



## **Goodmayes Primary School**

# **Managed Emergency Evacuation Plan** **2021-22**

**Agreed by Governors: Autumn Term 2021**

**Review Date: Autumn Term 2022**

**Headteacher:**

*A. K. Garland*

**Chair of Governors:**



## **Managed Emergency Evacuation Plan 2021-22**

The purpose of this plan is to ensure that all staff know what to do in the event of a fire and to ensure that all people within school are safely evacuated in the event of a fire.

This plan is based on the school's Fire Risk Assessment.

### **IF YOU DISCOVER A FIRE**

If you discover a fire:

- Close the door so that the fire cannot spread.
- Raise the alarm by breaking the nearest break glass call point.
- Leave by the nearest fire exit.
- Call the Fire Brigade immediately - if you have a mobile telephone by dialing 999 or 112 – or report what you have seen to the Head, Deputy Head, an Assistant Head, Caretaker/s or Admin staff who will then call the Fire Brigade.

***The priority is the safe evacuation of all persons and takes priority over saving property and fighting the fire.***

***Fighting a fire should only be attempted once the alarm has been raised, by trained staff confident in the use of fire extinguishers and if it is safe to do so.***

### **IF YOU HEAR THE FIRE ALARM**

If you hear the fire alarm, quickly and quietly leave via the nearest available Fire Exit closing doors behind you and proceed to the Assembly Point:

Lower Phase Zone and Classes 3A1, 4A & 4B - assemble in Key Stage 1 playground

Early Years Foundation Stage Zone – assemble in KS2 playground

Classes 3B, 3M, 4G and Upper Phase Zones - assemble in KS2 playground

For the School Lodge – vacate via front door and assemble in KS2 playground

Pupils should face away from the building when lining up at their assembly point

Where necessary, children out of their class groups should evacuate through the nearest exit and then be escorted to the appropriate Assembly Point.

All persons evacuating via the Foundation Stage playground should make their way to the Key Stage 2 playground in the first instance and, where necessary, be escorted to the appropriate Assembly Point.

The location of smoke or burning should be reported to the Head, Deputy Head, Assistant Heads or Caretaker/s immediately.

Unless it is known to be a planned drill, the Admin Staff will call the Fire Brigade from the Assembly Point.

No person should re-enter the building until told it is safe to do so by the Fire Brigade (if in attendance) or Head, Deputy or an Assistant Head.

### **THE EVACUATION OF DISABLED PEOPLE**

When visitor appointments are arranged, enquiries will be made as to whether assistance is required in accessing the school building to enable the school to take account of the needs of visitors with disabilities before the visit.

In the case of an evacuation, the person they are with should accompany them to Assembly Point. The Caretaker/s will assist if needed.

### **SUMMARY EVACUATION PROCEDURE**

- Following registration, the class teacher will record the number of pupils present and the names of any absent pupils on a dry wipe board which will be displayed on the classroom door. It is the responsibility of staff covering PPA to note the number of pupils they are collecting. When children are in sets, teachers will ensure they have a list with the names of pupils in the set and the correct daily information for their group.
- When the fire alarm sounds, all persons should quickly and quietly leave the building via the nearest Fire Exit closing doors behind them and proceed to the agreed Assembly Point - the Key Stage 1 or Key Stage 2 playground.
- The teaching assistant or teacher will immediately sweep through the classroom to ensure all persons are out, closing doors as they go and assisting with the evacuation of disabled persons. The Caretaker/s will report to the Head that their area is clear of people and report the location of any smoke or burning.
- Mobile phones will be brought to each playground by SLT and office staff for communication purposes to enable them to log into Integris G2 to check registers, where necessary.
- At the Assembly Point, the Admin staff will call the Fire Brigade.
- Admin staff must bring a copy of the staff/visitors/pupil evacuation report from the electronic sign-in system to the Assembly Point.
- Children having music tuition in the Music Room are the responsibility of the Music teacher who will escort them to the Key Stage 1 Assembly Point. Where necessary, children will be escorted to the Key Stage 2 playground to join their classes.

