



Barcombe      Hamsey      Plumpton  
Skylark Federation

## EMERGENCY EVACUATION PLAN

**Approved: 17.03.22**  
**Next review: Spring 2025**

Signed .....Chair of Governors      Date .....

Signed ..... Executive Headteacher Date .....

# **Emergency Plan Following Activation of Fire Alarm**

## **Overview of the plan**

The site will operate a simultaneous evacuation to the designated assembly point where a nominal role will be carried out to account for all staff and visitors.

All individual organisations which utilise the site are responsible for ensuring they are able to account for all staff or visitors under their care at all times and provide any assistance to those who may require it during an emergency evacuation.

If the cause of the activation is unknown and anyone is unaccounted for or there is doubt over the safety of reoccupying the building, the Evacuation Coordinator should consider summoning emergency assistance by dialling 999 and requesting the Fire Service.

## **Key Roles and Tasks**

- 1) During an emergency evacuation the role of Evacuation Coordinator (EC) should be carried out by an ESCC staff member or, if they are not on site, a representative from 3<sup>rd</sup> party organisation operating within the building. They are responsible for ensuring,
  - a. All persons across the site are accounted for during an emergency evacuation;
  - b. If required, emergency assistance is summoned;
  - c. On arrival of the emergency services, all relevant information is handed over including;
    - i. If any persons are unaccounted for and their possible location (if known).
    - ii. Providing a site map with the location of the safe havens, access routes, hazardous areas and access codes clearly annotated.
    - iii. Provide any necessary access keys/fobs/codes to facilitate movement around the site.
  - d. Coordinating any further actions required.
  
- 2) If safe to do so, prior to evacuating, staff should collect all staff/visitor signing in records and take them outside with them. These should then be used to carry out a nominal role to account for all staff and visitors on site. Any sign in registers located within the main entrance can be accessed externally from the building and therefore staff should not attempt to evacuate via the main entrance (unless that is their nearest exit) to collect them.
  
- 3) If any person entering the site would require assistance during an emergency evacuation a Person Emergency Evacuation Plan (PEEP) should be completed. If necessary, suitable arrangements should be made to ensure any vulnerable users are supported in the event of needing to evacuate from the building in an emergency. All 3<sup>rd</sup> party site users are responsible for providing suitable assistance to any staff or visitors under their care and ensuring appropriate measures are in place.

## **Guidance on Summoning Emergency Assistance**

It should be clearly known that the fire service will not respond to the activation of the fire alarm and therefore a 999 call will need to be made by the Evacuation Coordinator or a nominated person.

A 999 call should be made without delay, in any of the following circumstances;

1. A fire, even if it has been extinguished prior to evacuating;
2. Any person is unaccounted for and cannot be located;
3. Signs of fire but the origin/cause is unknown.

If any staff member or visitor is in any doubt as to whether a 999 call has been made, and establishing this would cause a significant delay, then where there is risk to life, they should make a 999 call and inform the Evacuation Coordinator at the earliest opportunity.

Once all staff and visitors are safe and accounted for the Evacuation Coordinator should evaluate the situation to determine if emergency assistance is required.

If the cause of the activation is known to be a false alarm, all staff are accounted for and there are no obvious signs of fire then in normal circumstances emergency assistance should not be required. The Evacuation Coordinator should oversee the Investigation Procedure and once satisfied the building is safe to reoccupy, authorise staff to re-enter the building and return to normal operating.

If the cause of the alarm activation is unknown or cannot be established but all persons are accounted for and there are no obvious signs of fire, yet the Evacuation Coordinator has doubt over the safety of the building, a 999 call should be made. It should clearly be stated that the alarm has sounded for an unknown reason, everyone is accounted for and there is no sign of fire, however due to the nature of the situation further assistance is required.

## Investigation Procedure

Following an emergency evacuation, the Evacuation Coordinator should try to establish the nature of the incident before deciding what appropriate action may be necessary. This procedure should only be carried out if there are no immediate reasons to dial 999 and there are sufficient staff to carry out the procedure safely.

