



Broadmayne First School Emergency Evacuation Plan

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Introduction

Every establishment will have its own individual evacuation procedure which should cover the following basic facts:

- What to do if you discover a fire.
- What to do when you hear the fire alarm.
- Calling the Fire Brigade
- Evacuation
- Assembly
- Roll Call

The school's fire procedures should be made available to all staff and included in the induction of all new starters.

A summary of the evacuation procedures will also be made available to all contractors and visitors to the school. These shall be displayed throughout the premises.

During letting periods schools are responsible for ensuring adequate means of escape are available. Where only parts of the premises are in use it must be ensured that all relevant escape routes remain open and that adequate escape signage is available.

Evacuation procedures for people with Special Educational Needs

Particular attention will need to be given to pupils and staff who have special needs including those with a disability.

The school is required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the headteacher, in order that suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems or because of the nature of the building(s) which makes it difficult to evacuate quickly.

A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).



When formulating a Personal Emergency Evacuation Plan consideration should be given to:

- The problems the individual feel they may encounter during evacuation
- What areas of the premises are most commonly used by the individual
- Location of safe refuges, *(a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route).*
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times.
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building.
- Is the means of raising the alarm appropriate for the disability (eg hearing impairments)
- The current evacuation procedures *(are they familiar to all staff and well practised. Is extra training required in use of specialist equipment etc)*
- Are all staff aware of those individuals requiring specific help



Broadmayne First School

General 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 leave the building by the nearest exit. Information about the emergency should be shared with the safety officer, Helen Collings, or office staff once everyone is evacuated and assembled at the fire evacuation point.

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 fire fighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
NB. Staff have been made aware of the type and location of portable fire fighting equipment and have received basic instruction in its correct use.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a *continuous high pitched tone*
- The head teacher or designated office staff 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 office staff will summon the emergency services (**DIAL 999**) as necessary;
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point- **the astroturf at the top of the field**
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the head teacher or senior member of staff at the assembly point.
- Office staff will check all rooms in the top part of the school
- TAs will check toilets adjacent to their classrooms
- Any classes in the pool area will be informed by the Year 3 or 4 TA



- One member of the office staff will man the front door to ensure no one attempts to enter the building

The main assembly point is the astroturf at the top of the school field.

Each class will assemble in their allocated point on the astroturf, facing away from the school.

- 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 form groups and remain with their teacher at the assembly point.
- 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

- The parent contact box will be taken out to the assembly point by a nominated member from the office staff alongside the Emergency Evacuation Pack which contains a plan of the building and other details for the emergency services
- Office staff will have mobile phones to access registers of staff, children and visitors
- On arrival at the assembly area pupils must stand in their class groups while staff check their registers.
- The result of this check must be reported to Helen Collings, or the senior teacher as appropriate.
- All staff should report to the Headteacher that all toilets/classroom areas/ hallways are cleared
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to *the village hall* in Broadmayne village and arrangements made to contact parents.



General Evacuation for people with Special Educational Needs

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. 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 stairways the helper should descend first with the person's hand on their shoulder, 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.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.



Evacuation Outside of Normal School Hours

FIRE EVACUATION

IF A FIRE IS FOUND OR REPORTED OUTSIDE OF SCHOOL HOURS

- Any person 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.*
- The person discovering the fire is responsible for ensuring the emergency services are called immediately - dial 999

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Those on the premises may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
NB. Those using the premises need to ensure they are aware of the type and location of portable fire fighting equipment and have received basic instruction in its correct use.

ON HEARING THE FIRE ALARM:

- All occupants of building must respond to alarm activations
- The fire alarm is a *continuous high pitched siren*
- Those using the premises will supervise the evacuation of visitors to the designated assembly point- the astroturf at the top of the field
- Users of the premises must leave the building at the nearest available exit
- Those using the premises are responsible for dialling 999 and informing the fire brigade
- Once safely out of the building, the headteacher or the Systems Support Manager, should be immediately contacted

The main assembly point is the astroturf at the top of the school field.



A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- Those using the premises out of school hours are responsible for keeping a register and checking that register once site users are assembled outside
- The building must not be re-entered until hirers are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible adult should 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 stairways the helper should descend first with the person's hand on their shoulder, 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 a responsible adult.

See also the [Emergency Procedures for Lettings](#)



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 on 999 for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be the fire alarm.

The normal evacuation procedure should be followed.

The [form 5474](#) should be followed and completed.



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 / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located in the boiler room
- 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 & 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.