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**FIRE AND EMERGENCY PROCEDURES POLICY AND ARRANGEMENTS**

**Name of school: Alvaston Infant and Nursery School**

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| Updated | Changes |
| January 2020 | * Staffing (p2) * Evacuation procedures (p6) |
| January 2021 | * Revision of policy * Inclusion of PEEP – Appendix B |
| March  2021 | * Inclusion of ‘**Alvaston Infant School and Alvaston Junior Academy Lockdown Procedures’** written in collaboration with AJA(pages 11-12) |
| March 2022 | * Further definition of the role of office staff – page 3 * Updated location of log book – page 9 |

**This Policy has been ratified by the Governing Body and a signed copy is kept in the Office.**

**Rationale:**

This document details the fire and emergency procedures (including lockdown) for the premises of Alvaston Infant and Nursery School. Staff should ensure they are familiar with these procedures and act upon the requirements.

**Aims:**

It is the overall aim of Alvaston Infant and Nursery School to minimise the risks to staff, pupils and visitors which may arise from a fire or other emergency. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises, or for lockdown where necessary, are in place.

By implementing the policy, the Governors, Headteacher, Senior Leadership Team and LA personnel will develop strategies that ensure effective fire safety management, setting out the means by which the risk of the outbreak of fire will be reduced.

**1. Emergency Procedure in the Event of a Fire**

**Roles and Responsibilities**

* Responsible Person –Headteacher, who has the overall responsibility for fire safety management at the school.
* Fire Safety Coordinator – main – Headteacher.
* Assistant Fire Safety Coordinator/s - Deputy Headteacher and Assistant Headteachers
* Fire Marshals – all staff
* Site Safety – all staff (with particular duties for the Headteacher, School Office Manager and caretaker)

The Headteacher, Senior Leadership Team and School Office Manager have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with Abbey Fire, the compliance contractors, on fire safety maintenance.

**Responsibility of all Staff:**

All staff will act as fire marshals. They are responsible for maintaining a high standard of fire precautions in areas in which they are working.

Staff should ensure:

* that they are fully aware of the fire evacuation procedures (set out in Appendix A of this policy)
* that evacuation routes will be kept free of obstruction at all times.
* that door vision panels and fire exits are kept clear
* that fire alarm call points and fire-fighting equipment are not obstructed
* that the pupils for whom they are responsible are made aware of the fire evacuation procedure
* that classroom doors are shut when classrooms are not in use
* to ensure that walkie-talkies are charged in the classroom and that they have one on their person during breaks/lunchtimes
* that any concerns regarding fire safety are reported to the Headteacher and/or a member of the SLT

Teachers are responsible for ensuring children leave the classroom quickly and safely. Teaching Assistants are responsible for sweeping the toilets (checking individual cubicles) and group areas in the classroom, before following the teacher outside.

If staff encounter any other persons, such as contractors, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered via an exit to the nearest assembly point.

**Office Staff:**

Office staff will print off registers before 9:30am.

On hearing the fire alarm, office staff are responsible for collecting a walkie-talkie, an iPad (with which to access inventory), pupil EVAC reports and a mobile phone when exiting and if safe to do so. They will also be responsible for sweeping the office area, PPA room and staff toilets.

Once outside the Office staff will distribute the EVA reports to teaching staff. They will then check all visitors and staff are accounted for using the EVAC app.

**Caretaker:**

The caretaker will:

* ensure that all external classroom doors are always unlocked
* conduct testing (see ‘Equipment Testing’ section)
* report any issues to the School Business Manager

**Volunteers, Visitor and Contractors:**

All visitors and contractors should report to the office and sign in and out using Inventry. They will be informed of the fire evacuation produces after arriving on site. They will have the nearest fire exit identified to them (e.g. if working in a particular area of the school).

For volunteers who are on a placement in school, such as students, this policy will form part of their induction.

Whilst on site all visitors, volunteers and contractors will be responsible for maintaining a high standard of fire precautions in areas in which they are working.

**Walkie-Talkie Protocol:**

It is vital that walkie-talkies are charged on a daily basis. Staff should carry a Walkie-talkie on them at all times. Midday supervisors should collect a Walkie-talkie as part of the preparation for their role and return these at the end of their shift.

