



Crowdys Hill School Evacuation Plan

Plan date	08/09/21
Reviewed	08/03/2023
Review date:	March 2024
Sound of the alarm	
The sound of the alarm will be a continuously ringing bell.	

Raising the alarm
In the event of a fire beginning; If a staff member discovers the fire, or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point. Senior team to alert the Farm

Action staff should take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised: <ul style="list-style-type: none">• Senior staff, including the Fire Marshalls (Simon Winchester, Steve Carpenter, Nathan Carpenter, Dean Harle, Kate Higham, Emily Russell, Becky North, and Lisa Baptiste) will take charge and lead in the fire evacuation• When you hear the alarm, please ensure you leave the building as quickly as possible until you are told it is safe to return to/remain in the building by a Fire Marshall.• In case of fire - dial 999 and request attendance by the Fire Service – Hazel or whoever makes the call will give their name, name of building, building address (as detailed above), contact number and details of fire.• Admin staff (Hazel) will pick up signing in Ipad and print list of persons on site, plus paper signing in & out books. In her absence, Trudy, Emma O, Simon (in order) to do• Staff will commence evacuation of the building – ensuring this is carried out in a calm and orderly manner providing assistance to those needing additional help.• Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff, students and known visitors with additional needs. In addition – Pupils that are in a standing frame or fire sling staff to take them to the fence near Steve's bungalow as it is dangerous/difficult to carry/push any further• Designated Staff - Fire Marshalls sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out (see Sweep procedures)• If safe to do, Steve Carpenter will ensure that electrical mains and gas supplies are switched off before leaving the building.• Fire Marshalls will ensure nobody re-enters the building until confirmed safe to do so either by the Marshalls (in the event of a test/drill) or by the Fire Service (in the event of a fire)• Meet at assembly point (see notices around the school), Headteacher will distribute printed lists to a minimum of four staff for checking all students, staff, and visitors are accounted for• Kate Higham or other Fire Marshalls to liaise with Fire Service upon their arrival





Escape routes and Fire Assembly Points

The escape routes and assembly points from the different rooms are:

New Build - Leave by outside doors – first member of staff to open large double gates – Mag Lock should have been released. If this exit is blocked, use nearest side exit.

Sixth Form – Leave by main Sixth Form Reception or end door if other is blocked – all gates will automatically open

Primary – Leave by nearest exit – front or back door and walk towards the meeting point

Farm (including the cabins) - Leave by safest exit and follow Sixth Form path out to the garage area to join the rest of the school – if blocked, proceed to main gates

Sixth Form and Speech and Language Mobile– Leave from back fire exit and follow Sixth Form path out to the garage area to join the rest of the school – if blocked, proceed to main gates

Mobile – Storage Room - Walk around mobiles to side gate – Mag Lock should have been released - follow Sixth Form path out to the garage area to join the rest of the school – if blocked, proceed to main gates

Main Build –Behaviour Room, Science Lab and Prep Room – Exit toward playground and leave via main gates

Main Build - Other – either far end fire exit or main reception exit.

Sweep procedures

SW / KH / SC/ NC/DH/ LB / BN/ER checks ALL toilets – staff, disabled, boys and girls in designated areas

SW / KH / SC/NC/DH/ LB / BN /ER checks ALL classrooms and ante-rooms in designated areas

SW sweeps main kitchen

DE checks Farm

Sweep areas are subject to change due to staff availability. SW to coordinate, KH in his absence, SC in absence of both.





Fighting fires – Extinguisher use

Fire extinguishers will **ONLY** be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Green box by main gates (Maintenance team has keys)
- Mains fuse box: Newnew Build Hall, Old Build in Senior Team Corridor
- Location of fire alarm panels: Four – In entrances to four buildings (Newnew, New, Old, Primary)

Responsibilities

For ensuring fire plan is up to date	KH / SW
For ensuring adequate staff are on duty to carry out the evacuation plan	KH
For training staff on the evacuation plan and in their roles and responsibilities	KH

