

Mapledown School

Emergency Evacuation Plan

Caroline Garvey and Sandra (or another member of the Leadership Team in their absence) is responsible for ensuring all staff and visitors are aware of this plan. Members of the Leadership Team will be responsible for clearing the building.

On discovering a fire

- Activate the Fire Alarm using the nearest red break glass call point.
- Ensure pupils leave as per their PEEP by the nearest safe exit, indicated by Fire Exit signs.
- If you have been trained to use fire extinguishers and it is safe to do so, tackle the fire with the extinguishers provided.
- If you are unable to extinguish the fire easily, are untrained in the use of fire extinguishers or if you are and unable to do so safely, proceed directly to the nearest Assembly Point – either the playground or the large gazebo.

On hearing the alarm

- The Fire Alarm is a loud continuous ringing bell. This can be activated at various points around the school and should be acted upon immediately, unless otherwise instructed by the Head Teacher/Fire Marshal.
- Turn off any gas or electrical appliances in use, this includes Air conditioning units as these contain flammable hazardous gases.
- Escort pupils in your care out of the building to the nearest Assembly Point– either the playground or the large gazebo. A number of Mapledown pupils have physical disabilities and require a wheelchair. In terms of PEEP (Personal Emergency Evacuation Plan), all pupils require an individual member of staff to support their exit from the building whether they are in their wheelchair, another piece of physio equipment, or need support with emotional regulation. All our physically disabled pupils are on the ground floor at all times and have ground level access to the Assembly Point.

Exiting

- The electromagnetic holders will release on the alarm sounding.
- Please close doors behind you as you exit.
- Do not stop or go back for personal belongings.
- Do not use the Front Door unless specifically directed to do so.
 - If front door must be used, please make your way to the fire evacuation point in the playground via stork/Starling class outdoor areas if it is safe to do so.
- Please do not run.

Fire Wardens:

Mapledown School has 10 Fire Wardens:

Caroline Garvey
Sandra Chaaya
Suzi Ainsworth
Angela Cunningham
Lucy Myland
Mary Kilcoyne

Dorothy Simpson
Seren Cosgun
Helen Payne
Helen Wells

These individuals are clearly Identified as they will be wearing a High visibility jacket. They are authorised to re-enter the building to assist people exiting the building if it is safe to do so.

Wheelchair users on the floor when the alarm sounds:

- There should only be a maximum of 4 wheelchair users on the floor at any one time. This is to reduce the amount of time it takes to safely evacuate pupils in an emergency.
- Albac mats will be made available to each class to evaluate pupils on the floor safely.

Hydrotherapy pool

- Any pupils in the pool should be transported out into their chairs by use of the Kieferboard.
- For any pupils in a state of undress, staff accompanying must take blankets/towel. Foil blankets are available on poolside in the first aid boxes.
- Staff should be aware of the PEEP in relation to Hydrotherapy.

Canteen kitchen

- Staff should turn off gas and electric before evacuation if safe to do so.
- Kitchen staff should evacuate to the fire evacuation point in the playground via stork/Starling class outdoor areas if it is safe to do so.

Procedures and systems

- All classrooms have outside doors marked as Fire Exits, other rooms are clearly marked.
- When evacuating the hall, use as many exits as possible, away from the location of the fire, to speed evacuation. If you are not engaged with pupils, make your way to LZ3 classrooms if it is safe to do so to assist in evacuation.
- There is a fire drill once a term, when a member of staff will be asked to act as if they had just discovered a fire. The alarm is activated breaking a small glass pane in front of the switch, of which there are several around the school. In the event of a drill, the Caretaker will turn on the relevant bell.
- Wherever possible it is the responsibility of the school secretary to bring out the registers, the Off Site File and the iPads (for staff and visitors attendance), and class staff should bring out Emergency Epilepsy and any other necessary medication. A member of the Leadership Team will stand at the front door and direct people to use other exits unless fire prevents this.
- Staff and visitors at the front of the school should walk around the building via the gate in Starling class' outdoor area and make their way to the assembly points at the rear of the school if it is safe to do so. If the fire is in starling/stork class, staff should remain at the front of the building and alert members of the LT by phone/walkie-talkie that they are outside the front of the building.
- The secretary or member of the LT should call the Emergency Services in the event of a real emergency and liaise with them as necessary.
- Fire brigade will be provided with an information pack with a map of the school and spare keys to locked doors. They will be shown the location of the fire using this map
- All drivers of vehicles in the school car park are to be instructed by school secretary or LT member or caretaker to keep fire access clear.

- The electro-magnetic doors will close automatically on the commencement of the alarm. All doors should be closed as you pass through them on your way out of the building if you are the last one out.
- Staff priority is the safe evacuation of the pupils to the nearest assembly point and no one should re-enter the building.
- There are two Assembly Points – in the gazebo outside the hydro and in the playground outside the library. Emergency access from the school grounds is via the caretaker's garden gate (Combination padlock 2468). In the event of a fire, people in the playground Assembly Point will be directed out of the side and on to the caretaker's garden gate
- Staff should ensure all pupils are accounted for and report this to a member of the LT.
- If staff are located outside the front of the building, they must remain there until they are told that it is safe to enter.
- If staff leave the premises at any point they must sign out and then sign back in when they return.

This plan is the responsibility of the Health and Safety Officers Caroline Garvey and Sandra Chaaya and will be reviewed in September 2024.