



Building Emergency Evacuation Procedure Policy

| Date | Review Date | Coordinator | Nominated Governor |
|-------------|-------------|-------------|--------------------|
| Summer 2022 | Spring 2024 | S Harris | H&S Governor |

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|--------------|----------|-------|----------|
| Headteacher: | S Harris | Date: | 12.05.22 |
| Governor: | I Bates | Date: | 12.05.22 |

BUILDING EMERGENCY EVACUATION PLAN (BEEP)

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|---|---|
| 1) Name and address of the premises | Bilton Infant School Magnet Lane, Bilton Rugby Warwickshire CV22 7NH |
| Person responsible for day-to-day management of the premises, e.g. Headteacher, centre manager | Mrs Sharon Harris |
| Date plan produced | June 2013; Autumn 2015; Spring 2019; Spring 2021; Summer 2022 <i>A map of the school with fire exits/call points/extinguishers is in the 'grab bag' held in the office</i> |
| Name of person producing plan (print name) | Mrs Sharon Harris |

2) Duties and identities of staff with specific responsibilities during an evacuation

Person in charge of evacuation

Evacuation Control Officer (ECO): Mrs S. Harris

Deputy ECO; Miss L Osborne (Assistant Head)

Duties include:

- Main contact during evacuation
- Confirming Fire Service has been contacted
- Liaising with Fire Service on their arrival and providing them with fire floor plans
- Ensure all staff/pupils/visitors who cannot be accounted for are reported to the Fire Service
- Ensure all staff/pupils are aware of what is contained in the Building Emergency Evacuation Plan (BEEP)

| 6 Paediatric First Aiders | 2 First Aiders |
|---------------------------|----------------|
| A Fearn | S Launchbury |
| M Humphreys | K Cripps |
| M Dormon | S Mosby |
| S Mawson | |
| K Durkin | |

Office Staff:





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In the event of an evacuation the Administrator (A Skipp) and the Senior Administrator (A Bond) have responsibilities. Their duties include:

- Calling the Fire Service in the event of a fire
- Taking registers, visitors' book, first aid kit, floor plan and telephone to the assembly point
- Staff in the staffroom corridor will notify Nursery on their way past the door, that they need to evacuate by ringing the handbell / knocking on their door
- If required, Administrator will put signs up on the school gate notifying parents/carers that staff and pupils are relocated safely, off site at BEC church

General Staff:

All staff are made aware of general fire safety issues upon induction and are responsible for:

- Ensuring knowing what to do in the event of a fire.
- Attending regular fire awareness training
- Reporting worn electrical leads/faulty electrical connections
- Keeping fire exits clear
- Switching off portable electrical appliances after use

3) Information about fire warning system

Alarm used in school is:

- An alarm installed EN54 P12 and P14 1984 reg
- It is a fire detection alarm system
- The alarm is a bell which rings continuously in the event of a fire if set off by person detecting fire
- The system is centrally linked to the Fire Service
- The system panel is located in the main office
- Our break glass/call points are situated in some rooms or nearby corridors (Year 1, Year 2 and Reception) (boiler house, kitchen, entrance and hall areas)

4) Action to be taken by a person discovering a fire

- *Fire Action Notices will also be displayed in appropriate areas to inform building users of the key action to be taken if the fire alarm sounds/discovery of a fire.*
- **RAISE THE ALARM** immediately by activating the nearest Fire Alarm Call point to start evacuation procedures (situated near fire exit door) – *break glass call points are positioned at exit points. These should be smashed or the black spot depressed in the event of an emergency to raise the alarm by personnel as they exit the area/building.*
- The alarm is a continuous ringing sound
If the alarm does not activate, the handbell held in each corridor should be rung constantly, whilst continuing to evacuate.
- No attempt should be made to tackle the fire unless fire extinguisher training has been given
- In the event of a flood caused by burst pipes, or a gas leak, an attempt will be made to turn the mains off by the ECO or anyone they delegate to on the day (located near the office, in the main stock cupboard along the main corridor)
- Leave the building by the nearest exit
- Report to the Assembly Point
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until told it is safe to do so

5) Evacuation procedures (if the alarm sounds)











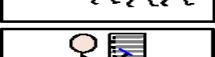


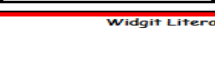
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- Everyone must evacuate upon hearing this alarm even if the bell sounds for a short duration. The exception to this rule is at times of testing. Staff will be notified at times of testing. All belongings should be left unless essential. The nearest and safest escape route should be used. Staff should evacuate pupils and visitors by sweeping their immediate area and escape routes as they evacuate the building making sure everyone is accounted for.

Upon evacuation:



Fire Drill Procedure

| | |
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|  | Alarm rings |
|  | Stop |
|  | Line up |
|  | Walk quietly to the playground |
|  | Shut all doors |
|  | Teacher counts you on to the playground |
|  | Teacher calls the register |
|  | Be quiet at all times |
|  | Your teacher will tell you when it is safe to go back inside |

Widgit Literacy Symbols (c) Widgit Software www.widgit.com

The assembly point is the small playground where YrR play.

In the event that this area is out of action, the KS1 playground will be used as a fire assembly point.

The following escape routes should be used for those not in classrooms:

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|-------------------------------|---|
| Offices / Rainbow room | Via front door |
| Purple room | Mobile fire exit; when in hall, use nearest fire exit |
| Playground | KS1 playground should follow the footpath to the assembly point |
| Car park | Follow the footpath to the left side at the front of the building; via the green gate to the assembly point |
| Staffroom | Fire exit door |
| Hall | Nearest of 3 fire exits and walk to assembly point |
| Kitchen | Leave via the fire exit external door leading to playground and assembly point |

| | |
|---------------|--|
| Year R | Exit via their own external fire exit doors leading to the playground and assembly point |
| Year 1 | Exit via their own external fire exit doors leading to the playground and assembly point |
| Year 2 | Exit via their own external fire exit doors leading to the playground and assembly point |

Office staff





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- Duties include: - calling the Fire Service in the event of a fire, cancelling the Fire Service if instructed by ECO, checking fire panel and investigating cause of alarm, taking registers/visitors book/floor plans/emergency bag to assembly point.

Teaching staff

- Responsibilities include: - knowing what to do in the event of fire, safe evacuation of pupils, sweeping immediate area and route to final exit, closing classroom doors when everyone has left the room, taking register at assembly point and reporting findings to ECO, attending fire awareness training, reporting worn electrical leads/faulty electrical connections, keeping fire exits clear and switching off portable electrical appliances after use etc.

Kitchen staff

- Duties include: - turning off the mains gas and electric switches and closing windows before they leave via the fire exit external door
- Once at the assembly point, staff members must be given their register and carry out a roll call of pupils. Staff calling the register should raise their arm to alert the Evacuation Control Officer of any missing pupils. They hold on to their register until the ECO collects it from them.
- Other adults with pupils stand at the back of the line. Other adults line up at the back end of the playground so they can be seen by the secretary. The secretary will carry out a roll call of staff and visitors. The secretary should raise their arm to alert the ECO of any missing staff/visitors.
- Only when the ECO (or Deputy ECO in their absence) says it is safe to go back into the building, and the alarm is off, should people return. They will be notified verbally.
- In the event that people are evacuated off site, evacuation procedures are the same other than the evacuation point. In addition, Administrator will put a sign on the school gates, notifying parents/carers that we are at the safe place of BEC church. Staff will lead children off site to BEC church via Magnet Lane. Once everyone is safely accounted for, Administrator will access the parent text service and notify all families via text and the school website that pupils have been evacuated off site and are safe and they should collect their children as soon as practical from BEC church.

6) Arrangements for the safe evacuation of persons identified as being especially at risk, such as disabled people, lone workers, young persons, members of the public

Those in need of a Personal Emergency Evacuation Plan (PEEP):

Anyone who has been identified as being at risk will be identified as needing a PEEP. PEEPS have been completed as part of the induction process.

