



Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children.

We expect all our team members to share this commitment.

Emergency Evacuation Plan

This document details the fire and emergency evacuation procedures for Threemilestone School. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. PRECAUTIONS

- All staff must note where the emergency call points are sited in the school.
- All staff must note the fire exits.
- All staff must note that the fire signs are displayed.
- All staff must note where the fire extinguishers are and know how they work.

Please see Plan 1 in Appendix 1 which identifies the fire escape routes, fire assembly points and location of fire fighting equipment.

2. SOUNDING OF THE ALARM

The alarm is only to be sounded on the following occasions:

- An emergency
- A planned rehearsal of the Emergency Plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

The alarm should be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Fire

- Gas leak
- Chemical leak
- Bomb threat
- Asbestos Alert
- Instructed by emergency services

Anyone discovering any of the above should sound the fire alarm by pressing hard on one of the emergency call points.

Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

If trained in the safe operation of the available fire fighting equipment and **only** if it is safe to do so, attempt to extinguish the fire.

3. EVACUATION

- All staff have responsibility for the safe evacuation of children in their charge.
- On hearing the fire alarm bell (a continuous ring) the teacher must call the class to silence and they must walk in an orderly manner, taking any visitors, to the nearest exit and line up in single file facing the school. Rooms at the front of the school will gather at the front playground muster point. All other rooms will exit to the back playground muster point.
- The teacher or teaching assistant checks their own cloakroom and toilets.
- The Headteacher (or nominated other) will check the hall, Pebbles classrooms, Library and IT Suite on exit from the building if safe to do so.
- Teaching staff should be aware of any child, member of staff or visitor in their class that has a Personal Emergency Evacuation Plan (PEEP). If a PEEP is put into action, this must be reported to the Chief Fire Warden upon reaching the Muster Point.
- Everyone in the building must evacuate it by the nearest exit.
- Do not wait to pick up belongings
- Shut doors behind the last person.
- The Headteacher and/or The Chief Fire Warden (Tabard wearer) on the front playground is responsible for liaison with the fire brigade.
- In the event of an emergency when the school must remain evacuated, our designated indoor location is Richard Lander School. The Chief Fire Warden (Tabard wearer) makes this decision.
- Co-ordination with Threemilestone Pre-School - On sounding of the alarm, the following people will have the responsibility to notify the Pre-School;
 - Nicky Searle, Mornings
 - Sarah Wallis, Afternoons
 - Marie Fenmore-Jones, lunchtimes

4. OUTSIDE

- Two of the school office staff will wear the orange Fire Warden tabards. The **Deputy Fire Warden** responsible for muster point at the rear of the school will take out;
 - registers and evacuation box for rear muster point.
 - visitors signing in and out book
 - pupils signing out list
 - pupil absence list
 - Staff signing in and out register.
 - Mobile phone to communicate with Chief Fire Warden

The **Chief Fire Warden** will take out:

- Registers and evacuation box for the front muster point at the front
 - Mobile phone to communicate with Deputy Fire Warden
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- Kitchen staff have their own signing in sheet for the Kitchen. This is brought out and handed to the Chief Fire Warden on the front playground.
 - The Headteacher and/or Chief Fire Warden on the front playground will meet and liaise with the fire brigade on their arrival.
 - Once outside and at the Muster Point, the teacher must count the children and take a register making sure that each child answers to check if any children are missing.
 - Any missing children or staff will be reported to the Fire Warden (tabard Wearer) detailing;
 - Name of missing person
 - Place and time last seen and by whom
 - Any other information on the person e.g medical, behavioural.
- This information will be communicated by the Chief Fire Warden (tabard Wearer) immediately to the fire brigade.
- Where children have been taught in sets they must line up in their registration classes.

5. LUNCH TIME

- The Lunchtime supervisors are responsible for evacuation of the children.
- All procedures apply as above.
- Lunchtime staff should check all toilets, classrooms and the library & ICT Suite.
- Up-to-date class lists are kept on the hall notice board.
- Although teachers may be absent from the premises at lunchtime, if they are present they are expected to help with registration and supervision.

WARNING

No one must re-enter the building for any reason until the all clear is given by the Fire brigade, Headteacher or Chief Fire Warden.

6. PEBBLES

All procedures apply as above, unless altered by the points below;

- The Pebbles Supervisor and staff are responsible for evacuation of the children.
- Pebbles staff should check all rooms and toilets used by pebbles including library, ICT Suite and hall.
- Up-to-date contact lists are held in the pebbles folder.
- The Supervisor will act as Fire Warden (Tabard wearer) for Pebbles.
- The Supervisor will liaise with the fire brigade in the absence of the Headteacher or School office staff.
- Evacuation is to the Muster Point at the front of the school.
- The Pebbles supervisor is responsible for taking out the following;
 - Personal mobile phone to contact parents
 - Pebbles register
 - Parent contact list
 - Signing out sheet
 - Orange tabard

7. OFFICE RESPONSIBILITIES

- Ensure all registers are kept in box/es near to the school office.
- Maintain up to date class lists and keep in the fire evacuation box.
- Maintain a register of classes and keep in the fire evacuation box.
- Wear orange tabard during drill to be quickly identifiable.

Author

Dated _____

Headteacher

Dated _____

Chair of Governing Body

Dated _____

Chair of Pupils and Curriculum Committee

Dated _____

Ratified at Full Governing Body Meeting:

Date of next review: