



Seaham Trinity Primary School

Emergency Evacuation Policy

Written in January 2021

Purpose:

In the event of a fire, severe storm, explosion, toxic spill, siege, hostage incident, bomb threat or terrorist threat, evacuation of the school building will be required to ensure the safety of all students, staff, parents and visitors.

Aim:

The aim of the Emergency Evacuation procedure is to:

- Evacuate all students, staff, parents and visitors in an organised and controlled movement from the threatened danger area to a safe area.
- Evacuate everyone from the school building to a safe area in the minimum possible time
- Ensure that exposure to the danger and possible risk of injury is minimised.

Site Analysis:

The areas in the school where a fire, explosion or toxic spill are most likely to occur include:

- Electrical switchboard/Computer server room
- Kitchen
- Breakfast room kitchen
- Staff room
- Boiler room

Evacuation procedure:

1. In the event of the school receiving a threat warning the member of staff will immediately inform the Head Teacher or Deputy Head in their absence.
2. The School Admin officers will then notify the emergency services stating:
School name and address
Telephone number
Details of incident
Inform them that evacuations are taking place.
3. In the mean time the Head teacher or deputy will have set off the alarm and started to evacuate the school.

Administration staff actions:

1. In the event that head teacher is absent from school the Deputy Head will adopt the role of chief warden.
2. Office staff to collect registers and visitors book and leave through nearest emergency exit and meet the staff in designated evacuation points, having ensured that the area is empty.

Classroom Teacher Actions:

- Teachers in class rooms are to instruct their children to evacuate to the Emergency Evacuation assembly area.

The teacher is to ensure the following procedures takes place:

- Students cease work immediately
- Leave all books, practical work, personal possession and bags
- At the direction of the teacher, students should stand and move out of the room in a controlled and quiet manner.
- The teacher is to accompany their class to the emergency evacuation assembly area.
- Follow the escape route indicated by the emergency evacuation signs. If a class is being taught by a supply teacher regular class teachers next door will notify them of the procedures.
- The door is to be closed after the last person exits but not locked.
- The class register is called at the Emergency evacuation area.
- Each teacher has a duty to move his/her class quickly and silently, in an orderly manner, from the classroom to the appointed class area. Please bring your keys with you.
- No-one is to ever re-enter the building once evacuated without approval from the chief warden.
- Windows to be closed if time permitting.
- All doors to be closed as you go.
- Go directly to the nearest safe exit door.
- Proceed down in single file without running.
- In the event of the incident occurring at lunchtime the meals supervisors will direct children to the emergency evacuation area. Staff will assist this movement.
- Staff going off site for lunch should inform the office staff of their departure and arrival from the premises.
- Students to remain in line until they receive the ALL CLEAR or they are instructed otherwise.
- On arrival the head teacher/deputy head will notify the emergency services of all known missing children, staff and visitors.
- A first aid kit will be brought out in to the emergency evacuation area to administer any first aid required.

General Considerations

- Regular inspections and maintenance of installed fire protection equipment must be undertaken on a regular basis and logged.

- Risk assessments carried out by the caretakers regularly with the fire safety team to ensure practice meets health and safety guidelines.
- All electrical equipment is tested each year to meet safety requirements.
- The priority of the staff is the evacuation and supervision of the children. Staff are not to engage in any fire fighting operations until the evacuation process is complete and only if they are fully trained to use the equipment.
- Students should never be used in any fire fighting activities.

Scheduled evacuation drills:

- Over the year there will be a minimum of 3 practice drills.
- 2 of these should be with full notice to the staff and 1 with only partial notice.
- The children should have partial notice on all drills.
- Evacuation drills will be initiated by the head teacher.
- Drills may have different scenarios to test out the alternate routes which may need to be used.
- Feed back will be given after the drills at a convenient moment to check for success and identify areas for improvement.

Emergency assembly area considerations:

- All persons missing during the evacuation will be reported to the emergency services on arrival by the head teacher/deputy head. Staff to take instruction from emergency services regarding the missing person(S). No one is to enter the building to search.
- Staff to assist emergency services personnel on request.
- The children are to be supervised at all times.
- No one is to leave the Emergency Evacuation Area until the ALL CLEAR has been given.

Procedural Considerations.

- Staff are aware of the procedures in place and their responsibilities.
- All children are aware of the procedures and the seriousness of this process is to be stressed to them and expectations of behaviour is clearly stated.
- Signs marking the emergency exit routes are clearly displayed.

Roles and responsibilities.

- Head/Deputy/Caretakers and Admin staff to check toilets and spare rooms before departure.
- All teachers are responsible for their own class.
- Admin officers are responsible for calling emergency services.
- Admin officer to bring out class registers to the EEA.

Exit routes

- All classes have doors which lead directly to the playground with access to the EEA

- Exits in the Main hall.
- End of KS2 corridor next to class 11
- End of KS1 corridor next to class 1
- Exit door into playground next to training room.
- EYFS have doors leading into outdoor area.
- Exit from main reception area.

Fire Prevention and Fire extinguishers and Hoses

- Fire extinguishers checked as per regulations and logged.
- Combustible and flammable materials are NOT to be placed on or near heating appliances.
- Heaters should not be used with paper boards.
- Storage of paper and other combustibles to be done in areas as recommended by the Fire Safety officers.
- Fire extinguishers are located in areas designated by the Fire safety team.
- Fire extinguishers available are Co2 and Foam.
- Fire Blankets are accessible in the staff room and kitchen.

Siege/Hostage

In the event of a siege/hostage situation

1. The head teacher will confirm all available facts by personal observation or by a second information source.
2. Contact Police.
3. Evacuate Partially/Totally- where appropriate.
4. Lock In (Unable to Evacuate) - Words “Lock In” need to be said to Police.
5. Head teacher/ Admin team to notify all staff via internal phone lines.
6. Teachers to close doors, windows, blinds. Secure children out of sight and keep children quietly calm.
7. Head teacher to contact- Emergency services

Critical Incident officer at County Hall

In the event of a critical incident the school will adopt the critical incident procedures of Durham County Council Children and Young Peoples Services.

See attached policy

Risk assessments are kept by Head teacher and caretaker.

Person in charge of policy

Ray Bushby Head teacher- January 2021

Date for review January 2022

