

**St. Columba's Junior School  
Knockbuckle Road,  
Kilmacolm**

# **Emergency Evacuation Control**

Expires September 2022

Approved by:

Date:

## **Section 1 - Policy, Purpose, Procedures**

### **Policy**

In the event of an emergency, the most important objective is to evacuate the building quickly and safely. This fundamental principle must never be compromised and St Columba's School will comply with all local, national and legal standards in order to ensure a safe environment for all pupils, staff and visitors.

As part of the School's induction process, all new staff and pupils are shown all primary and secondary escape routes, alarm points and are instructed in the Emergency Evacuation Procedures.

Regular testing of the Emergency Evacuation Procedures detailed below will take place throughout the session.

### **Purpose**

The purposes of these procedures are:

- To prevent panic and to ensure the safe, orderly and efficient evacuation of all pupils, staff and visitors of the School using all the exit facilities available, and to train all individuals to react rationally when confronted with a fire or other emergency either at school or elsewhere.
- To ensure Emergency Evacuation Procedures meet Fire Risk requirements.

**Responsibilities of Fire Officer and Fire Wardens**

The Junior School Fire Officer is Allan McKay, Depute Head of Junior School. If he is absent at the time of an Emergency Evacuation Procedure, Alison Duncan, Head of Junior School will act as Fire Officer, or Emma Corbett, Principal Teacher, if required.

All members of staff must sign ‘in’ and ‘out’ on the board at Reception as they arrive and leave the building.

As part of their duties, **Fire Wardens** will carry out the tasks detailed in the table below for the area of the School for which they are responsible. A brief visual check of their designated area will take place each week. At the end of any holiday period, a more thorough and detailed inspection will take place. A record of both of the above will be kept in a folder at Reception.

Shallott Building: Top Floor: Finance department, music rooms	<b>Una Telfer</b>
Shallott Building: Middle Floor: music rooms, storage rooms, SfL, library, toilet	<b>Stephen Duddy</b>
Shallott Building: Ground Floor and basement	<b>Gillian Heasley</b>
1970s Building: J1 and J2 including cloakrooms	<b>Anne Murdoch</b>
J3 and J4 classrooms and shared areas	<b>Allan McKay</b>
J5-J6 classrooms and shared areas	<b>Allan McKay</b>
PE Department	<b>Allan McKay</b>
Early Years	<b>Jacqui McLean/ Lana Killean</b>

<b>Check</b>	Check all fire doors are free from obstructions and slip/trip hazards
	Check all escape routes are clear
	Check all fire doors can be opened and closed properly
	Check no fire doors are wedged or propped open
<b>Ensure</b>	Ensure rubbish and waste materials do not accumulate
	Ensure combustible materials are not stored in unsuitable locations
<b>Check</b>	Evacuation route notices are in a suitable position and are clearly seen
	Fire action notices are in a suitable position and are clearly seen
	Fire extinguishers are in the correct position
	Fire extinguishers have not been tampered with
	Fire extinguishers have up-to-date service dates

<b>Monitor</b>	All notice boards should have all notices/display material pinned securely
<b>Inform</b>	Inform Allan McKay and Alison Duncan of any problems in relation to the above

## **Emergency Evacuation Procedures**

### **Advance Controls**

A Fire Safety risk assessment is carried out by the Bursar annually. A report is then passed to the Rector for approval.

The Emergency Evacuation Procedures are reviewed regularly by Alison Duncan, Allan McKay and Gary Smith.

Different fire points are tested every Friday by the Janitor, the records of which are kept in the Fire Manual at Reception.

Fire drills take place regularly. A report for every drill is compiled, incorporating feedback from staff and identifying necessary action points, the records of which are kept in the Fire Manual at Reception.

Fire extinguishers and fire blankets are checked annually, the records of which are kept in the Fire Manual at Reception.

Copies of fire evacuation routes and fire action notices are posted inside all teaching rooms and offices.

Class Teachers have responsibility for ensuring that materials displayed on display boards are pinned securely, and where appropriate sprayed with fire resistant spray (janitors to supply). Contact Kenny Crossan.

The Head of Junior School and/or the Depute Heads will go through these procedures with staff during the Inset Days at the start of each session. All Class Teachers will be expected to go through these procedures with the pupils in their class as part of the 'Start of Session' arrangements.