The purpose of the Investigation Procedure is to identify the nature of the incident and if emergency assistance is required. However, at no point should anyone be placed at risk and if any doubt exists over the safety of those carrying out the investigation, then the procedure should be abandoned and emergency assistance should be summoned by dialling 999.

The following actions should only be carried out if safe to do so and in order (where possible). The Evacuation Coordinator should be in constant communication with those carrying out the investigation and where possible any movement around the site should be done externally. Where this is not possible any movement internally should be kept to a minimum and those carrying out the investigation should clearly communicate their entry point to the building and route to the Evacuation Coordinator before proceeding. If this procedure is being carried out at night, torches should be used to aid vision.

1. An external 360° visual check of the building should be carried out (looking through any accessible windows where possible) for signs of fire.
2. The fire alarm panel should be consulted to confirm which area the alarm activated. The alarm may be silenced to aid the investigation however it should be communicated to all persons on site the building has not yet been deemed safe to re-enter and they should remain outside until given further instructions by the Evacuation Coordinator or a Fire Service Officer.
3. An in-person check of the area imminently surrounding the activation area should be carried out looking for signs of fire, by a minimum of 2 people together. If this area is clear then the search can proceed to the activation area. The search should include looking for which detector activated and possible causes of the activation (The detector head which activated may have a steady red light illuminated next to it). Where a door does not have glazing which is see through, it should be felt for signs of heat with the back of the hand before opening (if a door feels hot, it should not be opened and the investigation abandoned).
4. The alarm should be reset to see if a further activation is triggered, if the alarm reactivates and it is not due to an obvious fault with the system, emergency assistance should be summoned by dialling 999 and requesting the Fire Service.

If on completion of this process no signs of fire are found and the alarm resets without a further activation then the Evacuation Coordinator should evaluate the need for any emergency assistance. If the Evacuation Coordinator is satisfied the building is safe to reoccupy. they may authorise staff to re-enter the building and return to normal operating.

## **Actions in the Event of Fire**

All visitors and staff should vacate the building immediately via their nearest emergency exit and report to the assembly point. A member of ESCC staff or a representative from any 3<sup>rd</sup> party site user, should assume the role of Evacuation Coordinator and carry out a nominal role to account for all support staff and visitors. If multiple organisations are using the site simultaneously then each organisation is responsible for carrying out their own nominal role and reporting any missing persons to the Evacuation Coordinator.

Any persons who cannot be accounted for should be reported to the Evacuation Coordinator without delay.

All persons should then remain at the assembly point if safe to do so until they are given further direction by the Evacuation Coordinator or a Fire Service Officer.

### **If you hear the fire alarm**

1. Vacate the building via the nearest emergency exit and if safe to do so;
  - a. Close all doors and windows within your area,
  - b. Turn off any cooking equipment,
2. Do not stop to collect personal belongings
3. Report to the assembly point
4. Ensure any relevant information is passed onto the Evacuation Coordinator
5. Remain at the assembly point (unless unsafe to do so) and do not re-enter the building until told to do so by either the Evacuation Coordinator, Assembly Point Coordinator or a Fire Service Officer

### **If you discover a fire**

1. Vacate the area immediately and if possible, assist any persons within the vicinity to vacate as well.
2. Raise the alarm using the nearest fire alarm call point.
3. If you have been trained and it is safe to do so, attempt to fight the fire however no risk should be taken, and a clear escape route should be maintained at all times
4. Vacate the building via the nearest emergency exit and if safe to do so;
  - a. Close all doors and windows within your area,
  - b. Turn off any cooking equipment,
5. Do not stop to collect personal belongings
6. Report to the assembly point
7. Ensure any relevant information is passed onto the Evacuation Coordinator, including the cause of the alarm and nature of the fire
8. Remain at the assembly point (unless unsafe to do so) and do not re-enter the building until told to do so by either the Evacuation Coordinator or a Fire Service Officer