Any malfunctioning walkie-talkie should be reported to the Office Staff.

Walkie-talkie protocol is as follows:

* Users to identify themselves
* Areas to be identified (see above)
* Only one walkie-talkie to be used per each area by office staff (or if no office staff present, by the most senior member of staff present)

**Fire Procedures, Exit and Assembly Points:**

In each classroom, there is guidance on the fire drill procedures (Appendix A).

Designated Fire Assembly Points:

* Area A - Infant Front Field, away from the building – Woodland Nursery, hall, Year 2 classes, office, PPA room and Class 6
* Area B - Juniors Back Playing field– Classes 1,2, 3, 4 and 5
* Area C – Beantree Nursery outside area – Beantree Nursery
* Area D – Junior lower playground – if required

The location of these areas is denoted in Appendix C.

**Fire Doors:**

It is dangerous to wedge or prop open a fire door as the safety of occupants cannot be guaranteed if there is a fire. Fire doors need to be closed to prevent the spread of fire and smoke.

**Evacuation Routes:**

Fire exit signs are displayed at appropriate places (these have been highlighted on the maps in Appendix D).

Evacuation routes will be kept free of obstruction at all times. This is the duty of all staff members.

**Action on discovering a fire:**

The fire alarm is a continuous alarm bell.

1. Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point.
2. On hearing the alarm teachers will supervise the **immediate evacuation of their classroom by the assigned escape route and proceed to their designated assembly point.**
3. All exiting doors to be closed
4. Pupils and staff should not stop to collect belongings. Where possible staff to collect walkie-talkies.
5. Movement must be speedy and disciplined to avoid panic. **NO CHILD SHOULD HOLD THE DOORS OPEN. Walk in single file to the fire drill assembly point.**
6. **Immediately on arrival** at the designated assembly point, teachers will check that everyone is present by calling the register, using the EVAC report, or using the headcount method. **Any child missing should be reported to the Headteacher or senior member of staff on duty.**
7. Inform the school office of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the main corridor).
8. It will be the responsibility of the Headteacher, or appropriate member of the Senior Leadership Team (SLT) in the Head’s absence, to call the Fire Brigade (unless it is a fire drill).
9. Under no circumstances should anyone return into the building without the Headteacher or Deputy’s permission. In the absence of the Headteacher or Deputy one of the Senior Leadership Team (SLT) will make the decision.
10. Upon arrival of the fire brigade, the Headteacher or SLT member, will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, asbestos) and access points into the buildings.
11. The ‘all clear’ will be given once the fire services deem it safe to enter.

**Specific Evacuation Procedures:**

**Nurseries:**

Both of the nursery buildings have a separate fire alarm system from the main school building, however they are connected to each other. If the school alarm goes off, normally they would not evacuate.

If there is a fire in one of the nurseries, both nurseries will evacuates. The Nursery teacher in each building will evacuate the children (or senior member of staff in their absence) and a teaching assistant will do a sweep of the toilets.

**Beantree:**

In the event that their alarm goes off, the Beantree nursery will assemble at the end of the path near the wooden gate (opposite the corner of the school building – Class 7).

In the event that this is not possible, then the Beantree children will exit via the gate onto Yew Tree Close.

**Woodland:**

In the event that their alarm goes off, the Woodland nursery will follow the school path, enter the green gate (onto the main playground) and then move onto the playing field.

In the event that this is not possible, then the Woodland children will move through the wooden gate onto the Beantree grass then out of the gate (onto Yew Tree Close).

**Reception Class 1, Class 2 and Class 3 (FS2):**

Class 1, Class 2 and Class 3 children to leave via the nearest fire, this should be the fire exit in their classroom. Their teacher will then lead them through early years outside area. They will then exit via the gate and line up on the junior school field.

Class 3 children will exit via the fire door in the corridor.

If there is an obstacle obstructing the fire-exit, leave via the next nearest fire-exit. For Class 1, this will be the main reception. For Class 2 and Class 3 this will be either of the hall doors.

When the children are lining up on the junior field the teacher will call the register to check all children are present (see procedure above).

**Year 1 Class 4 and 5 (KS1)**

Class 4 and Class 5 children to leave via the nearest fire exit to their classroom with their teacher.

Class 4 will exit via the fire door in the corridor

Class 5 will exit via ‘the tunnel’ or via the exit to the left, near to the other classes.

They then need to exit the early years outside area via the gate and line up on the junior school field. When the children are lining up on the junior field, the teacher will call the register to check all children are present (see procedure above).

**Year 1 Class 6 (KS1)**

Class 6 children to leave via the nearest fire exit to their classroom with their teacher. They then need walk around to the front of the building and line up on the main playground with the Year Two pupils.

If there is an obstacle obstructing the fire-exit, leave via the next nearest fire-exit, this will be the next fire door, which is located in the ‘tunnel’. If this is the case, their teacher will then lead them through early years outside area. They will then exit via the gate and line up on the junior school field.

When the children have lined up, the teacher will call the register to check all children are present (see procedure above).

**Year 2 Classes (KS1)**

Year Two children to leave via the fire exit in their classroom/s with their teacher. They then line up on the front field away from the school building.

If there is an obstacle obstructing the fire-exit, they will leave via the next nearest fire-exit, which will be the hall doors.

When the children are lining up on the front field, the teacher will call the register to check all children are present (see procedure above).

#### **Lunch times**

If the fire alarm sounds at lunchtime, then the Mid-day Supervisors are responsible for ensuring evacuation of pupils and checking registers at the assembly point.

If children are on the front playground, they will then be organised into their classes and move away from the main building. A member of the office staff will join them with the EVAC report. The midday supervisor will call the register to check all children are present (see procedure above).

Any reception children on the early years outside area will need to exit the outside area via the gate and line up on the junior school field. A member of the office staff will join then with the EVAC report. When the children are lining up on the junior field, the midday supervisor will call the register to check all children are present (see procedure above).

Any pupils in the dining hall will escorted out of the dining hall fire exits by the staff and lined up on the junior field. A member of the office staff will join then with the EVAC report. They will then be organised into their classes and the midday supervisor will call the register to check all children are present (see procedure above).

Communication will be ensured through use of walkie-talkies (see section on ‘Walkie-Talkie Protocol’ above).

Other staff on the premises, who are on their lunch break, will gather at their nearest assembly point to be accounted for.

The Headteacher will ensure that a member of the Senior Leadership Team is on the front playground and another on the junior field (if not they will make their way there by going around the school building via the junior school).

After an ‘all-clear’, pupils will re-enter the building via the point at which they exited. Where possible, staff will try to accommodate children who did not finish their lunch. This will depend on the time.

**Parents’ Evenings**

It will be the responsibility of the class teacher to the escort parents they may have in their classroom to the nearest fire exit and to the nearest assembly area. Teachers will also escort any parents who are waiting outside of the classroom.

**School Performances/Assemblies**

In the event of an alarm going off during a special events or school assembly, all children will be guided out of the hall doors onto the main field; where possible the classes nearest the doors should be lead out first.

Any parents/carers would be asked to remain calm whilst the children exited before exiting themselves. Once on the playground normal procedure will be established.

**If the Fire Alarm is triggered Outside of Direct Teaching Time**

If this occurs, staff should leave the building from the nearest available exits. They should then gather at the nearest fire assembly point and await further instructions. It should fall to the most senior member of staff present, to call the Headteacher or a member of the SLT to inform them of the situation and the number of staff present.

They should not leave the site nor re-enter the school building until instructed to do so by the Headteacher or SLT.

In the event that the fire alarm is triggered at a time when the school site is unoccupied, then the Headteacher will receive a call to inform them. The Headteacher will contact the SLT when appropriate.

**If the Fire Alarm is triggered during an After School club**

Any adult leading an after school club, should report to the office and sign in and out using Inventry. They will be informed of the fire evacuation produces after arriving on site. They will have the nearest fire exit identified to them (e.g. if working in a particular area of the school).

Any pupils remaining for an after school club are the responsibility of the staff (or adult) leading the club and have responsibility for evacuating all of the children. The adult should guide the pupils from the building via the nearest available exit.

The teacher/adult will have a register to take out and should check this once outside.