### **“At the Time” Procedures: Section 1: Getting outside**

The overall aim is to save life; immediate evacuation is therefore essential. The Fire Officer, Mrs Duncan, will maintain overall supervision of the evacuation.

Staff must not fight fire. **Staff must not go back into the building.** Anyone discovering fire or smoke must raise the alarm by using the nearest alarm point.

In the event that the alarm is known to be a fault rather than a fire, **staff, pupils and visitors must still carry out a full Emergency Evacuation procedure.**

In the event of an emergency requiring evacuation of the School, the following staff are responsible for checking that the following areas are clear of children and adults:

Classrooms, shared areas, and if in use main hall, Livingstone Hall, games hall, library.	<b>Class teachers, specialist teachers</b>
Reception	<b>Duty receptionist</b>
Shallott Building: Top Floor: Finance department	<b>Una Telfer</b>
Shallott Building: Middle Floor: library, Sfl room, toilet	<b>Stephen Duddy</b>
Shallott Building: Ground Floor and basement: medical room, cloakrooms and toilets.	<b>Gillian Heasley</b>
Junior 1 and 2 toilets and cloakrooms	<b>Anne Murdoch</b>
J3-J6 Cloakrooms and toilets + display no entry notice on door	<b>Allan McKay</b>
PE department + changing rooms+ PE in main hall	<b>PE staff in School at the time</b>
Early Years room including toilets and garden	<b>7.45am-1:30pm: Jacqui McLean 1.30-6.00pm: Lana Killean</b>
Kitchen and servery area	<b>Gillian Heasley</b>
Location of alarm activation	<b>Janitor on duty</b>

## “At the Time” Procedures: Section 2: Outside

Once outside, the assembly points are:

- **the playground adjacent to Knockbuckle Road**
- **the rear car park**

Class teachers in the front playground are responsible for taking a head count to ensure their children are accounted for and for sending a runner to Mr Allan McKay. Staff in the rear car park are to call either Alison Duncan or Allan McKay to report that pupils are accounted for, or any that are missing. Alison Duncan (07740 984883), Allan McKay (0780 9681370)

Receptionist to take out pupil sign in/out book, absence list, staff present list, visitor book, individual care plans, emergency contact folder.

Staff and visitors then to report all present/missing to fire warden as follows:

<b>Pupils, staff and visitors</b>	<b>Fire Warden</b>
Early Years	Jacqui McLean or Lana Killean depending on the time of day
All teaching staff and teaching assistants	Alison Duncan/Allan McKay
Kitchen staff, housekeeper, janitors, visiting medical personnel.	Alison Duncan/Allan McKay
Drama teacher, Music teacher, Art teacher, PE teachers, visiting Music teachers, supply teachers, visiting speakers, office staff.	Receptionist
Finance staff and finance department visitors	Una Telfer

**There is no re-entry to the buildings until the Fire Officer has given the instruction to do so.** In the event of a child or adult being unaccounted for, the Fire Officer will make the decision whether or not it is safe for a member of staff to re-enter the building to carry out a search.

Allan McKay to divert people from entering the School premises via Knockbuckle Road entrance, if necessary.

## **“At the Time” Procedures: Section 3: Different times of the day**

### **Emergency Evacuation Procedures during class time**

When the siren is sounded or flashing light activated:

- All pupils and staff must leave the buildings immediately using the designated routes to the emergency exit, without stopping to collect any belongings.
- All pupils and staff must make their way to their assembly point.
- Staff must ensure all doors are closed.
- The Fire Officer must go immediately to the playground assembly point. They must remain there until they have received reports from all areas.
- The Janitor must check the ‘fire board’ to pinpoint where the alarm has been sounded, and go to that location to assess the situation.
- Pupils must stay with their class so that the Class Teacher can ensure everyone is present.
- Visiting Music Teachers teaching individual children, must ensure their pupil leaves the building following the fire exit route and is registered at the assembly point. If their class is at a different assembly point, the Fire Officer will call the class teacher to inform them the child is accounted for.
- Specialist subject teachers and any Senior School staff, must ensure their pupils leave the building following the fire exit route and make their way to the front playground assembly point. The teacher must ensure they inform the fire officer in case the pupil’s class are at the rear assembly point.