- Where children are in sets or mixed groups, the teacher who has them is responsible for their safe evacuation and will remain with them at the appropriate evacuation point.
- Class teachers will count pupils, check any anomalies against the class list, and then hold their arm in the air to inform the Head their children are all accounted for.
- The Cook will report to the Head that all kitchen staff are accounted for.
- Visitors will report to the Admin staff who will advise the Head when all are accounted for.
- The Head, a Deputy, an Assistant Head or Caretaker/s will greet and brief the Fire Brigade. This person will call to inform the Head the Fire Brigade has arrived.
- The Head will instruct the Caretaker/s to re-set the Fire Alarm Panel when it has been confirmed to be a false alarm.
- The Head or Fire Brigade will authorise re-entry of the building upon confirmation that the panel has been re-set.
- The Head, Deputies, an Assistant Head, Caretaker/s and Office Manager/ member of the Admin staff will attend a de-briefing in Head's office immediately after the evacuation.

## **ROLES**

Those with specific responsibilities and roles will receive appropriate, ongoing training.

The Head/Deputy/Assistant Heads, Caretaker/s and school office have mobiles to aid communication during an evacuation.

At no time should any person take personal risks or place him/herself in danger whilst carrying out their roles.

### **The Headteacher**

The Headteacher will make herself immediately available as the person in charge on the sound of the fire alarm bell and is responsible for the safety of all.

Class Teachers will hold their arm in the air to inform the Head that their children are accounted for. The Cook will report to the Head that all kitchen staff are accounted for. The Caretaker/s will report to the Head that their area is clear. The Head will record the time taken to evacuate the school.

In the event of a confirmed false alarm, the Head will instruct the Caretaker/s to re-set the Fire Alarm Panel. The Head will authorise re-entry of the building upon confirmation that the panel has been re-set.

The Head will lead the de-briefing.

### **The Deputy Headteacher**

The Deputy Head will assume the role of person in charge if the Head is not present on site and will attend the de-briefing.

### **Assistant Headteachers**

An Assistant Head will assume the role of person in charge if the Head and Deputy are not present on site and will attend the de-briefing.

### **The Administrative Staff**

The Admin staff will immediately print the staff/visitors/pupil evacuation reports from the electronic sign-in system and collect the plastic wallet containing signage, school plans and the KS2 and Foundation Stage gate keys to enable vehicle access.

One person will check the Fire Panel and communicate the message on the display at the Assembly Point.

Unless it is known to be a planned drill, the Admin Staff will call the Fire Brigade from the Assembly Point.

Admin staff will sweep the adjoining office area before evacuating to the playgrounds.

If the emergency evacuation occurs five minutes or more before Home Dinner children are due to return to School, we will assume that those children have not yet returned from Home Dinners.

John Fisher is responsible for ensuring that the contact information for children is always up-to-date; Cathy Burns is responsible for ensuring that medical information for children is always up-to-date and Elaine Shaw updates information in respect of staff.

The Office Manager will attend the de-briefing in the Head's office immediately after the evacuation and will then brief the other Admin staff.

### **The Class Teachers**

Class Teachers are responsible for ensuring their Fire Exits are free of obstructions and for training their children on what to do when the Alarm sounds including what to do if they are in another room, the hall or dining hall, the corridor or toilet.

The Class Teachers will supervise the immediate evacuation of the class via the nearest Fire Exit to the Assembly Point where the children should line up in silence facing away from the building. Children will be counted and, if lunchtime, the teacher will confirm with the Admin staff that their Home Dinner children are accounted for. The teacher will hold their arm in the air to indicate that their children are all accounted for.

### **The Teaching Assistants**

The Teaching Assistants will support the Class Teachers with the evacuation assisting any children with visual, physical or behavioural needs.

The Teaching Assistant will check the classroom, classroom cupboards, adjoining toilets and close the door when leaving the classroom.

### **Kitchen Staff**

Staff will immediately evacuate to the Assembly Point. The Cook will act as Fire Warden and will sweep through the kitchen areas. The Cook will confirm to the Head that all kitchen staff are accounted for.

### **Site Manager/Caretaker**

The Site Manager/Caretaker is responsible for removing any security bolts from Fire Exit doors before the start of the school day.

The Site Manager/Caretaker will have the call point keys and a mobile phone with him at all times.

The Site Manager/Caretaker will sweep his immediate area including the toilets, closing doors as he goes and assisting with the evacuation of any disabled persons.

At the Assembly Point, the Admin staff will communicate the message on the Fire Alarm Panel.

The Site Manager/Caretaker will record the time taken to evacuate the school and will liaise with the Head on authorising re-entry of the school once the panel has been re-set.

