



Mayfield School  
being the best that we can be

**MANAGED  
EMERGENCY  
EVACUATION**

**Operational Plan for**

**Reopening:**

**Phase One**

**NOTE:**

*All staff should familiarise themselves with this updated evacuation drill.*

Revised June 2020  
**EVACUATION PROCEDURE**

**CONTENTS**

Purpose	3
General	3
Communication	3
Alarm sound	4
Actions on discovering a fire (all occupants)	4
When the alarm sounds	5
Assembly point	5
<b><i>Actions on discovering a fire (additional specific tasks)</i></b>	<b>6</b>
- Tutors	6
- (SLT) Assistant Head Teachers & HoST (Fire Steward)	6
- (SLT) Deputy Head Teachers	6
- Facilities Manager & Facilities Team	6
- The Co-Headteachers	6
- Fire Stewards	7
Evacuation of people with mobility problems	7
Arrangements for summoning the fire service	7
Arrangements for the safe evacuation of contractors and other visitors	7
Firefighting equipment and emergency information	7
Training (induction)	8
Training (general)	8
Training (specific)	8
Records	9
People with Disabilities	9
Signatory page	9

# Managed Emergency Plan For Mayfield School

## Purpose

The purpose of this plan is:

- To ensure that the people who work in **Mayfield School** know what to do in the event of an emergency.
- To ensure that all people within **Mayfield School** including members of the public, ancillary staff and temporary staff are safely evacuated in the event of an emergency.
- To form a basis for the training of staff.

## General

This plan covers all school buildings. The plan is based on the Fire Risk Assessment carried out on last annual check. The Co-Headteachers/Facilities Manager will review it at least annually or sooner if the need arises. As the alarm system covers the whole of Mayfield School, the Co-Headteachers/Facilities manager will undertake to periodically liaise with other relevant managers in order to co-ordinate efforts. The assessment and this plan will be made available to employees.

## Communication

Key staff on site have been issued radios to aid communications whilst on duty.

The standard Channel for radio communications is set to Channel 1, this remains the same during an Emergency Evacuation.

The Facilities Team will change over to Channel 2 to allow them to communicate freely throughout the evacuation process.

The person in overall charge of the scene (usually a Head teacher) will appoint one member of the Senior Leadership Team to monitor Channel 2 and liaise with the Facilities Team, reporting back as needed.

## **Alarm sound**

The fire alarm is made by a continuous siren lasting longer than 10 seconds.

The alarm will be tested on a Thursday every week between 7am – 8am. The alarm will be initiated from different call points each week to ensure their correct functioning. The Facilities Team will keep test records. The aims of the tests are:

- To test the system.
- To ensure the alarm (sounders) covers the whole building.
- To familiarise staff and visitors with the sound of the alarm.
- To ensure that fire doors held open on magnetic catches close adequately.
- To test that each individual call point works.

## **Actions on discovering a fire (all occupants)**

Fire action notices are prominently displayed at key points throughout the building.

Actions to be taken by person(s) who discovers a fire:

- Raise the alarm by alerting those nearby and operating the nearest red fire call point / break glass.
- Leave the building by the nearest exit.
- If available, alert the Facilities Team via radio of the location of the fire.
- If out of school, hours dial 999 and alert the emergency services. Press 9 for an outside line first.
- Report to the relevant assembly point located at the playing field
- Do not stop to collect personal belongings.
- Do not use the lift.
- Do not re-enter the building until you are told that it is safe to do so.

**A member of staff should only attempt to fight a fire if they are trained to use the extinguishers and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.**

**When the alarm sounds (all occupants):**

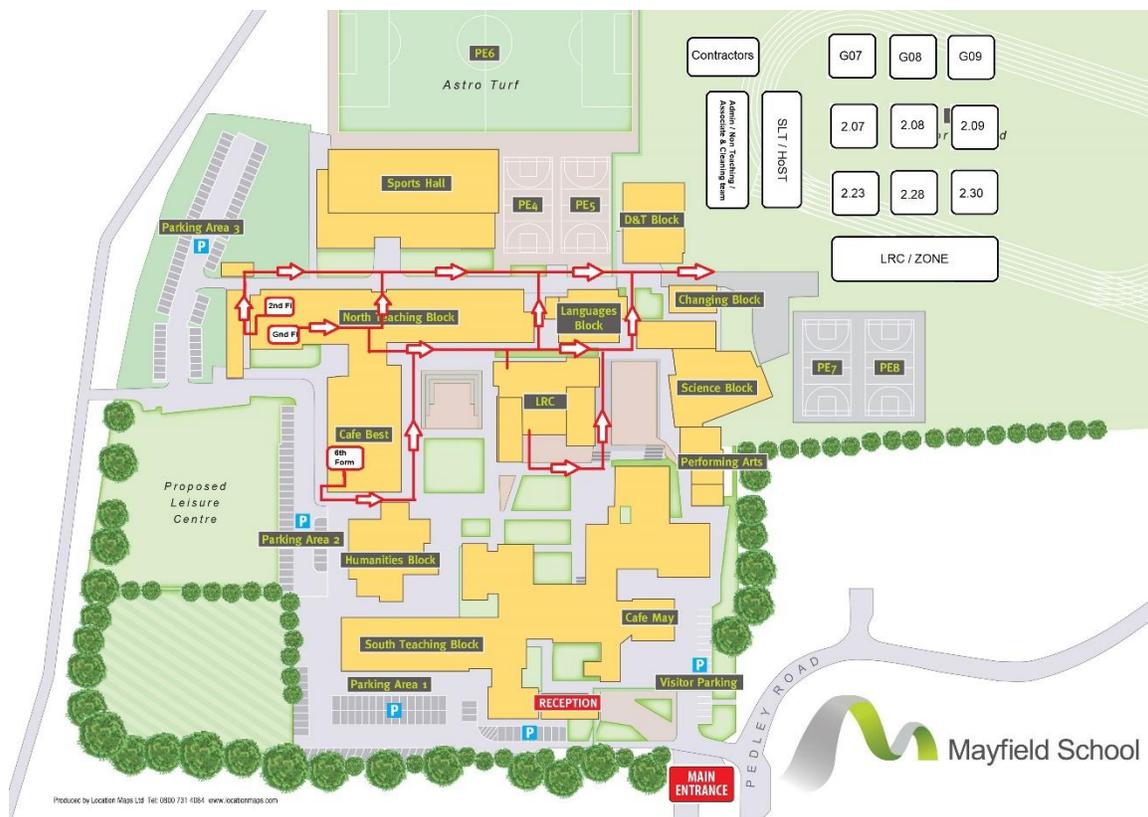
- Close all windows if safe to do so.
- Close all doors, which are not to be used to exit the buildings.
- Turn off all gas appliances usually via the gas safe system.
- Leave all bags in the room.
- Evacuate the building through the nearest safe fire exit, closing it when everyone is out
- When evacuating classrooms ensure the room is clear of all persons before leaving.