The Headteacher or SLT member onsite will follow the regular fire evacuation procedures. Neither the leading adult nor the children should leave the site nor re-enter the school building until instructed to do so by the Headteacher or SLT.

**Breakfast and After School Clubs:**

Any pupils on site before or after school are the responsibility of the staff leading the club and have responsibility for taking a register and evacuating all of the children.

The adult should guide the pupils from the building via the nearest available exit. They should then gather at the nearest fire assembly point and await further instructions. If the Headteacher is not on site they should contact them when safe to do so.

The teacher/adult will have a register to take out and should complete this once outside. The Headteacher or SLT member will follow the regular fire evacuation procedures.

No child should be allowed to leave, unless it has been arranged by the Headteacher or SLT member.

**Fighting Fires:**

It is the schools’ policy that all staff and pupils leave the school immediately without attempting to fight the fire. **Fire-fighting equipment should only be used when the fire is blocking your only means of exit**

The school has the following fire-fighting equipment on site (the location of which can be found in Appendix C).

|  |  |
| --- | --- |
| Equipment | Abbreviation |
| Fire Call Points | - |
| Emergency lighting | - |
| Fire Exit |  |
| Fire blankets | FB |
| Foam Fire Extinguisher | FS |
| C02 Fire Extinguisher | C02 |
| Carbon Dioxide Fire Extinguisher | CD |
| Water Fire Extinguisher | W |

**Fire Drills:**

Fire drills are carried out at least three times per year and logged in the fire log book by the Headteacher (these log books are kept in the main office in an appointed pigeon hole that is familiar to office staff). A separate three drills will also be organised for the nurseries. As these systems are linked, both nurseries will conduct these drills.

These will occur at a range of times during the day.

**Staff Absences:**

If staff leave the school premises for any reason during the school day (including going home) – they should let a member of office staff know that they will be off site. They should also sign out of Inventry and check in again on their return.

Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class. They will be expected to carry out the responsibilities of staff as detailed above.

**Disabled Persons:**

Pupils with disabilities will leave the building with their support assistant. Individual risk assessments will take place if a child’s disability would require additional support and a Personal Emergency Evacuation Plan (PEEP) will be prepared – see Appendix B for template.

If a member of staff is employed who requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

In the event of a visitor needing support the teaching and/or support staff working with this individual will offer support.

**Fire Training:**

Onsite training will be provided regularly for all school staff in fire safety and the school fire procedure.

All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point.

Fire safety training will be an element of the induction of new staff.

**Fire Log Book and other records:**

The Fire Log Book is stored in the main office in an appointed pigeon hole (that is familiar to office staff) and records of evacuations, issues and their resolution and training are logged by the Headteacher and/or the School Business Manger as they arise.

The Fire Log Book also contain:

* Maintenance records for the fixed heating, portable appliance testing, and lighting protection system (if there is one).
* Fire Alarm test and maintenance records
* Emergency Lighting test and maintenance records
* Records of fire-fighting equipment checks (including any fire extinguishers routine inspections and maintenance records)
* Emergency lighting tests
* 5 year electrical fixed wire tests
* PAT testing records

In addition to this, the Fire Log Book will contain:

* Records of Staff training at induction and periodic refreshed
* Copy of any enforcing notices issued by your Fire and Rescue Service
* Documented Emergency Action Plan
* Personal Emergency Evacuation Plan (PEEP) for any disabled persons
* Example of Permit to Work procedure
* Any previous fire history
* A copy of the Fire and Emergency Procedures Policy

**Equipment testing:**

|  |  |  |
| --- | --- | --- |
| What needs to be tested? | When does it need to be tested? | By whom? |
| Fire alarm test | Daily - visual check of the panel for fault indicators.  Weekly – testing of the fire alarms | the caretaker of AISN (in collaboration with the Junior School caretaker) |
| Fire exit doors | Daily - to ensure doors are opening and closing freely and that they are free from obstruction. | the caretaker of AISN |
| Firefighting equipment | Annually - records are kept in the school office. | Local authority |
| Emergency Lighting | Termly - records are kept in the school office. | Local authority |
| PAT testing | Annually - records are kept in the school office. | Local authority |
| Fire risk assessment | Bi-annually | Local authority |

**OTHER EMERGENCY PROCEDURES**

**Alvaston Infant School and Alvaston Junior Academy Lockdown Procedures**

This is to be viewed alongside Local Authority Lockdown Guidance.

