

Emergency Evacuation Procedures Waters Rd 2022

<p>“Double Knock” investigate a fire call point activation</p>	<p>The fire alarm panel has been fitted with a five-minute pre-alarm advanced warning system indicating on the fire panel the location of the fire call point or smoke detector that has been activated. The office staff will instruct premises officers, SLT or learning mentors via two-way radio to investigate the location of the activated call point during the five-minute count down before the fire alarm automatically activates. A second fire alarm call point can be activated before the 5minute countdown has been completed if an actual fire has been confirmed. Our existing system will not automatically alert the fire services when a fire call point has been activated. The Senior fire warden or deputy will be required to call the fire and rescue services when the actual fire has been confirmed. If the existence of fire is difficult to confirm due to a covered or concealed location, the fire services will always be called as a precaution. The fire & rescue services will have a universal access key to open the vehicle gates which will remain closed following fire alarm activation.</p>
<p>On discovering smoke or Fire</p>	<p>On discovering a fire. Activate the fire alarm immediately via the red fire call points that are positioned around the school. Proceed to evacuate yourself and the students that may be in your care to the fire assembly point.</p>
<p>Evacuating Ground Floor</p>	<p>Staff and students in Elm, Oak, Teak, Ash, Sycamore, Maple, Palm, Cedar, Beech, Acer and Holly will leave the building by way of the nearest available Fire exit. Do not attempt to re-enter the building until the senior fire warden has given the all clear to return. Do not stop to collect coats or to remove personnel property. Every fire escape route is marked by fire exit signs to follow. Go directly to the fire assembly point in the 5-a-side court and stand in the designated area. These areas have been clearly signposted with the name of the class or the visitor area.</p>
<p>High needs class: Magnolia Sycamore</p>	<p>The staff and students in Magnolia class will remain in their individual high needs play areas and await the fire wardens. A roll call of the assembled staff and students will be taken and relayed to senior fire. The staff and students will remain in place and await further instructions from the senior fire warden. In the event of a fire being in the location of a high needs class. Every effort will be made to remove our students to a place of safety.</p>
<p>Hydro pool evacuation</p>	<p>In the event that the fire alarm has been activated. The staff, students and visitors using the hydrotherapy pool leave the hydro pool and get changed in preparation for possible evacuation. The fire warden sent to this area will relay to the senior fire warden via two way radio the names of students, staff or visitors present in the hydro pool and await further instruction. This area will only be evacuated if the risk of an actual fire spreading to this area is likely. The decision to evacuate the pool area will be taken by the Senior fire warden. Dressing gowns, foil blankets and a two- way radio are available for use in the changing room.</p>

<p>Evacuating the First Floor</p> <p>Music Room</p> <p>Life skills</p> <p>IT room</p> <p>Interactive room</p> <p>Soft playroom</p> <p>Teach Prep</p> <p>Staff room</p>	<p>In the event of an emergency evacuation from the first floor. The able bodied students will be directed by staff to evacuate the first floor via the external staircase fire door and make their way to the fire assembly point in the main playground.</p> <p>Wheelchair users working on the first floor will then follow and will be taken to the designated first floor refuge point on the landing at the top of the external staircase. If the external stair landing is judged to be too congested with wheelchair users, or the weather conditions may possibly affect the students wellbeing, staff are advised to assemble in the corridor area beside the first floor fire escape door. The school has provided foil blankets for these students that are located beside the first floor fire exit.</p> <p>A second fire refuge assembly point for wheelchair users is located on the top landing of the internal staircase beside the lifts. This area will be used as a fall-back position depending upon the location of the fire.</p> <p>At the refuge point, the staff supporting the students with wheelchairs will remain with the students and await the fire warden. The fire warden who has been directed to the first floor will relay via two way radio the names of the assembled staff and students to the senior fire warden and await further instruction.</p> <p>In the unlikely event that there is a life threatening situation that may place the lives of the assembled students in possible danger before the arrival of the fire rescue service.</p> <p>The fire wardens will endeavour to make every effort to evacuate the students present from the first floor. Ski Pad Stretchers and foil blankets are in place in the first floor corridor and classrooms leading to the fire refuge assembly point for use in such an emergency. Foil blankets and ski pads are in place at the entrance to the first floor fire exit.</p> <p>The fire consultant has recommended that the two refuge points for the assembly of students with wheelchairs should be regularly alternated when planning future fire drills.</p>
<p>External Assembly Point Information</p>	<p>Staff and Students will leave the building in good order and muster in the 5-a-side court. Staff with students shall remain with their class groups. Registers will be made available to teaching staff at the assembly point. The class teacher will carry out a roll call of staff and students present. Any student or member of staff that are not accounted for following roll call must be reported to the Senior fire warden who will pass this information to the fire brigade. Everyone shall remain at the assembly point and wait for further instruction from the Senior Fire warden. There are two designated escape routes that can be used for evacuation from the fire assembly point. Any</p>

