

	<b>Building Emergency Evacuation Plan</b>
1.	<p><b>Name of Building: EVERGREEN SCHOOL DEANSWAY SITE</b></p> <p>Floor Plan of School on display alarm panel. This includes details of all fire alarm call points, fire extinguishers, fire exits and high risk areas.</p>
2.	<p><b>Discovering a Fire.</b></p> <ul style="list-style-type: none"> <li>• RAISE THE ALARM immediately by activating the nearest Fire Alarm Call point to start evacuation procedures</li> <li>• NO attempt should be made to tackle the fire unless fire extinguisher training has been given</li> <li>• Leave the building by the nearest exit</li> <li>• Report to Assembly Point 1 or 2 depending on location in school see Section 6</li> <li>• DO NOT stop to collect personal belongings</li> <li>• DO NOT re-enter the building until told it is safe to do so or you have been requested to do so by a fire warden. Those with a nominated role in an evacuation may need to enter the building during an evacuation</li> </ul> <p>Should the alarm not sound when breaking a call point another call point must be tried. If this does not result in the alarm sounding then the telephone system should be used to alert the office who will action the internal tannoy system on the telephones.</p> <p><b>Discovering Another Emergency Situation.</b></p> <p>Chlorine Gas Leak – please see swimming pool emergency evacuation plan</p>
3.	<p><b>Raising the Alarm/ Warning System.</b></p> <p>Fire Action Notices will also be displayed in appropriate areas, to inform building users of the key action to be taken if the fire alarm sounds/ discovery of a fire.</p> <p>In the event of a fire, break glass call points are positioned at exits. These should be depressed in the event of an emergency to raise alarm by personnel as they exit the area/building.</p>

4.	<p><b>If the Alarm Sounds</b></p> <p>Everyone must evacuate the building upon hearing this alarm, even if the bell sounds for a short duration. The exception to this rule is at times of testing. The alarm is tested every Wednesday between the hours of 7:30am and 8:00am.</p>
5.	<p><b>Upon Activation</b></p> <p>On hearing the alarm everyone <u>apart from those in the swimming pool area</u> (please see separate advice below for swimming pool) must prepare to evacuate, even if the alarm sounds only for a short time.</p> <p>Each classroom with a closed internal door has a ½ hour fire protection, meaning that where a fire is directly outside the door, the door and walls will withstand the fire for 30 minutes whilst the following actions and safe evacuation from the room occur.</p> <p>Preparation for evacuation includes:</p> <ul style="list-style-type: none"><li>- closing internal doors</li><li>- closing windows and ventilation doors</li><li>- retrieve emergency medications where appropriate and relevant</li><li>- hoist children from the floor into chairs ready for evacuation</li></ul> <p>Once the above actions have been taken, evacuation using the <u>nearest fire exit</u> should occur. For those in rooms with a fire exit, this should be used in order to evacuate from the building and assembly will be at the closest assembly point.</p> <p>Do not stop to collect personal belongings.</p> <p>For those rooms on the ground floor without a fire exit (Low Arousal Rooms, Equipment Store, Eye Gaze Room, Toilets and Hygiene Rooms, Music Cushion Room SLT Office, Role Play Room, and the Main School Office), evacuation should be via the closest fire exit. This will mean exiting the room and following signage to the closest exit, and assembling at the closest assembly point.</p> <p>When evacuating the hall, fixed leaf doors must be opened to ensure maximum flow of evacuees.</p> <p>For those upstairs when the fire alarm sounds they should make their way downstairs. If using the stairs then exit will be via the door at the bottom of the stairs to assemble at Assembly point 2, and if using the lift then exit will be via the main school doors to assemble at assembly point 1. The lift is a safe, maintained, fire evacuation lift and can be used during evacuations. The key is available in a key safe outside of the lift doors (<u>no code is required</u>).</p>

