assembly point.

*The assembly point all classes is on each playground – EYFS/KS1 & KS2.*

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their year groups and remain with their teacher at the assembly point, lined up in register order.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

**A calm orderly exit is essential**

**Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand, in register order in their year groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by the school secretary. The result of this check must be reported to the most senior member of staff as soon as it is completed.
- The most senior member of staff will liaise with the Fire Brigade/emergency services on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the most senior member of staff (after liaising with the emergency services).
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to *St Martha's Primary School* and arrangements made to contact parents.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual disability**

People with a visual disability will usually require the assistance of one person, on level surfaces they should take the helper's arm and follow them.

### **Hearing disability**

People with a hearing disability should be escorted out of the building by staff.

## **BOMB THREATS**

If a bomb threat is received notify the Head Teacher, or in their absence, the most senior member of staff available. Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.

The signal for evacuation of the building, should this be necessary, will be a phone call to each classroom where the normal evacuation procedure should be followed. Children should then be escorted to *St Martha's Primary School*.

## **GAS LEAKS**

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows,
- Notify the head teacher or most senior member of staff of the incident,
- Call facilities / site manager,
- Check that all gas appliances are switched off,
- Evacuate part or all of the premises as necessary,
- If gas continues to escape, telephone National Grid on 0800 111 999.

## **CHEMICAL SPILLS**

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire and Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building,
- Ensure all doors and windows are locked,
- Switch off fans or air conditioning,
- Avoid using electrical equipment in case sparks are produced,
- Do not smoke.