### **Emergency Evacuation Procedures before the ‘School Day’ (7.45-8.50am)**

When the School is evacuated between 7.45-8.50am, Fire Wardens must report to Reception, where a member of the Management Team will delegate tasks to them or to any other members of staff available, to ensure, if it is safe to do so, a sweep of the School takes place. If no member of the Management Team is present, the Fire Wardens will assume responsibility. Staff supervising extra-curricular activities should ensure children evacuate the building immediately.

### **Emergency Evacuation Procedures during Assemblies**

An assembly in the Main Hall or the Livingstone Hall will necessitate the use of all exits in each hall. Any colleague who cannot, for whatever reason, attend assembly, should contact the Head (or Depute in the case of split assembly) in advance and subsequently meet their class at their assembly point.

### Emergency Evacuation Procedures after the end of the 'School Day' (3.30-6.00pm)

When the School is evacuated between 3.30pm and 6.00pm, while after-school activities are taking place, supervising staff are responsible for ensuring that the pupils evacuate the building immediately. The member of the Management Team who is on after-School duty (see table below) must go to Reception and delegate tasks to any fire wardens who are present at the time (or failing that any other members of staff available) to ensure, if it is safe to do so, a sweep of the School takes place. A list of after-School activities organised according to particular days is kept at Reception. After 5.30pm, Wraparound and BASK staff are responsible for ensuring the pupils and staff in their care evacuate the building immediately.

Day	Duty Staff
Monday	Alison Duncan
Tuesday	Alison Duncan
Wednesday	Allan McKay
Thursday	Allan McKay
Friday	Alison Duncan

### Emergency Evacuation Procedures during break and lunchtimes

At break times, all children, except those who are unwell and who are being looked after by Reception staff, are expected to be under the supervision of the members of staff on playground duty. **Any other children inside the building must be under the supervision of their class teacher, PE, Art, Drama or Music teacher.** The supervising adults are responsible for accompanying children to the assembly point.

At lunchtimes, staff on lunch duty should ensure that all children evacuate the building immediately. All staff on the premises should exit the building quickly, sweeping the building as they move towards the exits, and should rejoin their class at their assembly point. **All children undertaking specific activities inside must be under teacher supervision;** the supervising adults are responsible for accompanying children to the assembly point. In wet weather conditions, the children will be under the supervision of playground staff and corridor duty staff who should ensure that all children evacuate the building immediately.

### Emergency Evacuation Procedures during Evening Events

An event in the Main Hall will necessitate the use of all exits. An event in the Livingstone Hall will mean that the two exits into the Reception area are to be used. It is likely that there will not be an exact record of parents and other visitors who are on the School site. Explanations of the fire exits should be announced at the start of events where practicable.



### **Emergency Evacuation Procedures on Saturday mornings**

If the school has to be evacuated during Saturday morning fixtures, the Janitor on duty will take charge at the assembly point. Staff present may be required to carry out a sweep of the changing areas, small kitchen and toilets.

### **Emergency Evacuation Procedures during Evening Lets**

If the school has to be evacuated during an evening let, the Janitor on duty will take charge at the assembly point. Adults in charge of particular groups will be expected to take responsibility for the evacuation of the classroom or hall in which they are teaching.

### **Emergency Evacuation Procedures during Holiday Periods**

If the school has to be evacuated during the holidays and there is no member of the Management Team present, the Janitor on duty will take charge at the assembly point. Persons present could include cleaning, secretarial, finance, teachers, teaching assistants or BASK staff and children, and contractors working on site.

## Primary Evacuation Routes

1	Early Years Main Building	Exit via Early Years external door then through gate adjacent to shed and onto playground.
2	Junior 1 classrooms	Exit via external classroom door, follow path around Shallot and down steps into playground.
3	Learning Support and Junior 2 classroom	Exit via external doors, follow path around the 70s building to the rear of Shallot, around Shallot and down the stairs to the playground.
3	Art, J3 and J5 classrooms	Exit via external classroom doors, through security gate next to Early Years two classes at a time in single file, follow boardwalk and bark path to front playground.
4	French, J4 and J6 classrooms	Exit through external classroom door, through black gate in sundial garden to the rear car park.
5	Livingstone Hall, Reception	Through double doors to Reception then out through front door. Open double front door.
4	Boys' toilets in Graham Building	Exit via fire exit doors and follow path around building to front playground. Children in toilets leave cloakroom via internal door, turn left and use the back door to the muster point in the rear car park.
5	Girls' toilets in Graham Building	Turn right and use back door to muster point in rear car park.
7	PE Games Hall	Exit hall and leave the building via the back door to the car park.
8	PE base, gym, PE changing rooms	Exit hall and leave the building via the back door to the car park.
9	Main Hall	Main route: via external doors through the sundial garden to the rear car park. Secondary route: Exit via T-junction onto playground.
11	Infant cloakrooms	Exit via fire door at the end of the J1/2 cloakroom corridor, around the rear of the 70s building, around the rear of Shallot, down the stone steps to the front playground.
12	Head Teacher's office, Tapestry room, cold lunch room	Exit via Tapestry room front door, down stone steps onto playground.
13	Kitchen, School office	Exit through side door adjacent to kitchen, continue between Shalott and portacabin, turn right, walk in front of Tapestry room, then down stone steps onto playground.
14	Janitors' Room, basement cloakrooms if in use	Out through external door adjacent to janitor's room.
16	Lunch rooms	Exit through lunch room external door. Turn right, walk in front of Tapestry room, then down stone steps onto playground.
17	DHT room in Shalott, staff room	Down the stairs into the basement dunny area, then through the green gate to the front playground.
18	Shallot top floor classrooms (Old Trans 1, 2 and staff base)	Along short corridor at rear of Transitus room 2, then down fire escape staircase keeping right. Remind

		children not to stop once they exit through the external door. Turn right, walk around Shalott in front of Tapestry room keeping to the right, then down stone steps onto playground.
19	Shalot top floor classroom (Old French Room)	Through fire exit within classroom then down fire escape stairs keeping to the left on the stairs; do not stop for other class. Exit through external door, remind children not to stop once they exit through the door. Turn right, walk in front of Tapestry room, then down stone steps onto playground.
20	Music rooms on top floor, Finance department	Along corridor past main music room, then down fire exit staircase, turn right, walk in front of Tapestry room, then down stone steps onto playground.
21	Shalot (Old Support for Learning room)	Turn right towards staircase, then down 2 sets of stairs to basement, through to janitors' base, then onto playground.
22	Library	Turn left, past door to staff base, then down stairs, to basement. Exit through door adjacent to janitors' base through green gate to playground.
23	Shalot Toilet	Turn right, past door to staff base, then down stairs, to basement. Exit through door adjacent to janitors' base through green gate to playground.
24	Photocopier Room (Old ICT Suite)	Through entrance door towards staff base, then down stairs, to basement. Exit through door adjacent to janitors' base.
25	Portacabin	Turn right, walk in front of Tapestry room, then down stone steps onto playground.

**FIRE EVACUATION REPORT**

Date:	Reason for evacuation:
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Time of alarm:	
Time taken to evacuate:	
Time taken to conduct roll call:	
Time taken for arrival of Fire and Rescue Service	

Who met Fire and Rescue Service?

What was communicated to Fire and Rescue Service?

Anyone unaccounted for?

Were any escape routes blocked?

Fire alarm reset: .....

Feedback from all employees required by:

Comments:

Any further action taken or needed?

Responsible Person

Signed: .....

Date: .....

# FIRE EXTINGUISHERS

Portable fire extinguishers are only designed to be used to tackle fire in its very early stages, and users should always ensure that the fire brigade has been called. A fire should not be tackled if it has started to spread to other items in the room or if the room is filling with smoke. If the fire cannot be put out or the fire extinguisher becomes empty, move away from the fire closing any door behind you.

Regarding the type of fire extinguisher which should be used in the event of an emergency refer to the chart below.

Remember these handy hints. The **PASS**word for using portable fire extinguishers.

- **Pull the pin.** Some extinguishers require releasing a lock, pressing a puncture lever or other motion.
- **Aim low,** pointing at the base of the fire with the discharge nozzle.
- **Squeeze the handle.** This releases the extinguishing agent.
- **Sweep from side to side,** aim at the base of the fire.

**Always test the extinguisher before approaching a fire.**

**Don't put yourself in danger and always keep yourself between the fire and the exit.**

**Don't place extinguishers over cookers, heaters or places of extreme heat. They should be fixed to a wall at a convenient height, on escape routes or outside living areas and close to specific risks as well as out of reach of children.**

**Do read the instructions.**