

Fire and Emergency Evacuation plan for Out-of-Hours, Lettings and Hiring's

1. Introduction

- 1.1 The schools current fire and emergency evacuation plan, is a well-practiced routine. When the school is occupied but out of lesson time, the appropriate staff and procedure are missing. So, an out of hours routine is critical.
- 1.2 **Out of hours**, covers the following times. From school opening to 08.30. and then from 15.30 until the school is locked.
- 1.3 This routine is also in force during School, holidays, inset days or whenever a reduced amount of staff and pupils are on site.
- 1.4 It is the responsibility of all staff, visitors and contractors to familiarize themselves with this emergency evacuation plan, and adhere to it in case of emergency evacuation.
- 1.5 Further clarification or direction on any procedures can be obtained from the site manager.
- 1.6 The school may require that all pupils, staff and visitors are evacuated as safely and quickly as possible. The quickest, safest and most structured way is to sound the fire alarm and use the fire evacuation procedure

2. Out of hours evacuation routine.

2.A In event of discovering a fire or suspected fire or other emergency that requires the school evacuation.

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should immediately raise the alarm by activating the nearest available fire alarm call point.
- 2.2 If you discover an emergency that requires full evacuation of the school, immediately activate the fire alarm.
- 2.3 An emergency may be, a possible fire situation, gas leak or chemical spillage.
- 2.4** The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point **This is the area by the Main gate.**
- 2.5 If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc in use or as part of the classroom activity or lesson.
- 2.6 Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

3. Action to take upon hearing the alarm

- 3.1 The fire alarm is a constant klaxon/siren.
- 3.2 On hearing the fire alarm, the building is to be evacuated calmly and quickly, with any pupil on site, accompanied by their class teacher.
- 3.3 Staff and students should leave the building by the nearest route, notified in every room on the poster by the door.

- 3.4 Staff and students should not stop to collect personal belongings, coats etc.
- 3.5 It is important that the evacuation is carried out as quietly as possible, with no unnecessary chat from students or staff at any point.
- 3.6 Fire extinguishers must **not** be used by any member of staff who has not had training.

3.7 EVACUATION MUSTER POINT

- 3.8 All staff, pupils, visitors or contractors are to muster within the school, by the main gate. Or if this is unsafe, outside the main gate.
- 3.9 The Fire Service will automatically arrive at the school. All evacuated persons are to keep clear of access when they arrive. Names of missing persons will be given to the Fire Service upon arrival.
- 3.10 The senior staff member present will take charge, accounting for the persons present at that time on the school site. And to make a list of who may be missing and still with the school.
- 3.11 No one is allowed to re-enter the school buildings, unless the alarm is confirmed by the site team as a false alarm or the Fire Brigade have said it is safe to do so,

3.12 SITE STAFF ACTIONS UPON ACTIVATION OF THE CALL POINT

- 3.12.1 Upon hearing the fire Alarm:
- 3.12.2 Check Fire Panel in main reception- identify location. Go to scene to check whether the alarm is a false alarm or a fire.
- 3.12.3 Call kestrel guards to let them know it's a false alarm on 02380 865658.
- 3.12.4 The time of 2 minutes is standard to check to see if it is a real fire.
- 3.12.5 Liaise with senior member of staff at the fire evacuation point.

4. Community Use. Procedures for hirers.

- 7.1 All community users and staff must evacuate the building or the all-weather pitch upon hearing the alarm. All weather users, only if it is not safe to do so, they will remain at the far end of the pitch or sports field by M27, until a member of site or Lettings staff arrives.
- 7.2 Leaders of community groups/organizations must have their own register and always register the group at the start of their hire. Any late arrivals must be added to their register.
- 7.3 On hearing the alarm all community users must muster at the front of the school by the main gate
- 7.4 Hirers/Leaders of community groups/organizations must register their members within their group and report this to the site staff.
- 7.5 The names and locations of any missing users/staff will be given along with the registers to the site staff or lettings team.
- 7.6 Community users, tutors and staff must remain at the muster point until dispersal is authorized.
- 7.7 During weekdays. The site staff will establish whether the alarm was a false alarm or a real alarm, then liaise with the Hirers. Anyone missing will have their details forwarded to the Fire Service on their arrival.
- 7.8 At weekends or during school holidays. The lettings team, will evacuate with the hirers, liaising with the hirer and await the Fire Service. If Hirers are located on the all-weather pitch or adjacent sports field, they are open the other available Pitch gates, so the hirers can re-locate to the main gate area. Only if it is safe to do so.
- 7.7 Once the alarm is raised, the fire brigade will attend. The site staff must contact Mr J Habberley.

Site Evacuation Plan

