

# Evacuation Plan



**Approved by:** Governing Body

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## Contents

**1.**

**Aims.....**Erro

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**2. Responsibilities..... 3**

**3. The plan ..... 4**

**4. Monitoring arrangements ..... 4**

## **1. Aims**

The requirement to evacuate a building may arise for a variety of reasons. Within any school it is imperative that any evacuation is conducted quickly and safely whilst minimising potential disruption or distress to the students.

This plan will therefore identify key individuals who will assume specified responsibilities in the event of an evacuation and to clearly set out the evacuation plan in practice.

## **2. Responsibilities**

In the event of an emergency – such as an outbreak of fire – any person may trigger the alarm for an evacuation. The Head Teacher or senior member of staff must be informed immediately. Normally the Head Teacher or senior member of staff on site will be responsible for triggering the alarm for an evacuation.

Head Teacher or senior member of staff responsibility:

- Identify the location of the triggered alarm – if no alarm has been triggered then the nearest alarm should be used to begin the evacuation.
- Quickly identify the most appropriate egress location – front or rear of the building.
- Ensure all classes with the school are aware of the evacuation, the egress location and the evacuation points.
- Muster all personnel and conduct a headcount to ensure everybody is accounted for.
- Cause emergency services, if appropriate, to be informed at the earliest opportunity.
- Formally declare when it is safe to return to the building.

Classroom Lead responsibility:

- Ensure all pupils in that class and any other adults exit the building in a safe, orderly and timely manner via the recommended egress location. No individual should attempt to delay the evacuation by retrieving personal possessions.
- The class pupils will be gathered at the evacuation points and a confirmatory headcount will be conducted. The result of this headcount will be reported to the Head Teacher or senior member of staff present with emphasis given to any pupil missing.

Fire Marshal responsibility:

- Only where it is safe to do so, the designated Fire Marshall will conduct a visual sweep of the building to ensure the building is clear of all personnel. Particular attention will be paid to the toilets and medical room.
- Shut but not lock doors, particularly the front and rear doors.
- Report to the evacuation point and confirm to the Head Teacher or senior member of staff if a full check of the premises has been completed.

### **3. The Plan**

**An evacuation of the building will be triggered by the sounding of the fire alarm.**

**On hearing the fire alarm class leads will treat the alarm as a genuine need to evacuate until told differently by the Head Teacher or senior member of staff present.**

**Egress will be via the rear of the property unless otherwise instructed or unless it is clearly impractical to do so.**

**Once out of the building nobody will return to the building except on the explicit instructions of the Head Teacher or senior member of staff present.**

**Everybody will muster at the designated evacuation point by the rear fence at the back of the garden. Class leads will conduct a headcount and report the results to the Head Teacher or senior member of staff without delay.**

**No individual will leave this muster point until specifically directed to do so by the Head Teacher or senior member of staff present.**

### **4. Monitoring Arrangements**

Any triggering of the fire alarm followed by an evacuation will be the subject of exceptional reporting by the Head Teacher or senior member of staff to the Governing Body. This report will include the reasons for the evacuation, the outcome of the event and a review of the evacuation.

The evacuation plan will be reviewed following any evacuation.

The Head Teacher or senior member of staff may, in exceptional circumstances, make the decision that an alarm activation does not require the building to be evacuated and may direct this is not done. In these circumstances the alarm will be cancelled, and every member of staff made aware. A full headcount will be conducted to ensure that every individual is accounted for. Such an incident will be the subject of routine reporting to the Governing Body.