

# **Emergency Evacuation Plan**

**Heath Hayes Academy**

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## Introduction

An emergency plan is an important part of your fire safety arrangements. It should be appropriate to your premises and detail the pre-planned procedures in place for use in the event of a fire.

The emergency plan and the associated arrangements should be shared with all users of the site so that they are familiar with what to do in the event of a fire. This would extend to employees, service users, visitors, contractors, and the emergency services.

This is a live document and updated following any significant change e.g. change in use of a building, different process or equipment used, or a change in the type or number of people using the premises. As a minimum, the emergency plan must be reviewed annually to ensure that the arrangements within the plan are still relevant to the premises.

## 1. Action on discovering a fire

Consider:

- *Methods to ensure that the alarm is raised.*
- *How would someone raise the alarm e.g. by going to the nearest fire alarm point and activating the alarm or by shouting "fire".*
- *Instructions for persons to leave the building by the nearest safe exit and to go directly to the assembly point.*

Raise the fire alarm by breaking the glass at the nearest fire call point.

Leave the site via the nearest fire exit and assemble on the school field.

## 2. Warning if there is a fire

Consider how to warn other people in the premises that there is a fire:

- *For premises with a fire alarm make sure people know what it sounds like e.g. a bell or siren. Regular weekly testing can help with this.*
- *Think about people with hearing or other impairments, how will they be warned e.g. vibrating pagers, flashing beacons linked to the fire alarm.*

Fire alarm will be sounded in the event of a fire. Staff and children will know what this sounds like due to termly fire drills taking place.

Class teacher/member of staff within the room at that time has responsibility to ensure all students have exited the building.

## 3. Calling the fire brigade

Consider how the fire brigade will be informed of the fire

- *Who would dial 999? Would it be the person who discovered the fire, or a nominated individual? What would happen out of normal hours?*
- *Is there an automatic link to a call centre on activation of the fire alarm, and is it working properly? Do not rely solely on an automatic system, where possible dial 999 as well.*
- *Once a fire has been confirmed dial 999 again to provide more details. This will mean that the fire brigade will send more appliances as it is a confirmed fire.*

Activation of the fire drill will alert the fire brigade as our fire system is linked to a fire alarm receiving centre (ARC). The FSO will also call 999 once fully evacuated from the building to ensure the fire brigade is on the way and provide more information.

Outside of normal school hours, there are three emergency contacts who the fire alarm receiving centre will contact. The ARC is currently EMCS and they can be contacted by calling 0844 8099980.

## 4. Evacuation of the premises including those particularly at risk

*How will you:*

- *Confirm that all persons have left the building e.g. fire marshals with responsibility to check a certain part of the site or roll calls.*
- *Make arrangements for people who may not be familiar with the layout of the site and the emergency evacuation arrangements.*
- *Tell people the location of assembly point.*
- *Make arrangements for persons on site that may require a personal emergency evacuation plan e.g. those with a mental or physical disability.*
- *Manage an evacuation if it took place out of hours, particularly if no staff were present?*

The 3 fire marshals will carry out a sweep of their designated areas to ensure that everyone has exited the building. Class teachers will complete the fire register at the evacuation assembly point to ensure all children are accounted for.

Visitors are notified through the signing in system, Inventory, of the fire procedure including where the fire evacuation assembly point is and are asked if they require any assistance in the event of evacuation.

Out of hours arrangements – any out of hours lettings are verbally informed of our fire evacuation procedure and are also informed in their letting's agreement of what the processes and procedures are in the event of a fire.

## 5. Power / process isolation

*Are there any machines, appliances or power supplies that need to be stopped or switched off in the event of a fire? Examples could include:*

- *Gas supplies or appliances e.g. in boiler rooms, science labs, or cookers*
- *Electricity supplies*
- *Air conditioning / ventilation systems*
- *All fire doors should be closed to help prevent spread of fire and smoke*
- *Can critical or high risk systems be linked into the fire alarm system so that they shut off automatically on activation of the fire alarm?*

Any electrical, appliances or gas supply will be identified by the FSO and measures will be put in place to mitigate any identified risk.

Ventilation systems will be cleaned and maintained as outlined in school's fire risk assessment.

All doors will be closed behind the last person exiting the area or room. All lockable fire exits are linked to the fire system so they automatically unlock on the activation of the fire alarm.

## 6. Liaison with emergency services

*You should consider:*

- Is there a nominated person to meet emergency services when they arrive on site?*
- Is there a fire information folder to give to the emergency services when they arrive containing site details, floor plans, list of hazardous substances / processes on site?*

The FSO will meet the emergency services when they arrive on site. If the FSO is absent on the day of the incident, the Headteacher will meet the emergency services.

A floor plan containing the location of the gas meter, electricity meter and any asbestos on site is available in the fire marshal grab bag.

## 7. Identification of key escape routes

*Consider:*

- Is there adequate signage of fire exit routes?*
- Are fire exit routes shown on floor plans?*
- Are all site users aware of all main and alternatives exit routes e.g. by use of emergency action notices and floor plans being readily available?*
- How do people gain access to key escape routes?*

All fire exits are clearly labelled and are shown on fire plans. Alternative fire exits are clearly signposted and identifiable. KS1 classrooms have their own fire exit along with a communal fire exit. Classrooms Y4 – Y6 exit via their classroom door and out of the KS2 corridor. An alternative exit for KS2 is down the KS2 and out of the front office main exit. Y3 exit out of their own rear classroom door, out onto the outdoor area and onto the field.

## 8. The fire fighting equipment provided

*Issues to consider include:*

- Is there a list and location of all fire fighting equipment including fire extinguishers, hoses, sprinkler systems?*
- What is the expected use of any fire fighting equipment e.g. to assist in safe evacuation of building, and methods to tackle different types of fire?*
- Who would be expected to use any equipment. Remember training will need to be provided for any persons expected to use fire fighting equipment?*

Fire extinguishers are located strategically around the school and are maintained annually by the Trusts central contractor. A trained fire marshal may attempt to use a fire extinguisher in the event of a fire if it is the size of a small wastepaper bin or less. The evacuation of the building is always prioritized over attempting to put out a fire with a fire extinguisher. The Catering kitchen has a fire roller shutter door which is activated automatically when the fire alarm is sounded.

## 9. Specific responsibilities in the event of a fire

*You will need to allocate specific responsibilities for people in the event of a fire, including:*

- Who is the Responsible Person e.g. Head Teacher or Centre Manager?*
- If the site or building is shared between different organisations, what are the arrangements for sharing information and responsibility? There should be nominated persons within each organisation.*
- Who is going to contact the fire brigade?*
- Who is going to liaise with the fire brigade when they arrive on site?*
- Who are your fire marshals and what areas do they cover?*
- Who is going to carry out a roll call and get registers, visitor sheets etc?*
- Who is trained to use extinguishers?*
- Who is going to shut off any utilities or equipment?*
- What would be expected of a hirer of premises, consider particularly for out of hours use?*

The FSO is Mrs Katie Stocking, Assistant Headteacher.

The FSO will contact 999 once she has carried out her fire sweep of her allocated area and exited the building herself, to ensure they are on their way and they have all the relevant information.

The FSO will greet the emergency services on their arrival.

Our allocated fire marshals are:

- Louise Johnson (Headteacher) – allocated area. Library, Y4 classroom, Y5 classroom, Y6 classroom, KS2 boys & girls' toilets, DSL office and Y6 breakout room.
- Katie Stocking (FSO & Assistant Headteacher) – allocated area. Staff room, hall, reprographics room, side reprographics room, staff toilets, KS1 boys and girls' toilets, Y1, Y2 and Reception classrooms.
- Hannah Greenway (Office Coordinator) – allocated area. The Learning Hub, first aid room, front office, Y3 boys and girls' toilets, Y3 classroom, break out room opposite HT office, SEND office and Rainbow room.
- Class teachers will call out all names on the fire register and then place their hand in the air at the front of their line to indicate all children are accounted for.
- Hannah Greenway will check all signed in staff are accounted for.
- Fire marshals are trained to use fire extinguishers.

Out of hours arrangements – any out of hours lettings are verbally informed of our fire evacuation procedure and are also informed in their letting's agreement of what the processes and procedures are in the event of a fire.

## 10. Training required

*Consider who might need training, and what type of training would be appropriate. For example:*

- *General induction on fire safety arrangements for all staff.*
- *More detailed fire safety awareness for fire marshals, floor wardens, evacuation supervisors, responsible persons.*
- *Use of fire fighting equipment (carefully consider what use the fire extinguisher would be used for e.g. they should only be used to assist with the safe exit from a building).*
- *What training / information would need to be provided to other persons who may use the building e.g. out of hours users, cleaners, contractors, agency staff.*
- *Remember to keep records of all training, this is your evidence to show that all persons had been provided with the appropriate training and information.*

Fire safety induction is carried out as part of the site induction on the first day of their employment. Fire drills are carried out termly to remind all staff of the fire drill procedure and so we can identify any potential issues.

The FSO takes responsibility for ensuring all policies and procedures relating to fire and evacuation are up to date. They also ensure all relevant marshals and persons named are suitably trained and know their required duties.

Fire extinguishers are only to be used by fire marshals once a site evacuation has taken place and when the fire is the size of a small waste bin or less.

All staff must complete fire safety awareness training on Flick training. All fire marshals must complete fire warden training on Flick training. All training is recorded on the Flick training platform which SLT and the OC has access to.

Our fire procedure is outlined on Inentry signing in system when all contractors, agency staff and visitors sign into the school building.

## 11. Testing emergency plan

*Remember you need to test the emergency plan by:*

- *Carrying out regular fire drills. This should be at least once a year, as an absolute minimum.*
  - *Holding regular refreshers for staff, including walkthroughs of the arrangements.*
  - *Carrying out a debrief following a fire drill to identify any areas for improvements.*
- Recording the date / time of fire drills and any significant issues.*

Fire drills are carried out termly and the details of which are logged by the Site Supervisor on the Parago Compliance System.

SLT ensure that all staff are up to date with their relevant fire training module on Flick training and are fully aware of school's fire procedure.

The Headteacher or FSO will feedback to staff after every fire drill outlining any areas that need improvement.

## 12. Post incident arrangements

*Consider what arrangements may be needed following an incident. This will link in with the overall emergency plan document.*

- *Unaccompanied children*
- *Recovery of personal belongings*
- *People in a state of undress e.g. swimmers*
- *Transport for getting people away from the site*
- *Adverse weather*

All children will be accompanied before, during and after an incident.

Any personal belongings will be recovered if it is identified as safe to enter the school building by the fire crew and the Headteacher/FSO.

Any child or member of staff undressed in any way must leave the building immediately and not stop to put shoes or clothes on.

In the event of a severe and adverse fire, all staff, visitors and children will be walked down to the council carpark/field and will assemble there. Staff named in the school evacuation plan will liaise to arrange transport plans.

In the event of adverse weather, shelter will be sought as soon as it is safe and practical to do so.

## 13. Supporting information

*Items to include in this section are:*

- *Site / floor plans*
- *List of any hazardous substances e.g. propane cylinders or chemicals that may react to a fire*
- *Any other information that is relevant*