



EVACUATION Plan

Review frequency: Annually

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Approved by: S Leach (CoG) M Watson (H & S Governor)

Robin Hood Primary School

Evacuation Plan

Roles and Responsibilities

Any member of staff including students and volunteers who sees a fire will sound the alarms by breaking the glass and pressing the alarm button at one of the alarms situated throughout the school. These are clearly labelled.

Staff oversee the safe and orderly evacuation of the pupils in their care at that time. TAs designated to phase groups will check the toilets in their phase.

The member of staff in overall charge of a class checks the register at the assembly point to ensure all pupils are accounted for.

Printed copies of the register and INVENTORY Evac report (which will show which pupils have come late or left early, staff in the building and all visitors) will be produced by the office in event of a fire alarm: the office staff take these out into the playground and hands these over to the member of staff in charge of each class.

In the event of the automatic fire alarm being out of action (during the school operational hours 8am-6pm) the office staff phone the fire service.

The Head Teacher or member of staff in charge of the school and Fire Marshall checks with staff to ensure that all have been safely evacuated. If any pupils or members of staff are missing the Head Teacher, or member of staff in charge, will make arrangements for them to be located.

Identified members of staff will be allocated to pupils who have a Personal Emergency Evacuation Plan (PEEP).

Assembly Points

Nursery

The assembly point for the nursery is along the fence furthest away from the building.

Kitchen

The assembly point for those leaving the kitchen is the upper school playground by the raised beds.

Rest of the school

The assembly points for the rest of the school are on the playgrounds. Each class lines up with the front of the line starting at the shape playground markings and the line leading away from

the building. This is the same as when the pupils line up at the end of playtime to return to the classroom.

Lesson time

Nursery

The pupils and staff in the nursery will exit via the fire door (main exterior door) leading into the playground.

Years R, 1

The pupils and staff exit via the fire doors directly onto the terraces away from the building and into the playgrounds.

Year2

The pupils and staff exit via the fire exits and then walk down the path leading to the playground.

Years 3,4

The pupils and staff exit via the fire exits and then walk around the building to the Upper playground

Years 5,6

The pupils and staff exit via the fire escape, out of the back of the building, and then walk around the building to the Upper playground

Lower School Hall

The pupils and staff exit via the fire exit door which leads directly onto the terraces and then walk down the ramp away from the building to the playground.

Lower School Main entrance hall, PPA room, staffroom

The staff and pupils will exit via the fire exit leading onto the terraces, down the ramp to the playground.

KS1 shared area

The staff and pupils will exit via the fire exit onto the path leading to the playground.

Upper Hall

The staff and pupils will exit via the fire exit onto the path leading to the playground.

Learning Base / Staff Room

Staff and pupils will leave the rooms and follow the corridor to the exit leading onto the path leading to the playground.

Playtime and lunchtime

The staff and pupils will leave the buildings following the routes identified above and assemble in the designated assembly points. The midday supervisor in charge of bringing in the children for dinner will blow the whistle in the playground and the pupils will line up in their classes at the assembly points. The midday supervisors will stand with their designated classes and take the register. The teaching staff will stand with their classes and take over the supervision of their class until they are told it is safe to return to the building.

1. Fire Training

Training of staff

You must provide adequate fire safety training for your staff. The type of training should be based on the particular features of your premises and should:

- Take account of the findings of the fire risk assessment
- Explain your emergency procedures
- Take account of the work activity and explain the duties and responsibilities of staff
- Take place during normal working hours and be repeated periodically where appropriate
- Be easily understandable by your staff and other people who may be present
- Be tested by fire drills.

In simple premises this may be no more than showing new staff, pupils and students the fire exits and giving basic training on what to do if there is a fire. In complex premises, such as a university, the organisation of fire safety training will need to be more formal.

Your training should include the following:

- What to do on discovering a fire
- How to raise the alarm and what happens then
- What to do upon hearing the fire alarm
- The procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits
- The arrangements for calling the fire and rescue service
- The evacuation procedures for everyone in your premises to reach an assembly point at a place of total safety
- Any personal evacuation procedures (PEEPs)
- The location and, when appropriate, the use of fire fighting equipment
- The location of escape routes, especially those not in regular use
- How to open all emergency exit doors
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke

- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- The reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- The safe use of and risks from storing or working with highly flammable and explosive substances
- The importance of general fire safety, which includes good housekeeping
- The use of premises by outside bodies or other groups, e.g. IT training, music, after school and breakfast clubs, etc.

All staff identified in your emergency plan who have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in complex premises, fire parties or teams), should be given details of your fire risk assessment and receive additional training. This training is offered by Corporate Safety. Click here for the latest courses:

<https://secure.nottinghamcity.gov.uk/CSAAvailCourses/FutureSessions.aspx>

Training of pupils/students

It is good practice to provide pupils and students with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- Details of the emergency plan;
- Importance of fire doors and other basic fire-prevention measures;
- Importance of reporting to the assembly area; and
- Exit routes and the operation of exit devices.

Annual Staff Fire Safety Training



ENSURE STAFF ARE AWARE OF / FAMILIAR WITH THE FOLLOWING:		✓ when done
FIRE ACTION		
Actions to be taken on discovering a fire - refer to fire action notices, means of activating the alarm system- the location and operation of call points. Named person who contacts the emergency services or whether the alarm is monitored.		
Actions to be taken when the fire alarm is sounded- describe sound of alarm- refer to fire action notices. Explain what day the alarm system is subjected to the weekly test.		
The procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits.		
The evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach the named assembly point at a place of total safety- any responsibilities for providing registers and visitors book.		
The reason for not using lifts (if applicable) except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability.		
The location of escape routes, especially those not in regular use.		
How to open all emergency exit doors. Final fire exit doors must be kept unlocked whilst the premises are occupied and capable of being readily opened from the inside.		
Fire drills are carried out at least termly.		
FIRE FIGHTING		
The different types of extinguisher, their location and when they should be used (training is required for their use). Staff are not expected to use fire hose reels where installed.		
Access to extinguishers must be kept unobstructed and any missing / used / damaged extinguishers must be reported immediately.		
The location and safe use of fire blankets.		
GENERAL FIRE SAFETY		
All equipment / systems must be maintained according to manufacturer's instructions.		
Fire Risk Assessment and the Fire Log Book.		
The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke		
Prohibition of smoking on school premises (external and internal)		
Fire exit routes must be kept clear of obstructions and fire doors kept closed (unless fitted with automatically closing device).		
Storage / display of combustible items (e.g. wood / paper / cardboard, etc) on exit routes should be kept to a minimum (preferably avoided) but must be avoided under staircases.		
The arrangements in place for good housekeeping / safe storage of waste and litter, both internally and externally		
Fabrics, curtains, furnishings, soft toys etc. should be purchased from responsible suppliers and should comply with fire safety legislation i.e. as regards fire retardancy.		

