



**At Knights Enham Junior School we provide...**

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

**Emergency Evacuation Plan**

**(based on a model policy from Hampshire County Council)**

**Approved: December 2022**

***Date of next review: December 2023***



## **INTRODUCTION**

This policy needs to be read in conjunction with the School's Critical Incident Plan. There is a separate Fire Evacuation Plan for the school site and for the use of the Little Knights Wrap Around. .

## **BOMB THREAT**

The children will need to assemble at the 2<sup>nd</sup> fire point on the field. This is located at the furthest point from the school.

### **Roles**

**EVACUATION MANAGER** – The Headteacher will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operated in accordance with the predetermined plan.
- Be available to liaise with the emergency services as necessary.
- Coordinate, disseminate and act on information from the assembly point and emergency services.
- Provide emergency services with the details contained in the Critical Incident Plan in the main office. This is only to be retrieved in a bomb threat situation if it is safe to do so.

### **Roll Call Manager**

The Deputy Headteacher will be responsible for ensuring the roll call is undertaken and passing relevant information relating to this to the Evacuation Manager.

### **Teachers**

Teachers will be responsible for ensuring children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. Along with their LSA, they will ensure doors and windows are closed (if it is safe to do so), with the last person leaving the classroom closing the door. A calm orderly exit is essential so that instructions can be heard. Walk quickly in single file. Do NOT run or stop to collect belongings.

Every class has a plastic medicine box containing children's inhalers, epi-pens and medical details. These are located within easy reach and are to be grabbed (unless unsafe to do so) and taken out. Teachers will report any absences following the roll call to the Roll Call Manager.

Bags and coats are NOT to be collected on the way out. If children are not in their usual classroom when the alarm sounds, staff must supervise their evacuation to the assembly point, leaving the building via the nearest escape route.

Teachers are to carry their fire register on them at all times.



In the Headteacher's absence the Deputy Headteacher will assume the roles and responsibilities of the Headteacher and will nominate a senior member of staff to act as Roll Call Manager.

## **Procedures**

If a bomb threat is received, the Headteacher will inform the police, take their advice and evacuate the school. Administrative staff will use the telephone script (in the Critical Incident Plan) during the call, a copy of which will be pinned to their office notice board so it is visible at all times.

The signal for evacuation will be the fire alarm.

Administrative staff would take the evacuation trolley (stored in the school office) along with the visitor book and class registers.

On hearing the alarm, the fire marshals will do a sweep of allocated areas. Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm. All classes will arrive at the routine assembly point on the school playground in accordance with the fire evacuation plan. After an initial roll call, the Evacuation Manager will brief all staff and lead the school, with pupils walking in a column (each class will follow the other, in register order), with children walking in single file up to the end of the field at the second fire assembly point.

Class registers should be taken once the pupils have lined up in their classes and registers must be raised in the air to show that all pupils have been accounted for. The Administrative team will check that all adults are accounted for.

The Headteacher will then make a decision/give the signal to return to school or remain at the assembly point until it is safe to return to school. The Headteacher will liaise with the external authorities and follow the guidance in the critical incident plan.

## **Visitors, Contractors & Special Needs**

Unaccompanied visitors and contractors will be informed what sound the alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the alarm.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan" (PEEP), which will identify the needs and support actions necessary and details of that support. It is the responsibility of the class teacher to ensure that any adult supporting a child on a 1:1 basis who is subject to a PEEP is fully aware of the procedures in the PEEP. This includes adults who do not normally work with that child but have been re-deployed on a particular day.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.



The Deputy Headteacher is responsible for inducting all supply staff and volunteers, to make sure they are fully appraised of the evacuation procedures.

### **Administrative Staff**

The Administrative staff will have a wheelie trolley which will be taken out containing the following:

- First aid kit, list of first aiders and medical conditions
- List of parental contact details (NB: Parents can also be contacted via the email / text system from admin/ HT telephone)
- Copy of the Critical incident Plan
- A pen
- Visitor book
- Charged mobile
- Keys to the gate, boiler, water tank and caretakers shed
- Copy of the evacuation plans and any PEEPs

### **First aid arrangements**

A first aid kit and mobile phone will be taken to the assembly point by one of the Administration staff and a first aider will be available to render assistance should this be necessary. Teachers will have brought out medicine boxes containing children's inhalers/epi-pens/medicines. The first aider will be responsible for instigating requests for an ambulance by phone should this be necessary.

### **Emergency Grab Pack**

This will include as a minimum the following information:

- A copy of the asbestos register.
- The evacuation strategy and list of responsible people
- Copy of the Management Plan, risk assessments and a list of current contractors (for fire safety)
- Copy of the Critical Incident Plan
- A drawing of the premises indicating:
  - Essential structural features such as the layout of the building, escape routes, doorways, partitions, corridors stairways, etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape.
  - The location of any hazardous or flammable material and pressurised gasses, e.g. oxygen and LPG, etc
  - The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves
  - The location of fire alarm call points and control equipment for the fire alarm



- The location of the two nearest hydrants and/or large amounts of open water, such as the river and pond.

### **GAS LEAKS**

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows
- Notify the Headteacher/senior member of staff of the incident
- Call the Site Manager/Headteacher/Deputy Headteacher/senior member of staff on site who will check that all gas appliances are switched off and shut off the gas supply located in the kitchen (3 switches and big red button) by the fire exit door.

Evacuate part or all of the premises as necessary.

If gas continues to escape, telephone National Grid on 0800111 999.

### **LOCK DOWN**

If the school receives an alert about a hazard outside of the school building (which could be environmental, a suspected chemical leak, or an unidentified intruder on the school grounds).

The following steps will be taken:

- Ensure all pupils are inside - the playground bell (in parent shelter) will be rung if the children are outside at play.
- The administrative staff will call the police/appropriate emergency service and notify the pre-school.
- Ensure all doors and windows are locked.
- Check all pupils and staff are accounted for – the Deputy Head/senior member of staff will act as a roll-call manager. Class teachers/LSAs will call registers and the roll call manager will circulate each classroom to check all are accounted for. A member of the administrative team will be responsible for alerting any contractors working outside/checking all adults are accounted for.
- Teachers/ LSAs are to reassure pupils and keep them engaged in an activity or game.

All pupils, staff and visitors are to remain inside until an all-clear has been given, unless told to evacuate by the emergency services.

The signal for the all clear will be given verbally by the Headteacher.

### **CHEMICAL SPILLS**

If it is safe to do so, identify the substance spilled and take necessary action to minimise contamination if trained to do so. It may be necessary to evacuate the room and ensure windows are open.

If the spill is severe, evacuate part or all of the building, using the fire drill procedures if necessary. Move all persons to a safe location, and call the emergency services.



The Fire & Rescue Service are the lead agency in dealing with chemical/toxic/hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building
- Ensure all doors and windows are locked
- Switch off fans
- Avoid using electrical equipment in case sparks are produced