



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

# LoK Emergency evacuation procedure

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Amended by S. Ahmed

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Approved BY	Position	Sign	Date
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# EMERGENCY EVACUATION PROCEDURE

The procedure below relates to an evacuation during lesson time.

## 1. FIRE EMERGENCY PLAN

The purpose of the emergency plan is to ensure that every person at the school knows what to do to if there is a fire, and to ensure that the premises can be safely evacuated.

### ON DISCOVERING A FIRE

On discovering a fire, raise the alarm at the nearest call point. Warning of a fire is given by a continuous sounding of an alarm. On hearing the fire alarm, the premises must be evacuated immediately. The assembly point for all staff and pupils is on Lindley Road. Evacuation procedures for staff and pupils are given below (8.0 – 8.2) as are specific duties of staff.

### Class teacher to collect register from the admin staff

Class Teacher takes verbal register followed by a head count. Class Teacher remain at the head of the class, keeping good order. A "written" record should be made of any missing students. Registers are handed back to Admin staff as soon as the register is done.

### THE SIREN SOUNDS TO EVACUATE THE BUILDING

#### INSTRUCTIONS TO THE PERSON DISCOVERING THE FIRE:

- ACTIVATE THE ALARM BY BREAKING THE GLASS
- PHONE or DIRECT SOMEONE TO PHONE THE FIRE SERVICE USING THE NEAREST PHONE AND DIALLING 999. The School fire alarm system is linked to the local fire brigade, however, this is done, should the system for any electrical failure fails to notify the LFB
- CONTINUE TO FOLLOW THE EVACUATION PROCESS.

#### ALL STAFF

- The signal is a siren indicating a need to evacuate the building. It will not be silenced until the incident is over.
- Assembly point 1 is located at the front car park on the grass area
- Assembly point 2 is located at the back car park.
- All personal belongings should be left in the building, e.g. coats, shoes and bags.
- Close all windows and assemble students in an orderly line, before leaving the room.
- When the fire alarm is activated the 'responsible' person in each room becomes the initial Fire Marshall for that room and should: -
  - Dismiss the class/group telling them which direction to take for the nearest exit.
  - Check the room is empty (including walk in cupboards/side rooms).
  - Leave the room last closing windows and switching off lights.
  - Follow the route to the nearest fire exit.

### DISMISSAL PROCEDURE

Students are dismissed as follows:

Wait for instruction from an SLT member to give the green light to re-enter the building. Once it's safe after instruction given by an SLT member, each class will re-enter the building one at a time led by the class teacher.

## **CLASS TEACHERS**

Students should leave the classroom only when you tell them to do so; they then leave the building by the **nearest exit** as indicated on the green and white fire signs. Proceeding quickly, quietly and in an orderly manner to the assembly point which will be the back carpark during lesson time (**staff should leave last and closed the classroom door**). Students should line up in single file, in registration group order, at the appropriate position of the Fire Assembly Points map

The Class Teacher stands at the head of the line. Class Teacher should be visible to the duty team leader.

## **OFFICE ADMIN STAFF**

Admin staff will take with them student registers, staff signing-in sheet and the Visitors log. Registers are handed out to the class teachers and collected once completed.

## **STAFF / VOLUNTEERS WHO ARE NOT INVOLVED WITH THE REGISTRATION OR ORGANISATION PROCESS**

Non-tutoring staff, premises staff, ancillary staff and all teaching staff not directly involved with a class at the time of Fire Drill must assemble outside at the nearest assembly point and wait there until dismissed.

Once safe, all staff should return to the area of the building in which they were or will continue to be working.

## **FIRE MARSHALS**

"Fire Marshals" will have to check the building for stragglers, open windows/doors and then report their area as 'all clear' to the team leader (IT, MS or M.IP).

In the case of an actual fire, the Marshall will remain outside the front of the building for security purposes and to direct the fire services to the appropriate area of the building.

## **ESCAPE ROUTES**

Escape routes are displayed throughout the premises with the Fire Action notices; staff and pupils should familiarize themselves with the information provided. The Head Teacher is responsible for ensuring that a fire drill takes place at least once a year and preferably once a term. This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. Members of the school management team or, possibly the health and safety representatives, should act as observers and be told beforehand of the drill.

## **FIRE FIGHTING**

Fire extinguishers are positioned at various locations (see separate page), and fire blankets can be found in both staff rooms. Pupils should never attempt to put out a fire. Staff should only attempt to put out a fire with available equipment if they feel it is safe to do so. This should only take place after they have seen to the evacuation of the pupils in their charge and raised the alarm. They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt, then they must evacuate the building along with their pupils.

## **EMERGENCY SERVICES**

The Head/Deputy will ask the Secretary to call the emergency services on 999. When the emergency services arrive, the Head will liaise with them and inform them of the locations of the kitchens, Science laboratory and the boiler room (possible high risk areas).

## **TRAINING**

The Head Teacher will ensure that every pupil is informed of the procedure during an emergency and member of staff receives training in:

- General fire prevention;
- Action to be taken if they discover fire;
- How to raise the alarm;
- Action to be taken on hearing the alarm;
- Location of escape routes and assembly points; evacuation and roll call procedures.