	<p>All visitors to the school should be guided by school staff, directing them to exits and assembly points.</p> <p><u>Swimming Pool</u></p> <p>The swimming pool has an hour fire protection system in place. On hearing the fire alarm the lead adult will (or instruct another appropriate adult to) make a visual check of the corridor directly outside the pool area. If no fire is detected then children and staff can remain on poolside until further instruction from a fire warden. Staff should start to change children into their dry clothes in preparation for an evacuation should a fire be detected in the school. Further details on evacuation procedures from the swimming pool are contained within the Swimming Pool Emergency Action Plan.</p>
6.	<p><b>Assembly Point (Safe Place to Congregate)</b></p> <p>On evacuating the building everyone must walk sensibly (no running) to their nearest assembly point.</p> <p>Assembly Point 1 – Front Car Park along green fence adjoining Woodloes Primary School;</p> <p>Assembly point 2 – Active Zone at rear of school</p> <p>Each class must stand together, in discrete areas of the assembly point to enable the roll call to be undertaken. The fire warden will visit each group to receive information from each class as to anyone unaccounted for. Once the fire warden is aware of any unaccounted for persons they will communicate with the fire warden from the other assembly point. This contact will ensure that everyone is out of the building and accounted for (some persons expected at one assembly point may be at the other due to where they were in the building at the time the alarm was activated).</p> <p>Everyone will remain at the assembly point until the all clear message has been received from the Evacuation Control Officer. The fire warden will be responsible for communicating to everyone at the assembly point that they may re-enter the building.</p>
7.	<p><b>The Fire Fighting Equipment Provided</b></p> <p>Employees must not put themselves at risk in order to extinguish a fire.</p> <p>The school has a range of Co2, water, powder and wet chemical extinguishers as well as fire blankets, in the appropriate places around school.</p> <p>All employees must undertake the annual employee Fire Safety Awareness e-learning session, to obtain information and advice on the use of fire-fighting equipment within school (this is undertaken during INSET training). Fire Fighting Equipment should only</p>

	<p>be used in accordance with the information, instruction and training provided &amp; not put themselves at risk.</p>
<p>8.</p>	<p><b>The Duties and Identity of Employees Who Have Specific Responsibilities in the Event of Fire</b></p> <p><b>All roles will be allocated and communicated appropriately by the most senior person on site at the point of the fire alarm sounding. All staff that have previously indicated a willingness to be a fire warden should proceed, taking their mobile/dect phone with them, to the alarm panel upon hearing the alarm.</b></p> <p><b>Evacuation Control Officer (ECO)/Fire Warden Fire Panel:</b>  Takes desk/mobile phone and immediately attends fire panel to determine area triggering alarm; communicates with the Fire Warden sweeping the building who will investigate the area to determine whether or not there is a fire, turn off fire alarm in the event of no fire, reset doors and boilers. In the event of a fire evacuates to front of building and becomes the main contact, confirms with Fire Warden at Assembly Point 1 that the Fire Service has been called and then liaise with the fire service on their arrival, providing them with floor plans. The ECO will ensure that all staff/pupil/visitors who cannot be accounted for are reported to Fire Service and pass on information from the fire wardens concerning the whereabouts of any child and adult that have been unable to exit the building. If it is confirmed that there is no fire the ECO will make the decision to re-enter the building.</p> <p><b>Fire Warden Assembly Point 1 (Front):</b>  Takes desk/mobile phone and evacuates to Assembly point 1 and awaits call from alarm company. If no drill then alarm company informed and fire service called; In the event of a fire being confirmed advises Woodloes School of situation; contacts Fire Warden at Evacuation Point 2 to check for any missing persons - report findings to Evacuation Control Officer.</p> <p><b>Fire Warden Assembly Point 2 (Back):</b>  Takes desk/mobile phone and evacuates to back Evacuation Point 2 (active zone) and coordinates with Fire Warden at Assembly point 1 to inform of any missing persons. Advise students at Forest School (if applicable). Takes the lead in the event of a need to relocate those evacuated to the front of the building. Communicates any decision to re-enter the building.</p> <p><b>Fire Warden Lower/Upper School:</b>  Upon hearing the fire alarm, ensures walkie talkie is switched on and awaits communication from fire panel as to which point has been triggered. Immediately progresses to that area and makes visual check of room/area and reports findings back to Panel. If a fire can be seen warden determines whether or not it is appropriate to attempt to fight it and again reports back. If decision is not to fight the fire then the warden walks away and at each room they come across, checks that doors, windows and ventilations doors are closed and that no adults or children remain in the room. Once a room is deemed clear the 'room clear' sign is hung on the handle. Should any children and adults be discovered the general advice in Section 9 below will be followed and further instruction taken from the Fire Warden at the Fire Panel. Assistance will be provided to the adult in charge of any child remaining in the building in order to evacuate them should a fire be detected.</p>