**Guidance for staff:**

- Classes will be informed of lockdown through word of mouth, in person or via the phone system.

- On being notified children and staff must stay in the classroom (or room they are in)

-External doors must be locked.

- All blinds must be closed where possible.

-Where possible, internal doors must be locked.

- Take a register (if possible) or count and list the children you have got (with their full name and class). Staff should notify the office/ member of SLT if any children are not accounted for.

-Teachers are to communicate through text or email (both available) if a lockdown takes place. Teachers need to be mindful of this when notified as they may need to take their mobile phone or laptop with them.

- The senior leader on site (which may be direct to the office) will contact each class to check numbers.

- Staff are to keep calm and encourage children to be quiet whilst reassuring them.

- Await further instructions through text or email.

-If outside of the building or in the corridors when lockdown alert is sounded, then move to the nearest indoor space as quickly as possible. Once inside in a safe place follow the procedures above. A walkie talkie must be used outside and can be taken

-Members of the SLT (who are not teaching children at the time) will check toilets, communal areas and corridors to check for any unsupervised children. Any children will be taken to the nearest room to be supervised by the adult within and wait there until end of lockdown is announced.

Partial Lockdown

E.g. air pollution, preparation for a possible full lockdown.

* All outside activities are to cease immediately. Pupils on break are to return to their classrooms. Duty staff at break/lunch to be informed of any incident.
* External doors should be locked. Children should remain in their rooms and staff should stay alert to further instruction (text or email).
* ‘Partial lockdown’ is a precautionary measure but puts the academy in a state of readiness (whilst retaining a degree of normality) should the situation escalate**.**

If at any point during a lockdown the **fire alarm is sounded** then staff and children must evacuate the building, following fire evacuation procedures and gather at the fire assembly point.

All lockdown situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

*Staff must wait for authorisation from the senior leader on site to end the lockdown procedures.*

**Lunchtime Lockdown**

Pupils in the hall to be notified via whistle blow from the Kitchen staff. Principal or admin team to telephone call the Kitchen team if it is not safe to go on foot. Staff member to blow the allocated **whistle** (or ring the bell) to indicate lockdown procedures.

Children to remain calm and remain in the hall and await further instruction. Close all access doors and blinds in the dining hall.

Principal of Alvaston Junior and Headteacher Alvaston Infants and Nursery School to communicate with each other with regards to next safe course of action:

e.g.

* all pupils to return to own classes
* all pupils to move into the perceived ‘safer’ school together
* remain in current position

**Evacuation of the school building:**

The evacuation of the school building will follow fire emergency procedures, using the designated assembly points.

If further evacuation is required, children on the Area A (Infant playing field), will assemble on the Elvaston Lane Recreation Ground next to the school and pupils on the Area B (junior field will exit to the furthest point on the junior school playground). Children from the Beantree Nursery (Area C) will exit via the gate onto Yew Tree Close. The Nursery staff will then contact (e.g. via phone or walkie-talkie) a member of the SLT who will join the group. The member of the SLT will then contact the Headteacher, who will make the decision whether the group should remain there or join one of the larger groups.

Roll call should be conducted using the fire emergency procedures. No member of any group will be permitted to leave their group (e.g. with a parent) unless specified by the Headteacher.

No one is to re-enter the school site until the all clear is given by the Headteacher or SLT member.

**Reviewing the Policy**

This policy will be reviewed on an annual basis.

# **APPENDIX A - EXAMPLE**

# Fire and Emergency Policy and Procedure – Beantree Nursery

# Fire procedure for safe evacuation of the building

The fire alarm is a continuous alarm bell.

1. Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point.
2. On hearing the alarm teachers will supervise the **immediate evacuation of their classroom by the assigned escape route and proceed to their designated assembly point.**
3. All exiting doors to be closed
4. Pupils and staff should not stop to collect belongings. Where possible staff to collect walkie-talkies.
5. Movement must be speedy and disciplined to avoid panic. **NO CHILD SHOULD HOLD THE DOORS OPEN. Walk in single file to the fire drill assembly point**
6. **Immediately on arrival** at the designated assembly point, teachers will check that everyone is present by calling the register, using the EVAC report, or using the headcount method. **Any child missing should be reported to the Headteacher or senior member of staff on duty.**
7. Inform the school office of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the main corridor).
8. It will be the responsibility of the Headteacher, or appropriate member of the Senior Leadership Team (SLT) in the Head’s absence, to call the Fire Brigade(unless it is a fire drill)
9. Under no circumstances should anyone return into the building without the Headteacher or Deputy’s permission. In the absence of the Headteacher or Deputy one of the Senior Leadership Team (SLT) will make the decision.
10. Upon arrival of the fire brigade, the Headteacher or SLT member, will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, asbestos) and access points into the buildings
11. The all clear will be given once the fire services deem it safe to enter.

**Beantree Nursery (FS1)**

In the event that their alarm goes off, the Beantree nursery will assemble on the grass area near to the wooden fence.

In the event that this is not possible, then the Beantree children will exit via the gate onto Yew Tree Close.

**Re-entering the Building**

Under no circumstances should anyone return into the building without the Headteacher or Deputy’s permission. In the absence of the Headteacher or Deputy one of the Senior Leadership Team (SLT) will make the decision. No-one will give the all clear until the fire services deem it safe to enter.

# **APPENDIX B**

Alvaston Infant and Nursery School

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Personal Emergency Evacuation Plan

(PEEP)

**Rationale:**

Alvaston Infant and Nursery School positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as disabled or SEND are not discriminated against or treated less favourably than others.

Alvaston Infant and Nursery School will work in partnership with the disabled person, their parents/carers, representatives (where necessary), and other interested parties to ensure that policy and procedures are created in the best interest of the individual.

Alvaston Infant and Nursery School will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities it will also identify any additional arrangements which need to be in place for activities which take place away from the premises.

Progress and compliance with this policy will be monitored and reviewed by the senior leadership team.

To ensure the safety of all persons in an emergency situation Alvaston Infant and Nursery School will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified.

Alvaston Infant and Nursery School will update its risk assessments and PEEPs either on an annual basis, where the health & safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.

The roles and responsibilities of staff and the senior leadership team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of staff will receive training and training updates.

The senior leadership team will ensure that this document is aligned with all other relevant policies and procedures.

**INTRODUCTION**

The purpose of this PEEP is to Alvaston Infant and Nursery School to implement policy and procedures in order to discharge part of its duty towards disabled pupils/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Disability Discrimination Act 1995.

This plan will ensure that personnel with a mobility issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.

This plan will:

* Identify Any Specific Needs of the Individual,
* Identify Staff Responsibilities
* Identify Staff Training Requirements
* Identify Specific Evacuation Routes Where Appropriate,
* Identify Refuge areas and specific evacuation procedures.

This 'PEEP' will be reviewed at least annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health; a change in procedures or an alteration of the premises.

**PLAN OBJECTIVE**

-------------------.is a permanent/temporary wheelchair user and special provision needs to be made for his/her evacuation from the school in the event of an emergency.

In the event of an emergency situation, typically a fire evacuation, circumstances may be such that alternative procedures need to be followed.

**EVACUATION PROCEDURE**

In the event that -------------------. the fire alarm sounds, the following procedures should be carried out:

As part of the routine classroom evacuation, ------------------- carer should take him/her to the nearest fire exit. (-------------------. classroom is situated next to -------------------.) In doing so, the carer should make an assessment of the safest route to take based on a visual check of the corridor on leaving the classroom. He/she will exit at the nearest fire exit point.

In the event that -------------------.has to be physically carried by members of the teaching staff using an appropriate procedure. This will be reviewed as -------------------.grows.

**Plan Requirements**

|  |  |
| --- | --- |
| **Action Required** | **Action taken** |
| All staff and -------------------.to be advised of the procedure. |  |
| New staff to be advised of procedures as part of induction training. |  |
| Consultation with -------------------.and care staff at each review |  |
| Fire warden team to be established. |  |
| All staff have been trained in “two-man lift” procedure for evacuation of -------------------. |  |
| Personal Emergency Evacuation Plan to be practiced. |  |









