



# Holly Park School

## Evacuation Procedures

Links to the UN Rights of the Child  
Article 24

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.

### **I Introduction**

- I.1 These evacuation procedures are based on a standard procedure whereby all parties that are on site at the time of an evacuation gather at the preordained assembly point.
  
- I.2 Incidents that would require these evacuation procedures to take place include, but are not limited to:
  - Fire or explosion
  - Bomb threats
  - Release of hazardous substances on or near the premises

Some of these incidents may require a full evacuation of the school buildings and some may also require an evacuation of the entire school grounds to a place of safety.

- I.3 Certain members of staff have key roles during an evacuation and these will be outlined in a separate section.
  
- I.4 The responsible person is normally the Headteacher but in her absence it would fall to the Deputy Head. In the absence of the Deputy Head it would fall to the next most senior member of staff.

## 2 Principles

- 2.1 To signal to all pupils, staff and visitors that an evacuation is to take place, the fire alarm will sound. This may be due to a call point being operated by persons observing a fire or at the request of The Responsible Person.
- 2.2 All rooms have a map near to their main door showing the exit route from that room in the event of an evacuation. **The assembly point is the lower junior playground.** These maps are reviewed by the site manager at the start of every academic year and class teachers are made aware.
- 2.3 All new staff members are advised on these procedures on induction and visitors are advised upon arrival after signing in to the visitor's book. Fire drills are held, when possible, every half term at different periods during the day.
- 2.4 The fire alarm is tested every Wednesday at 9.00am. This consists of the alarm ringing for approximately 10 seconds at a time and should be ignored.

## 3 Standard evacuation to assembly point

- 3.1 Upon hearing the fire alarm all adults with pupils in their care must send them calmly and quietly to their designated class positions at the assembly point by the designated routes. The teacher should follow at the back.
- 3.2 All other members of staff, who are not assigned key roles during evacuations, and all visitors, must also make their way immediately to the assembly point by the designated routes.
- 3.3 No one must stop to put on coats or collect any belongings. All doors must be closed as long as it is safe to do so.
- 3.4 Evacuation reports for each class, the visitors book and the staff signing out book will be checked and any missing persons reported to The Responsible Person.
- 3.5 No one shall re-enter the buildings until the all clear is given by the responsible person in the case of a fire drill, or false alarm, or the emergency services.

## **4 Evacuation to a place of safety**

- 4.1 The above procedures of evacuation to the assembly point will be carried out.
- 4.2 The Responsible Person will delegate members of staff to assist in leading class groups to the designated place of safety.
- 4.3 The Office Manager will lead all visitors and remaining members of staff to the designated place of safety.
- 4.4 Upon arrival at the designated place of safety the registers, visitors book and staff signing out book will be checked again and any missing persons reported to The Responsible Person.
- 4.5 The designated place of safety is:

### **Friern Barnet School**

Hemington Avenue  
Friern Barnet  
London  
N11 3LS

Other places of safety (in case Friern Barnet is closed or they are affected too) would be Bethune Park or St John's School

## **5 Evacuations at defined times of the school day**

- 5.1 Due to the fact that schools daily routines are diverse in their nature, and that pupils, staff and visitors are not in one place all day every day, the standard procedures are then adjusted for evacuations during:
- Assemblies
  - Lunchtime and break time

### **5.2 Assemblies**

- Assemblies are held in both the main hall and dining hall. The member of staff leading the assembly will nominate classes to be lead from each hall by a member of staff via the nearest available fire exit to the assembly point.
- All members of staff leading assemblies must familiarise themselves with the location of the fire exits.
- Other members of staff must **not** attempt to go to the halls to assist in the evacuation.

### 5.3 Lunchtime and Break time

- Children in the dining hall will exit through the 3 closest infant classrooms.
- Pupils in the infant playground will be lead through the nursery outdoor area to the assembly point.
- Pupils in the upper junior playground and ball area will be lead to their designated positions at the assembly point.
- Members of staff supervising children in the upper junior playground must be aware that when the fire alarm sounds the emergency services will come through the main gates.
- During 'wet play' members of staff must go from room to room in their allocated areas telling pupils to leave via the fire exit. As soon as a room is empty the door must be closed. Once all their designated rooms are empty they must then leave via the nearest fire exit and move to the assembly point.

## **6 Roles and responsibilities**

### 6.1 The Responsible Person

6.1.1 The Responsible Person is in overall control and 'responsible for' the school and its patrons at the time of the evacuation. The Head Teacher is the responsible person unless absent when his/her assigned deputy or the next senior member of staff will assume control.

6.1.2 The Responsible Persons role in an evacuation is to:

- ensure to the best of their knowledge and ability the safety of all pupils, staff and visitors
- assist with the supervision of pupils at the assembly point
- liaise with all members of staff who have key roles in an evacuation
- collate information from members of staff and take any action necessary based on that information
- liaise with the emergency services

## 6.2 Office Manager

6.2.1 The Office Manager is in charge of the administrative affairs of the school and their role in an evacuation is reflected in this.

6.2.2 The Office Managers role in an evacuation is to:

- Call emergency services and if necessary/possible local authority
- Remove and secure the external hard drives containing school information if time permits. This is always stored in a locked fire proof strong room.
- Manage the collection and distribution of class registers at assembly point
- Check visitors and staff signing out book for any missing persons
- If required lead all visitors to the designated place of safety
- Liaise with the responsible person
- Send a text to parents if necessary – this can be done via a mobile if necessary

If the Office Manager is absent then her role would fall to the Pupil Support Officer and Office administrator.

## 6.3 Site Manager

6.3.1 The Site Manager is in charge of all Health & Safety aspects and maintenance of the school buildings and site. The Site Manager will also be a qualified Fire Warden. If the Site Manager is absent another Fire Warden will assume his/her duties.

6.3.2 The Site Managers role in an evacuation is to:

- Call the emergency services
- Carry out his/her duties as a Fire Warden
- Liaise with other Fire Wardens and report to The Responsible Person
- Move to the front entrance of the school to await the arrival of the emergency services
- Liaise with the emergency services to provide all pertinent information
- Liaise with The Responsible Person
- In the event of an entire evacuation of the school grounds to remain with the emergency services if required

If the Site Manager is absent then this role will fall to the Deputy Head provided they are not acting as the Responsible person in the absence of the Head.

If the Deputy is acting as Responsible person and the Site manager is away then this role will fall to the SENCO and/or another member of SLT – whoever is available.

#### 6.4 Fire Wardens

6.4.1 The basic role of a Fire Warden is to ensure, in as safe a manner as possible, that the building is clear before making their own way to the assembly point. Fire wardens are also trained to tackle small fires without endangering themselves or others.

6.4.2 The Fire Wardens role in an evacuation is to:

- If a call point/smoke detector has been triggered ascertain where the fire is from the fire alarm panel
- If it is safe to do so, using their training determine whether the fire is real or not. **Even if it is a false alarm the evacuation must be carried out in full**
- Using their training check that all rooms including toilets in their building are empty as long as it is safe to do so
- Leave the building by the nearest fire exit and report to the assembly point
- Report to Site Manager/The Responsible Person

## **7 Following an Evacuation**

- 7.1 After any evacuation, the Responsible Person and the Site Manager will review and evaluate the evacuation, gathering the views of the Fire wardens and any other staff
- 7.2 A Fire Drill log book and Evacuation Log book will be completed after each drill and kept in the Headteacher's Office
- 7.3 A summary of the evacuation will be submitted to Governors in the Headteacher's Termly Report, and more detailed discussions will be tabled at Finance & Premises Committee meetings.

## **8 Summary**

- 8.1 It is impossible to predict the exact form or effect of an emergency that could facilitate an evacuation. Therefore we have attempted to keep to a simple procedure which can be adapted to any circumstances that may arise.

## **9 Monitoring**

- 9.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance & Premises Committee.
- 9.2 This policy will be reviewed on a bi- annual basis.


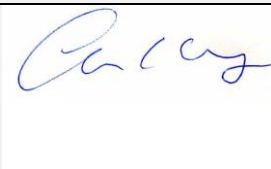
## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn	Ann Pelham & Simon	Revised

	2013	Reid	
1.1	Summer 2014	Premises Committee	Amended, adopted & ratified
1.2	Summer 2015	Premises Committee	Amended, adopted & ratified
1.3	Summer 2016	Premises Committee	Amended, adopted & ratified
1.4	Summer 2017	Premises Committee	Amended, adopted & ratified
1.5	Summer 2018	Premises Committee	Amended, adopted & ratified
1.6	Summer 2019	Premises Committee	Amended, adopted & ratified
1.7	Summer 2020	Premises Committee	Amended, adopted & ratified
1.8	Summer 2021	Premises Committee	Amended, adopted & ratified
1.9	Summer 2022	Premises Committee	Amended, adopted & ratified
2.0	Summer 2023	Premises Committee	Amended, adopted & ratified

**Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		17/7/23
Chair of Governors	Clare Hegarty		17/7/23



## Distribution

### Shared with

- Staff via school server
- Parents via Website
- Governors via committee meetings

### Date for next review

Summer 2025