	<p><b>Admin Assistant:</b>  Evacuates to Assembly point 1 having printed off evacuation list from visitor system, taking registers. Assists Fire Warden at Assembly Point 1 in roll call at front of school. Prevent additional vehicles entering the school grounds; awaits fire engine and acts as additional check on pupils running off.</p>
9.	<p><b>Arrangements for the Safe Evacuation of People Identified as being Especially at Risk, Such as Contractors, Those with Disabilities, Members of the Public &amp; Visitors</b></p> <p>All visitors, including parents, professionals and contractors are informed of fire evacuation procedures at sign-in.</p> <p>Any visitor or member of staff requiring a PEEP will have one in place.</p> <p>This BEEP will meet the majority of children and staff at Evergreen, however there may be some children that require a PEEP to enable them to evacuate safely.</p> <p>General advice:</p> <ul style="list-style-type: none"> <li>- All classrooms with a closed door into the corridor has a 30 minute fire protection;</li> <li>- If a child is refusing to leave the building, no smoke can be seen and fire has not yet been confirmed then the member of staff can wait patiently with the child (encouraging them to exit), a fire warden will locate them during the check of the building and inform them of next steps;</li> <li>- Where a child is refusing to leave the building but smoke can be seen or a fire is confirmed by the fire warden then it will be necessary to force the child to exit the building. In the event of a fire the preservation of life takes precedence over previously used strategies.</li> </ul>
10.	<p><b>Specific Arrangements</b></p> <p>Any member of staff in the food technology room when the fire alarm sounds must activate the emergency stop button to ensure all equipment is switched off upon evacuation.</p> <p>Kitchen staff in the main school kitchen must activate the emergency stop button when the fire alarm sounds to ensure all equipment is switched off upon evacuation.</p>
11.	<p><b>What Training Employees Need and the Arrangements for Ensuring That This Training is Given</b></p>

	<p>All staff receive annual fire safety awareness training. All new staff are required to read this document and ask any related questions during their induction.</p> <p>All staff with specified roles will undertake appropriate, timely, training.</p> <p>Fire drills are undertaken termly.</p>
12.	<p><b>Procedures for Other Building Users</b></p> <p>All users hiring the areas of the building are informed of the emergency evacuation plan at the time of hiring. A copy of this BEEP is given annually to long-term hirers.</p> <p>In general, the caretaker would become the evacuation control officer during an evacuation out of hours and at weekends, and would need to be able to communicate with the hirers evacuating onto assembly point 2. It is therefore imperative that mobile telephones are taken to this assembly point at the time of evacuation and that the caretaker has these numbers readily available.</p> <p>Advice for the swimming pool given in Section 5 and in the swimming pool emergency action plan (EAP) remains during hiring out of hours and at weekends.</p>
13.	<p><b>Dealing with Suspicious Packages &amp; Bomb Threats</b></p> <p>Upon receipt of a threat (i.e. via the Police or reception/school office), SLT will immediately be informed. Police advice will be sought and followed. If the advice is to evacuate this will be appropriately communicated using the tannoy system.</p>
14.	<p><b>Dealing with Intruders</b></p> <p>Upon receipt of information that an intruder is on school premises SLT will ensure that the Police have been contacted to apprise them of the situation. Police advice will be followed and the Emergency School Lockdown procedure followed (see separate procedure).</p>
16.	<p><b>Emergency Contact Details</b></p> <p><u>Caretakers:</u>  Paul Giles xxxxxxxx (retracted due to publication on website)  John Tranter xxxxxxxx (retracted due to publication on website)</p> <p><u>Headteacher:</u>  Nick Evans xxxxxxxx (retracted due to publication on website)</p>