The Site Manager/Caretaker will attend the de-briefing and will then write up events in the Fire Evacuation Log. The Site Manager and Caretaker are responsible for briefing each other.

In the case of whole site evacuation, the Site Manager/Caretaker will lock the gates to prevent entry by the public and will remain to liaise with the Emergency Services.

### **LUNCHTIME EVACUATION PROCEDURE**

- When the alarm sounds, a bell is rung in both the KS1 and KS2 Playground and the children line up at their assembly points in silence.
- All staff on the premises will help pupils with evacuation to the nearest safe exit.
- Members of staff in the dining room will escort all pupils to the KS2 Playground via the Foundation Stage Playground.

- Members of staff in the packed lunch area exit via the West Hall to the KS2 Playground.
- Pupils in the West Hall exit to the KS2 playground.
- Staff running clubs or working with pupils are responsible for their safe evacuation and escorting them to join their class group.
- Members of staff in the EYFS Playground will escort pupils to the KS2 Playground.
- Where necessary, once pupils are safely outside they will be escorted to the appropriate playground.
- A member of the Admin Team will bring the staff/visitor/pupil evacuation report from the electronic sign-in system to the assembly point for reference purposes.
- If present, class teachers will take responsibility checking their class are all present.
- Where a Class teacher is not on site, a TA or member of SLT will check the pupil numbers. Any anomalies will be checked against the class list and registers on G2.
- Staff will hold their arm in the air to confirm to the Head that all children are accounted for.
- The MDA on gate duty will inform the Admin staff how many home dinner children remain off-site.
- The MDA on gate duty will count and keep a note of how many children are off site at the school field, where relevant.

### **LETTINGS EVACUATION PROCEDURE**

The Site Manager or Caretaker is on-site at all times when the school is let. ~~He briefs~~ They are responsible for briefing the person/people in charge on Fire Safety and Evacuation procedures and shows them the fire escape routes, fire exits and the Assembly Point – the Key Stage 2 (front) Playground.

Limited parking is available in the front playground to ensure there is adequate room for the people at the Assembly Point.

### **WHOLE SITE EVACUATION**

In the case of whole site evacuation, the school will evacuate to our playing fields at the end of Castleton Road. Each class will be supervised by their class teacher and, if possible, at least one other adult.

Notices will be displayed on all gates and a message sent via SchoolPing to inform parents where the children have been taken and asking parents to collect them as soon as possible.

The Site Manager/Caretaker will lock the gates to prevent entry by the public and will remain to liaise with the Emergency Services.

### **POLICY REVIEW DATE**

This policy will be reviewed annually or sooner if changes are made to the school's fire systems or evacuation procedures.

**Agreed by Governors:**            **Autumn Term 2021**

**Review Date:**                    **Autumn Term 2022**

### **NAMED SCHOOL STAFF**

<b>Headteacher</b>	Samina Jaffar	Ext 204	07545629071
<b>Deputy</b>	Huma Perwiz	Ext 228	
<b>Assistant Heads</b>	Winsome Fletcher Millie Davis	Ext 215 Ext 264	
<b>Admin Staff</b>	Elaine Shaw Sue Kotecha John Fisher Nicky Skinner Harvinder Sharma Derek Deslandes	Ext 203 Ext 219 Ext 234 Ext 259 Ext 217 Ext 254	
<b>Site Manager</b>	Michael Oakley	245 Mob 07930 130668	
<b>Caretaker (full-time)</b>	Andrew Russell	Ext 209 Mob 07930 130668	
<b>Chair of Governors</b>	Andy Garland		
<b>First Aiders</b>	Harvinder Sharma Nicky Skinner Dorela Zeneli Judith Jacobs Eileen Johnson	Ext 217 Ext 259 Ext 233 Ext 208 Midday/Cleaner	
<b>Paediatric First Aiders:</b>	Parvinder Kaur Cathy Pugh Gemini Bharaohda Astrid Voiry	Ext 233 Ext 220 Ext 231 Ext 230	

### **USEFUL TELEPHONE NUMBERS**

Fire Service	999 <b>OR</b> 112 ( <i>from mobile</i> )
Iford Police Station	101 or 0208 478 1123
Metropolitan Police non-emergency contact number	0300 123 1212
Mayfield High School	0208 590 5211
LBR Health & Safety Team	0208 708 3152