	<p>decision to evacuate from the fire assembly point will be made by the senior fire fighter present.</p>
<p>The Senior Fire Warden</p>	<p>The Head teacher or a deputy nominated in her absence will act as The senior fire warden and coordinate the fire evacuation from the main office reception. The senior fire warden or her deputy will have the responsibility of calling the fire & rescue service once a fire has been confirmed.</p> <p>The senior Premises officer will remain at the fire panel and support the senior fire warden. The senior fire warden will ask the fire wardens to communicate the names of persons still unaccounted for following the roll calls. The senior fire warden will pass on this and any other useful information about the building to the fire and rescue service. Copies of building plans are kept in a Gerder fire box which is located on the wall at the front of the school building.</p>
<p>Fire Wardens</p>	<p>Once a fire has been confirmed, the fire wardens will assemble in the waiting room reception area. The senior fire warden and a Bouygues premises officer will go to the main office to coordinate the evacuation and record the names of individuals still in the building. The assembled fire wardens will be individually directed by a nominated fire warden to sweep one of the five zones within the building. Fire wardens will not be directed to the area where fire has been confirmed. The nominated fire warden will record on a zone sheet, the fire warden's names and location they are to sweep and the zone sheet will then be presented to the senior fire warden. The fire wardens will relay via two way radio the names and location of persons discovered in the building to the senior fire warden. The fire wardens will remain with these persons and await further instructions.</p>
<p>What Administration officers should do</p>	<p>The administration team will take a print-out of the staff & visitor lists together with the class attendance lists and evacuate to the fire assembly point. The team will then distribute the class attendance lists to the assembled class teachers. The completed lists will then be returned to the admin team who will take a roll call of all staff and visitors. The names of staff, students or visitors identified as not present at the assembly point following roll call will be made known to the senior fire warden. The admin team will then assist staff in the safety & security of the students and wait for further instructions from the senior fire warden or the senior fire officer in charge.</p>