- For members of staff/pupils
- School/office operates a buddy system for staff/pupils
- Staff will take responsibility for visitors in their room or area and escort them from the building



PersonalEmergencyE
vacuationPlanPEEPte



Producing a
PEEP.pdf

Arrangements are in place for the evacuation of persons at risk during school functions, e.g. concerts, fetes, meetings

- Office staff give out instructions to visitors on arrival asking visitors to let a member of staff know if they would have problems evacuating the building
- The person responsible for leading/hosting the function begins the event with an outline of fire evacuation procedures





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Arrangements in place regarding contractors:

- Contractors **must** liaise with the school's/site regarding the arrangements for their staff.

Visitors are informed about the school's/site evacuation procedures:

- They are shown a laminated information sheet to read on the signing in desk
- They are told verbally when they sign in the visitor's book
- Verbally told before a meeting

7) Location of assembly point(s)

The assembly point is at the back of the school on the smaller (YrR) playground.

In case this is unavailable, an alternative point is KS1 playground.

In the event of emergency evacuation where the two areas on site are not suitable due to circumstances e.g. gas leak on site, an alternative off site venue will be BEC church.

- EYFS pupils should exit via the car park gate if accessible.
- KS1 pupils should exit via the KS1 playground gate.
- The key to this padlock is kept inside the caretaker's office on a wall hook (clearly labelled)

8) How the Fire Service (and any other emergency service) is called and who is responsible for doing this

In the event of an emergency:

- The ECO (or Deputy in their absence / secretary in their absence) will check the fire alarm panel in the main office to identify the source of the emergency, if it safe to do so.
- Evacuation of school should start as soon as the fire alarm is sounded.
- The ECO will decide whether the alarm is genuine or false and make the decision whether to call the Fire Service. In making the decision the ECO will consider information obtained from staff, evidence of fire, smoke or burning smells etc.
- If it appears to be a false alarm (Administrator during hours/ Caretaker out of hours) will be responsible for silencing the alarm but will not reset the control panel as this information may be needed to investigate the reason for the false alarm. Any messages on the control panel will be checked to find out where in the building the false alarm came from. Break glass boxes, smoke or heat detectors that have set off the alarm will need to be checked as soon as possible to establish why they were triggered e.g. vandalism, accidental damage to break glass, toasters, insect in smoke detector etc. If the school cannot establish why the break glass point, detector was triggered Property hotline should be contacted to organise a contractor to visit the site to establish whether the problem is due to faulty equipment.
- The ECO will make the decision whether to re-enter the building.
- Any false alarms will be recorded in the Fire Precautions Manual with brief explanation e.g. malicious false alarm (deliberately breaking manual call point), False alarm with good intent (someone smelling smoke when it's drifted through window from outside building), equipment false alarm (faulty equipment), unwanted alarm (burning toast, steam).
- Administrator is responsible for contacting the Emergency Services during normal school hours
- Any staff covering office/Administrator's absence will be informed of the procedures and assume their responsibility





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- As soon as the alarm sounds, the Administrator should dial 999; it must be dialled from the Administrator's phone (if this is not possible, then a mobile phone should be used once outside).
- The Fire Alarm system is connected to a Central Monitoring Station out of hours, so they will contact the Fire Service. The Administrator must still contact the Emergency Service. This procedure is used as a 'Fail Safe' operation. *Warwickshire Fire and Rescue Service's (WF&RS) require verbal communication of a fire.*

9) Provision for out of hours

Provision for out of hours when fire wardens and Evacuation Control Officer may be unavailable:

- The school hires out the main hall to several after school activity clubs and occasional weekend users (e.g. church). This emergency plan, has been provided to them as part of their hiring of the venue.
- Hirers should ensure they are familiar with the fire exit doors, evacuation point and how they will notify emergency services and caretaker of any emergency.
- Instructions on the use of the fire alarm system are clearly located adjacent to the fire alarm panel.
- The School and After School club carry out termly fire drills and record their findings in the Fire Drill log.
- Any change in the use of the school by the clubs must be approved by the Headteacher
- No contractors or visitors should be on site without supervision during the working day.
- All caretakers and cleaners have attended fire safety awareness training and a nominated member of their staff (Caretaker) carries out a roll call for them at the assembly point
- Out of hours – the person discovering the fire will be responsible for calling the Emergency Services and so should ensure they have access to a mobile phone, and get a signal, while on school site; they should also know who is on site and account for them at the fire assembly point.

