

4.06 Evacuation and Fire Drill Plan

MVPS SCHOOL EVACUATION PLAN

This plan is for the evacuation for the School buildings in the event of an emergency.

If the Fire Alarm Sounds	
<ul style="list-style-type: none"> • Call the emergency Services • Initiate an action log 	<i>Secretary</i>
<ul style="list-style-type: none"> • Notify the LA and request additional staff/resources if required 	<i>Headteacher</i>
<ul style="list-style-type: none"> • Notify the Chair of Governors and other site users 	<i>Bursar</i>
<ul style="list-style-type: none"> • Nominate staff to deputise for those staff in the Plan who are absent • Organise/ instruct other staff to assist where appropriate. • Make appropriate arrangements for the disabled, vulnerable or special needs. 	<i>Deputy Head</i>
<ul style="list-style-type: none"> • If appropriate contact School Governors/PTA to come to assist the School 	<i>Chair of Govs</i>
Gather the Resources You Will Need	
<ul style="list-style-type: none"> • Bring your mobile phone/charger and your copy of the School Emergency Plan 	<i>All</i>
<ul style="list-style-type: none"> • Bring the Grab Bag: class registers, pupil information, contact lists for parents/carers, staff, governors, safe havens & LA, pens & paper, visitors book, site hazard register, site and floor plans, fire drawings, spare copies of the School Emergency Plan 	<i>Secretary</i>
<ul style="list-style-type: none"> • Bring the Emergency Laptops/chargers: with e-copies of the above 	<i>Bursar</i>
<ul style="list-style-type: none"> • Bring class registers and pens • If there is time make the children bring their coats and lunch boxes 	<i>Teachers and LSAs</i>
<ul style="list-style-type: none"> • Bring the School Grab Bag and distribute the contents to staff/pupils as necessary: high visibility tabards, torches, disposable rain ponchos, disposable foil blankets, spare batteries, umbrellas, mobile phone charger/s 	<i>Site controller</i>
<ul style="list-style-type: none"> • Bring the First Aid Grab Bag/s: first aid kit, water/biscuits, medications & instructions 	<i>Secretaries</i>
Evacuate the Buildings	
<ul style="list-style-type: none"> • If there is time, switch off electrical equipment and close windows. • Evacuate the buildings via the designated fire exits • Form up by classes/groups at the designated assembly point. 	<i>All</i>
<ul style="list-style-type: none"> • If the assembly point is covered by smoke or too close to the fire, designate the backup assembly point to be used. 	<i>Headteacher</i>
<ul style="list-style-type: none"> • Inform pupils what is happening • Take a class register and send a report to the Deputy Head. • Supervise the children 	<i>Teachers and LSAs</i>
<ul style="list-style-type: none"> • Check the Visitors Book, account for any visitors, contractors and suppliers • Report to the Deputy Head. 	<i>Secretary</i>
<ul style="list-style-type: none"> • Ensure the whole School is accounted for. • Initiate appropriate action to locate/report missing individuals. • No-one is to re-enter the buildings unless it is safe to do so. • Report to the Headteacher. 	<i>Deputy Head</i>
<ul style="list-style-type: none"> • Make appropriate arrangements for the care of any School pets/animals. • If appropriate, shut off power and gas supplies if it is safe to do so. 	<i>Site controller</i>
Fire Fighting	
<ul style="list-style-type: none"> • Only fight the fire if it is safe to do so, and never alone. 	<i>All</i>
Handover to the Emergency Services	
<ul style="list-style-type: none"> • Handover to the Emergency Services and follow their instructions • Report any persons still in the buildings, or who are unaccounted for. • Handover copies of the site and floor plans, site hazard register and fire drawings to the Fire & Rescue Service 	<i>Headteacher</i>
Manage the Situation	
<ul style="list-style-type: none"> • Assemble the School Emergency Management Team • Gather the information, assess the situation and decide what to do. • Consider activating the School Migration/Closure Plans. • Notify the LA, request additional staff/resources if required 	<i>Headteacher</i>

- a) This plan is tested as part of the school's regular fire drills.

Further detailed and specific information on fire, bomb threats and evacuation procedures can be found in [Section 2.3 Emergency-procedures](#) and [Section 2.4 Fire Safety](#) of the Corporate Health, Safety and Welfare Manual of Guidance and [Section 3.1 Emergency Procedures](#) of the Schools Health and Safety Manual.