This will be delivered through induction sessions for staff and pupils. Additionally, fire drills, notices, assemblies etc. will contribute to the training program.

Members of staff will also be given instructions in as part of their induction and on other occasions:

- the operation of the fire alarm control panel(s); how to call the fire brigade;
- the location of firefighting equipment; the use of firefighting equipment;
- The arrangements for safe evacuation of all people.

Formal training sessions will take place as necessary (normally once or twice a year).

At least 1 staff member who is responsible to health and safety will be trained on 'L2 health and safety at work'.

## **FIRE AND EMERGENCY PROCEDURE**

It is the duty of all staff to carry out emergency procedures.

### **FIRE DRILL/EMERGENCY INSTRUCTIONS FOR STAFF**

1. All staff should familiarise themselves with the nearest fire exit and route out from all areas of the school premises.
2. Ensure all pupils leave in silence and in a single file proceeding to their fire assembly point by the most direct route.
3. Do not chat to pupils as you are leaving.
4. Staff should lead or follow the pupils, according to the situation.
5. Belongings should not be taken. It is important to evacuate the premises quickly and safely.
6. In the case of a fire the Head Teacher/Assistant Head will ask the Secretary to call the emergency services.
7. Pupils should be made to form a single file at their fire assembly points.
8. The Secretary must bring the registers, staff and pupil signing out books, pupils' late book and visitor's book.
9. Tutors must check attendance using their registers. The tutor must notify the Head/Assistant if anyone is absent.
10. The Secretary will check staff/visitors attendance using their respective logbooks. Any absence must be reported immediately to the Head Teacher/Assistant Head Teacher.
11. A record of fire drills will be kept in the Health and Safety folder. The time taken to evacuate the

building will be noted both before and after calling the registers.

12. During public examinations the following procedures must be followed by the invigilators:
  - a) Ensure that all question papers and scripts are left inside the examination room.
  - b) Ensure the close supervision of candidates whilst they are out.
  - c) Before the exam is resumed, if feasible, indicate! On candidate's work where the interruption occurred.
  - d) Note the time and duration of interruption.
  - e) Allow candidates the full prescribed working time for the examination.
  - f) Produce a report of the incident and action taken for submission to the Board.

## **FIRE DRILL/EMERGENCY INSTRUCTIONS FOR PUPILS**

Everyone at the school should take all reasonable steps to ensure the safety of all. You can help by making sure that all fire doors are kept closed.

When the fire alarm sounds, you should:

1. Obey without fail the instructions of staff.
2. Leave the building by the exit identified by the member of staff in a single file and in silence.
3. Do not take bags, coats, belongings, or any equipment with you.
4. Go to the fire assembly points (Lindley Road). You should line up in a straight line in alphabetical order in your Form/Tutor groups.
5. Do not panic.
6. Wait quietly until you are asked to return to the building.

## **PUPILS WITH SEND**

Any pupil with special needs must be given consideration by the SENDCo whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher and the Health and Safety Co-ordinator.

## **SCHOOL SECURITY AND EMERGENCY PREPARATION**

The school has regards to DfE guidance School and college security 2019. See Self-Assessment Emergency Planning Checklist

## **GENERAL**

1. All visitors must sign in and out at the office and wear a visitor's badge.
2. All staff and pupils must inform the office of their departure/return during a school session. Pupils and staff must sign the appropriate book.
3. If exams are taking place, invigilators should take with them the exam list if the fire alarm sounds. This should be used to call the roll.

## **MONITORING AND EVALUATION**

The effectiveness of the implementation of this policy will be monitored termly by the Headteacher, through:

- Reviews of reviews of all risk assessments
- Review the accident and near misses' reports
- Review of fire evacuation drills
- Review of training requirements (in particular when key staff members with health and safety training stop working at the school).

## **ANNEX 1: The school complies with the Regulatory Reform (Fire Safety) Order 2005.**

### **Regulatory reform order 2005**

If you own, manage or operate a business, you will need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

Adequate fire safety training would generally include:

- Induction training (general fire awareness)
- Periodic refresher training (or where the level of fire risk increases as a result of changes)
- Training to support people in fulfilling their fire safety duties (e.g. responsible person)
- Training towards competence (fire risk assessment, fire warden, fire extinguisher)

### **Risk assessment**

The Fire Safety Order places the emphasis on risk reduction and fire prevention. Under the Order, people responsible for commercial buildings i.e. the employer, owner, or any other person who has control of any part of the premises, are required to carry out a mandatory detailed fire risk assessment identifying the risks and hazards in the premises. The risk assessment must be recorded if you have a total of five or more employees. The responsible person for the premises is also required to:

- Consider who may be especially at risk including pupils with SEND.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and where necessary record any findings.
- Maintain general fire precautions, and facilities provided for use by fire-fighters.
- Keep any findings of the risk assessment under review.

It's important to know that fire certificates are no longer issued and existing certificates are no longer valid.

# School Fire Plan