10) Procedures for liaison with the Fire Service on arrival and during the evacuation

- *The ECO (or Deputy in their absence) is nominated as the contact point with the emergency services. They will also convey information from the emergency services to the people at the assembly point i.e. it is safe to return to the premise.*
- The **Emergency Control Officer (ECO)** will meet the Fire Service on arrival and give details of any missing persons
- The ECO will be identified by a yellow high visibility vest, kept with the Grab bag in the main office. For BASC they have their own bag kept in club; the manager will assume the role of ECO in the absence of the Head / Deputy (the usual ECOs)
- The fire floor plan will be filed in the office and kept with the registers. The Administrator will pass this information on to the ECO who will share it with the Fire Service on their arrival.
- *WFRS will ensure that they will attend any calls which are received, or detected by anyone calling 999 to confirm that the alarm is sounding because there is a fire, multiple detector/type activations or sprinkler activation.*
- *When the Fire Service receive an Automatic Fire Alarm call and there is no further sign of a fire (smoke, sounds of crackling, and more than one detector activating) they will not respond at any time to commercial, business or non-sleeping risks/premises **unless a 999 call is received confirming that there is a fire, or physical signs of fire.***

11) Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival





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| <p>Specific arrangements:</p> <ul style="list-style-type: none">• The ECO/Administrator will provide plans of the school showing high risk areas to the Fire Service on arrival.• High risk areas include boiler house, COSHH storage areas, kitchens, art store and electrical cupboard. |
| <p>12) Procedures for keeping access areas for the fire and rescue service clear</p> <p>Procedures:</p> <ul style="list-style-type: none">• The caretaker will be responsible for carrying out regular checks (each day on his departure and arrival) to ensure service road and any marked out areas are kept clear.• The caretaker and in their absence the secretary will be responsible for controlling the traffic.• The ECO will be responsible for controlling pupils. |
| <p>13) Arrangements for fighting fires</p> <p>Arrangements:</p> <ul style="list-style-type: none">• The school/site has adopted a strict policy on fighting fires• NO untrained staff member should tackle a fire (a log is kept in the main office)• Even if training has been given, fires should only be tackled if safe to do so and no bigger than the size of a waste paper bin.• Employees must review the annual fire safety briefing document and undertake the annual employee fire safety awareness session to obtain information and advice on the use of firefighting equipment. |
| <p>14) Location of Fire Risk Assessment and responsibilities</p> <p>The Fire Risk Assessment is kept in the main office in the Health and Safety folder (under F) and the Head, with the H&S governor, is responsible for reviewing it annually.</p> |
| <p>15) Contingency plans for when fire alarm system is out of order</p> <p>Contingency Plans:</p> <ul style="list-style-type: none">• The alternative means of raising the alarm will be the use of hand bells located in each corridor. This will be practised annually or prior to any work that may cause the fire alarm to be taken out of action.• All staff members will carry out regular fire watches which will involve checking every part of the school for the signs of fire.• Practice drills are carried out blocking different exits to rehearse safe alternatives. |
| <p>16 Training</p> <ul style="list-style-type: none">• New staff and volunteers are inducted with an overview of fire safety awareness• All employees are required to complete the annual employee fire safety awareness training – this is led via a staff meeting.• Fire drills are carried out at least termly for school and BASC.• Training and awareness for using PEEPs are carried out by the SENCo at least annually.• Training and awareness for BEEP is carried out annually via a staff meeting. |
| <p>17 Dealing with Suspicious Packages and Bomb Threats</p> <ul style="list-style-type: none">• Anyone answering the office telephone or front door may receive a bomb threat/suspicious package. This is most likely to be office staff.• Upon receipt of a threat Police advice will be sought and followed. Unlike a fire evacuation, during bomb threat evacuations personnel should take their belongings with them, all windows and doors |





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should be left open. The signal to evacuate the building will be by oral instruction and staff leading classes or groups will sweep their area before promptly leaving

- The NAHT advice and checklist for dealing with a bomb threat/suspicious package has been provided to office staff and will be followed in the event of such a threat.



Bomb Threat
Guidance.pdf



Bomb_Threats
checklist.pdf

- The evacuation procedure for leaving site is actioned. The assembly point is at BEC church.

