

# Hanover Street School



## Emergency Evacuation Procedure

<u>Relevant Performance Indicators</u>		
<i>HGIOELC (2016) &amp; HGIOS4 (2015) Quality Indicators</i>	1.4	Leadership of management and practitioners: Governance Framework
	1.5	Management of resources to promote equity: Management of resources and environment for learning
<i>Health and Social Care Standards (2017)</i>	3.17	I am confident that people respond promptly, including when I ask for help.
	3.25	I am helped to feel safe and secure in my local community.
	5.17	My environment is secure and safe.

<b>Policy Written By</b>	<b>In Consultation With</b>	<b>Date of Review</b>	<b>Date of Next Review</b>	<b>Changes Made</b>	<b>Signature(s)</b>
Alan Markey	A.C.C. Guidance	April 2019	April 2020	Updated posters for evacuation, inclusion of picture of assembly point	



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## Hanover Street School Emergency Evacuation Procedures

### 1

#### On Discovery of a Fire:

- Anyone who discovers a fire should sound the fire alarm by operating a fire alarm call point.
- No one unless trained to do so should tackle a fire.
- If safe to do so alert the school office of the location of the fire by either using the nearest telephone or in person. If in any doubt regards personal safety evacuate immediately and liaise with the school janitor/Head Teacher at the assembly point.

#### 1.1

##### Higher risk areas within the school:

- The school kitchen has additional fire evacuation procedures (see Appendix 1) for the catering staff and other persons who have authorised access to the kitchen area.
- Contractors working within the school (either within or without the school day) have additional procedures are in place, (see Appendices 2 & 3).
  - Contractor emergency evacuation procedures
  - Hot Working Arrangements

#### 1.2

##### Evacuation when pupils/staff are in class areas:

- All pupils, visitors, staff & contractors should evacuate the building on hearing the fire alarm.
- All staff should direct the pupils in their care towards the nearest fire exit and lead them to the assembly area in the playground.
- Class registers should be taken out and a registration undertaken to ensure everyone is out of the building.
- Teachers who are in the class areas listed below are responsible for checking the toilets and all surrounding areas:-

1<sup>st</sup> Floor - P1 teachers

2<sup>nd</sup> Floor - P3/7 teachers

3<sup>rd</sup> Floor - P5/6 teachers

Nursery toilets – Early Years Practitioner

**CONTACTING THE  
EMERGENCY SERVICES  
CALL 999**

In the first instance the following people should make the call and then meet the emergency services on arrival:

- **School Janitor**
- **Head Teacher**
- **Depute Head Teacher**
- **School Administrator**

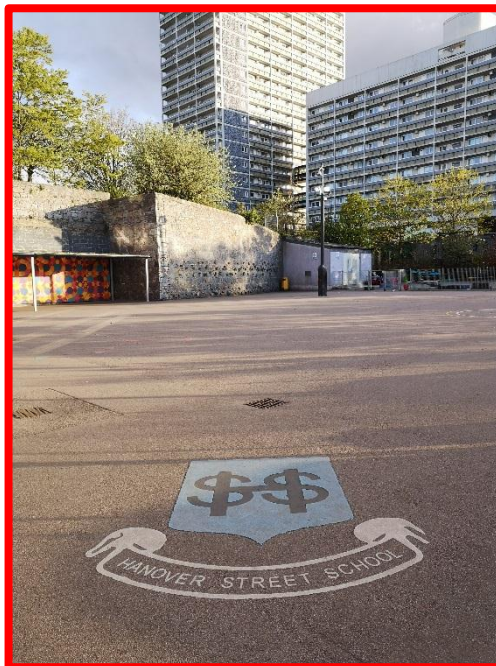


- Office staff will check toilets at the front of the school and pick up the evacuation case containing relevant information.
- Senior Leadership Team (SLT) will check their designated areas

HT – Dining room, Gym hall and changing rooms  
DHT – 1<sup>st</sup> Floor

- Class teachers must assemble their class in the playground in a line. When they have checked that all children are present, teachers should raise their register to indicate to a member of SLT that everyone is accounted for

## **Assembly Point:**



### **1.3**

#### **Evacuation at break time or lunchtime:**

- All pupils, visitors, staff & contractors should evacuate the building on hearing the fire alarm.
- If any member of staff is in an area with children they should help direct the children out of the building.



- Staff **should not** go back to their teaching area to check for pupils, they should leave by the nearest fire exit.
- SLT will check their designated areas and an assigned staff member will check the 2<sup>nd</sup> Floor.
- Pupil Support Staff who are supervising pupils in any area of the school should initiate an evacuation and direct pupils out of the building via the nearest fire exit.
- Pupil Support Staff who are supervising pupils in the playground should gather the pupils at the assembly point.
- At the assembly point, take a register to ensure everyone is out of the building. If for any reason a class teacher is missing the Head Teacher will delegate this responsibility to a member of the support staff.

#### 1.4

#### **Procedures to ensure we have an accurate account of who is in the school at all times:**

- Registers must be completed on SEEMis twice daily by 9:15am and by 1.15pm (P4-7) 1.45pm (P1-3).
- Core teaching and support staff do not need to sign in & out of the visitors' book for their normal day. However if you leave the building for any reason throughout the day you must use the visitors' book.
- All visitors including parents, visiting staff, contractors and other persons on business must sign in & out daily.

#### 1.5

#### **Personal Emergency Egress Plans (PEEPs)**

- If assistance to evacuate is required by anyone working, visiting or learning in our school a Personal Emergency Egress Plan should be agreed with the individual and the school as they enter school.

#### 1.6

#### **Returning to the building/alternative accommodation:**

- In the case of a real emergency all pupils, staff & visitors will relocate to the **Citadel** where our 'Business Continuity Plan' will be initiated.
- In the case of a false alarm or after each practice evacuation, the Janitor or Head Teacher will give permission to re-enter the building. No one should do until permission has been granted.



**Appendix 1**  
**Emergency Evacuation Procedures**  
**SCHOOL KITCHEN AREA**

**On discovery of a fire in the kitchen area:**

- Anyone who discovers a fire should alert all other staff.
- No one unless trained to do so should tackle a fire.
- If safe to do so alert the school office of the location of the fire by either using the nearest telephone or in person. If in any doubt regards personal safety evacuate immediately and liaise with the school janitor/Head Teacher at the assembly point.
- The person in charge should activate the alarm.
- The person in charge should throw main electric switch to cut all power.
- If it is safe to do all staff should close any open windows and internal doors.
- All personnel should evacuate via the nearest fire exit and assemble with the rest of the school in the main playground.



## **Appendix 2**

### **Emergency Evacuation Procedures**

#### **OUTSIDE CONTRACTORS**

It is important that if you are working in the school out with the school day or in the holiday period that you make yourself aware of whom else is in the building. Please sign in and out during such times. This is vitally important if you discover a fire and have to report it to the emergency services as they will need to know who may be in danger.

#### **On Discovery of a Fire:**

##### **When School is in Operation**

- Anyone who discovers a fire should sound the fire alarm by breaking the glass on any of the fire alarm points.
- No one unless trained to do so should tackle a fire.
- If safe to do so alert the school office of the location of the fire by either phoning the school (01224-569880) or in person. If in any doubt regards personal safety evacuate immediately and liaise with the school janitor/Head Teacher at the muster station.

##### **Out of School Hours**

- Anyone who discovers a fire should sound the fire alarm by breaking the glass on any of the fire alarm points.
- No one unless trained to do so should tackle a fire.
- Contact the emergency services by calling 999. Give them your name, the school address and tell them you will meet them in the school carpark (if safe to do so). Wait until the emergency services arrive.
- Meantime contact the following people:
  - The Janitor who gave you access to the building. He should have issued you with his mobile telephone number
  - Mr Alan Markey: Head Teacher Tel: XXXXX XXXXX
- The Janitor who arranged access to the building is responsible for liaising with the Emergency Services to ensure they know who is within the building.



### **Appendix 3**

## **Emergency Evacuation Procedures**

## **HOT WORKING ARRANGEMENTS**

### **GUIDANCE NOTE**

From time to time it is necessary for 'Hot Work' to be carried out in premises by contracting or maintenance personnel. Hot work can be described as the use of welding equipment or blowtorches.

Persons carrying out such work must, by the conditions of their contract with the Council, take certain precautions against fire.

If a contractor contacts a unit manager/supervisor to arrange to undertake work then the manager/supervisor should ensure that the following precautions are taken by the contractor:-

- a) No combustible liquids, gases or dust are present.
- b) All combustible material is either removed or suitably protected against heat and sparks, or damped down.
- c) An extinguisher or hose reel is close at hand.
- d) The location of the nearest telephone and fire alarm call point is known.
- e) The contractor is aware of what to do in case of fire.
- f) Where hot work is being carried out on any partition. /bulkhead, a thorough examination on the other side has been made.
- g) The work area and all adjacent areas to which sparks and heat might have a spread are thoroughly inspected on completion of the operation and 30 minutes later to ensure that smouldering or combustion has not taken place.