



HEALTH AND SAFETY

EVACUATION PROCEDURES

Approved/adopted by Principal:

Signed:

Date:



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Evacuation Procedure – Information for Staff

On discovering a fire:

- Activate the nearest alarm point (break-glass unit).
- Chief Fire Officer dials 999 to call fire brigade
- Do not attempt to extinguish any fire other than a very small, confined fire or fire which prevents you from evacuating via a fire escape route.
- Begin the evacuation procedure.

When Fire Alarm sounds: (Fire Alarm is tested every weekly)

- Chief Fire Officer, will go to Fire Panel and ascertain which point has been activated.
- Chief Fire Officer will radio to Senior Fire Marshal, and then will check location of activation.
- Fire Brigade will be stood down if no fire is discovered but Preschool will still evacuate.

Evacuation Procedure

- When Fire Alarm sounds staff will muster children at an appropriate exit furthest away from the hazard and line up in a orderly fashion to leave the building and go directly to the Assembly Point. (Chief Fire Officer and Senior Fire Marshal will check the building)
- All belongings will be left in the room.
- Chief Fire Officer and Senior Fire Marshal will sweep the building closing doors and windows as they go.
- Staff will inform children to stay with them and they will lead the group to the safest route out of the building.
- **Children must walk quietly and sensibly**
- Children and staff requiring assistance will be assisted in accordance with a prearranged Personal Emergency Evacuation Plan. (PEEP) (See Appendix 1)

Roll Call & Student Expectations:

- On arrival at the Assembly Point children will line up along the fence.
- Children and staff will respond to register when called.
- Children will stay in a line and only move once dismissed by Chief Fire Officer.

Assembly Point Procedure

Children:

- Senior Fire Marshall will collect the registers for children and bring to Assembly Point and then check the register.
- Missing Children will be reported to Chief Fire Officer via radio and a second sweep of the building will be completed if it is safe to do so.
- Children will be dismissed by Senior Fire Marshall once 'All Clear' has been received from Chief Fire Officer.



Staff & Visitors:

- Senior Fire Marshall will collect the registers for staff, and visitors and bring to Assembly Point.
- Senior Fire Marshall will check the register.
- Missing persons will be reported to the Chief Fire Marshall via radio and a second sweep of the building will be completed if it is safe to do so.

Assembly Point:

The Evacuation Assembly Point is located in front of the 'Outside Courts' in front of the preschool.

In cases of extended periods of evacuation Senior Fire Marshal and all Fire Marshals will be directed by the Chief Fire Officer to lead the children to a place of safety (Testlands Community Hub)

Oasis Academy Lordshill Pre-School: Fire Safety Map



Call points: 1,5,6,10,14 Heat: 11,12
Optical: 2,3,4,7,8,9,13

Water extinguisher: ●
CO2 extinguisher: ●

Assembly Point: ●
Fire Exit: —

Checking the Building:

- Chief Fire Officer and Senior Fire Marshals will swiftly check the building for casualties and people requiring assistance.
- Chief Fire Officer will check the building for cause of alarm and are responsible for either stepping down or progressing the Fire Department.
- Chief Fire Officer is responsible for co-ordinating the communication between the Assembly Point, and Deputy Fire Marshal. They are also the point of contact for the Fire Department and are located at the Fire Panel by the back Door.

- A book containing PEEP information is kept in the Main Office for them to use in an emergency.



Fire Marshals will check the following areas:

Area for Checking – Senior Fire Marshal	Area for Checking – Chief Fire Officer
Foyer	Children’s toilets
Office	Nurture room
Kitchen	Back entrance (store area)
Adult toilet	Preschool room
Toddler room	Disabled / nappy room
Garden on exiting	

Building Marshal:

Clare Croucher will co-ordinate the evacuation of the building, then liaise with the Fire Department when they arrive, will remain in contact with the Assembly Point via radio and let the Senior Fire Marshal know when have given the ‘All Clear’.

Roles and Responsibilities

Chief Fire Officer must:

- Begin the Fire Safety Management Procedure as soon as the fire alarm sounds including alerting Fire Service if needed (Telephone 999)
- Brief the fire and rescue service when they arrive with details of any persons missing or unaccounted for and the location of the fire.

Senior Fire Marshal:

- Assist the Chief Fire Officer
- Deputise in the Senior Fire Marshals absence allocating a Deputy Fire Marshal as required.

Fire Marshal:

Fire Marshals are the first line of defence.

Completed by Clare Croucher - May 2022



In general, a Fire Marshals duties are:

- Taking the appropriate action if there is a fire (real or suspected)
- Ensuring (as far as possible) the safe evacuation of the premises, taking charge of an area during an evacuation.

Evacuation Procedures: Out of Hours

Staff on site will become Senior and Deputy Fire marshals and coordinate evacuation.

- Everyone must evacuate the building and make their way to the Assembly Point.
- Nobody must enter the building until given permission is given by a member of Senior Staff or the Fire Department.
- Contact Chief Fire Officer if not present on site.

Collection of children

In cases of extended periods of evacuation Senior Fire Marshal and all Fire Marshals will be directed by the Chief Fire Officer to lead the children to a place of safety (Testlands Community Hub)

- 1st contact will be called and asked to collect their children promptly
- If no response after 5 minutes, 2nd contact will be called.
- If no response from either contacts after 20 minutes, additional contacts will be called.
- Staff will provide full care until children are collected.



Appendix 1: PEEP information and documentation.

Students requiring a permanent PEEP:

- Identified by SEND.
- Children with physical and emotional needs are identified annually or if circumstances change.
- A written PEEP is produced and stored in the PEEP folder
- The PEEP folder identifies which Children require the use of the Evac Chair on the front cover.

Appendix 2: Information for visitors.

Visitor information regarding evacuation is on display when they sign in.

Appendix 3: Key Staff:

Job Title:	Name:	Reserve:
Chief Fire Officer	Clare Croucher	Charlette Hodder
Senior Fire Marshal	Charlette Hodder	Lesley Strange / Julie Theobald
Building Marshal	Clare Croucher	Charlette Hodder
Site Manager	Joe Pritchard	
Fire Marshal	Teri Jackson	n/a
Fire Marshal	Orla Hogan-Cottee	n/a
Fire Marshal	Maryam Barkindo	n/a
Fire Marshal		n/a