



St Charles Catholic Primary School Emergency Evacuation Policy 2021

This Policy was adopted by The Local Governing Body of St Charles Catholic Primary School	
Date: 10.03.2021	Signed by: Elizabeth R. Pawell.
It will be reviewed in 2 years	

Mission Statement

"Let all that you do be done in Love.

Love is made possible with respect." St Charles Borromeo

At St Charles' we pray, love and learn together as one school family, with Christ at our centre. We create and experience joy every day in our home, our school and our parish.

Vision

Children will leave St. Charles':

- With a love for learning.
- With Christ in their hearts.
- With outstanding manners.
- Showing care and respect for all.
- Having achieved their best.
- With a sense of pride and confidence.
- With a deep sense of responsibility.
- With life-long skills to enhance their future.

Values:

Everyone at St. Charles' will be:

- Compassionate
- Aspirational
- Determined
- Enthusiastic
- Humble
- Friendly
- Trustworthy

EMERGENCY EVACUATION POLICY

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must inform administration staff via radio if this different from their class assembly point so their fire registers can be brought to them
- Staff will check children against the fire register and immediately inform administration staff via radio of any missing children
- Any staff who have children in a different location to their normal assembly point must notify via radio the child's class teacher.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office manager will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly points on the rear playing field
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Headteacher and Deputy Headteacher

- The Head and Deputy will monitor the evacuation of the premises from the assembly point– playing field
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform the Office Manager that everyone is present

Premises Officer

The PO will check the following areas:-

- Visually check the Hall, Toilets, Staff toilets, quiet room
- He will notify the Headteacher/Deputy Headteacher stating that all areas are clear.
- He will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the P.O is not on site the responsibility passes to the Administrator to check these areas

Office Manager

The Office Manager will check the following areas:-

- Headteacher's office, disabled toilet
- She will inform the Headteacher/Deputy Headteacher stating that the areas are clear.
- In the event that the Officer Manager is not on site the responsibility passes to the Administrator to check these areas
- Do not re-enter building until told to do so by Headteacher or Fire Service

Kitchen Staff

- Check all appliances are turned off where possible
- Kitchen staff to evacuate to the field via the kitchen door

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Further Evacuation from the school field can be arranged via the main gate onto the driveway, or gates through the field

Fire Warning System

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
- Regular fire drills are arranged

Key Escape Routes

- All areas have direct escape routes to assembly points on either the rear playing field or front playground. If necessary pupils and staff can further be evacuated from the site via Playing Fields. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Points

- School field

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.