<p>What Staff Should do</p>	<p>On hearing the alarm classroom staff will calmly escort students to the fire assembly point, ensuring that they close doors. At the assembly point staff will support class groups and await the student attendance lists which the admin team will distribute. The completed lists will be returned to admin team and a roll call will be taken of all non-class based staff and visitors. Non class based staff and visitors should go directly to the external assembly point. The wheelchair Students that were working on the first floor will be taken by staff to the designated first floor safety zone at the top of the external staircase where they will await a fire warden who will report the names of the waiting staff and students to the senior fire warden.</p>
<p>What Students should do</p>	<p>Once the alarm has been activated Students will remain calm and do exactly what your class Teacher tells you. Students will be escorted to their numbered class assembly points within the 5-a-side court. Students will remain quietly together with their group. A register will be taken to make sure that everyone is present. Do not leave your class group.</p>
<p>What Visitors should do</p>	<p>All visitors must enter their names into the Vis-it Ed computer system on arrival at the school. Each visitor will receive an ID badge together with an internal access swipe card. On hearing the Fire alarm all visitors should directly leave the school building via the nearest available fire exit. Visitors will be accompanied around the site if they have not met the criteria for accessing the site independently (i.e. DBS checks). A short induction explaining health and safety and in particular the fire evacuation Procedures will be presented to all new visitors to the site. The emergency exit signs are very distinctive and displayed throughout the school. Visitors are required to muster at the designated fire assembly point and listen for their names being called during roll call. Fire evacuation information is displayed on the reverse side of the swipe card access holders.</p>
<p>What Visitors should do After school Hours</p>	<p>All visitors must enter their names into the Vis-it Ed computer system on arrival at the school. Each visitor will receive an ID badge together with an internal access swipe card. On hearing the fire alarm visitors should leave the building via the nearest available fire exit and muster at the assembly point. The emergency fire exit escape signs will be illuminated once the fire alarm has been activated. A member of the Bouygues premises staff will be on duty to Ensure that all out of hour's visitors have evacuated the building. Areas of the building may be closed during the evenings to visitors to reduce the risk of fire and the potential for arson on the property. All visitors should sign out of the visitor's book on their departure. Bouygues will organise their own arrangements for evenings Lettings that are unrelated to Greenvale School use.</p>

Public Events

The school must ensure that the fire safety risk assessments have been completed for all public events organised in the School property/Grounds.

A risk assessment should be carried out for each event and that every event takes into account fire safety.

- ◆ Fire exits and gangways should be kept clear
- ◆ Seating & layout and numbers of people must ensure safe access/egress
- ◆ Emergency procedures must be explained to the Public/audience prior to any event.
- ◆ Arrangements to accommodate people with special needs must be planned before any school event.
- ◆ The internal lighting should be adequate public events
- ◆ The emergency lighting should be tested and recorded.
- ◆ The external lighting of paths and walkways should be adequate for public safety.
- ◆ The Bouygues staff and the school staff will ensure that emergency access gates and exits remain clear at all times.
- ◆ Bouygues staff will be on site to assist the public at special events.
- ◆ The school has a no smoking policy in place for all staff and visitors.

<p>Passenger service transport Arrivals and departures</p>	<p>On arrival on the front forecourt the student will remain aboard the school buses until the Passenger services staff has been instructed by Bill Poore or a member of the Leadership team to alight from the buses. If the fire alarm has been activated before the students have alighted from the school buses on the forecourt. The student will remain aboard the buses and the bus crews will await further instruction from the school. Any students that have entered the school building will become the responsibility of the school. Students that have boarded their school bus at home time will become the responsibility of Passenger services. Fire wardens shall work together with Passenger services crews to establish a Roll call of students aboard the school buses. Written procedures for the arrival and departures of passenger services transport are in place and have been circulated.</p>
<p>Taxi arrival and departures</p>	<p>On arrival on the front forecourt the students will remain aboard the taxis until the driver or escort has been instructed by Bill Poore or a member of the leadership team to alight from the vehicle. If the fire alarm has been activated before the students have alighted from the vehicles the students will remain within the taxis and await further instruction from the senior fire warden or fire officer. Any students or visitors that have entered the school building before the fire alarm is activated will become the responsibility of the School. Fire wardens shall work together with the taxi drivers and escorts to ensure the safety of the students. Written procedures for the arrival and departures of Passenger service transport are in place and have been circulated.</p>
<p>Emergency Plan For dispersal</p>	<p>Where there is a more serious or catastrophic damage, the School may need to evacuate to Foster park school for dispersal or to arrange for the students to be collected by parents from this site. A reciprocal arrangement whereby each can evacuate to another's premises is now being planned. Such a plan will offer a clean warm environment for any possible injuries to receive First Aid. Foster Park would also provide an emergency (help desk) facility for communicating with parents and the emergency support services required. Details of how the school will manage such events are included in the school emergency continuity plan. The final decision to evacuate the School will rest with the Head Teacher.</p>

Signed: _____ Chair of Governors

Date: _____