**Assembly points (all occupants)**

Once clear from the building all personnel are to assemble at the designated assembly points on the field.

**It is important that you remain within your bubble e.g. LRC / Zone – all staff and students within this bubble muster at LRC / Zone Area**

Please see attached plans of muster locations and access routes from teaching areas.



**Actions on discovering a fire (additional specific tasks).**

**Tutors**

- To line their tutor group in two lines
- To **call** the register to ensure all are present
- To report unknown absences to SLT on Duty
- To maintain discipline within their tutor group
- Report any unaccounted students to SLT on duty

**(SLT) Assistant Head Teachers & HoST (Fire Steward)**

- To roll call Tutors & Staff of bubbles using the Fire Evac App
- To roll call Admin / non-teaching / Associate & Cleaning Team using the Fire Evac App
- To roll call Senior Leadership Team & Co-Headteachers using the Fire Evac App

**(SLT) Deputy Head Teachers**

- To help supervise the discipline of the groups

### **Facilities Manager & Facilities Team**

- To investigate the cause of the evacuation and act accordingly
- Should a fire be confirmed, to ensure all buildings are clear if safe to do so
- To check the Fire Evac App to ensure all persons are accounted for
- To report exit of the Facilities Team from the building to the person in overall charge of the scene
- To direct emergency services to the site of the emergency
- Inform person in overall charge of progress ascertained by emergency services

### **The Co-Headteachers (or designated deputy)**

- To maintain overall responsibility for the safe evacuation of the buildings
- To receive a report from the Head of Service Team of any unaccounted persons
- To decide when it is safe to re-enter the buildings or dismiss everyone from the premises

### **Fire Stewards**

- Fire stewards are responsible for roll calling of all members of staff, contractors and visitors on site
- Fire Stewards will be wearing Red & Yellow Hi-Viz vests

### **Evacuation of people with mobility problems**

Wherever possible those with mobility problems should be assisted to evacuate via the nearest exit, the North Teaching Block has designated refuge points should egress down stairs not be possible.

A Fire Marshall will be appointed by the person in overall charge and will man the refuge point phone to enable any assistance to be sent as needed.

Under no circumstances should the lift be used in the event of a fire.

### **Arrangements for summoning the fire service**

The premises fire alarm system does not have a direct link to the fire service during operational hours.

If there is a CONFIRMED fire, then the fire service will need to be summoned.

The Fire Brigade should be alerted by a school mobile phone dialling 999 meaning escape could be made immediately. If during out of school hours dial 999 and alert the emergency services.

### **Arrangements for the safe evacuation of contractors and other visitors**

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes and alternative routes by the staff member responsible
- Sign in using the Inentry visitor management system to acknowledge their presence on site.
- Sign out on departure using the Inentry visitor management system.

### **Firefighting equipment and emergency information**

Firefighting equipment is maintained under contract on an annual basis. The Facilities Supervisor will monitor these arrangements

## **TRAINING (Induction)**

**The HR manager will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff and at regular intervals thereafter.**

At induction, employees and temporary staff will tour the buildings and be shown the location of firefighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not blocked or inhibited in any way. They should be clearly informed of, and where required, practised in any other specific responsibilities they may have in relation to the fire arrangements.

### **Training (General)**

Continuation training based on this plan will be carried out following each of the practice evacuations that will be held at least once per term. The Head teacher and their deputy will closely monitor each evacuation highlighting and recording any problems or observations. Each practice evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual at least once per year. Debriefing sessions will be held immediately following each practise evacuation.

## **Training (Specific)**

- The Facilities Manager and will attend a fire risk assessment course, which will provide them with a sufficient level of competence to maintain the fire risk assessment and manage fire-related issues for the premises.
- Fire wardens/stewards will be trained in fire precautions and the use of fire extinguishers. They will also receive specific detailed training for their role with refresher training taking place each year.
- Key staff members may be asked to attend a fire precautions course so that they are competent in the use of fire-fighting equipment. Refresher courses will take place every 3 to 5 years.

## **Records**

The Facilities Manager and Facilities Team Leader will maintain all fire-related records. The following items will be recorded:

- All training including induction (include date, nature of the training & who attended).
- Dates and times of evacuation drills and observations / comments on their outcome.
- The maintenance of firefighting equipment.
- The maintenance of emergency lighting
- Records of co-ordinating meetings with other appropriate managers in relation to fire issues in all buildings.
- An up to date site plan.
- Records of electrical servicing.
- Records of maintenance of fire warning systems (heat detectors, smoke detectors and the alarm system).

## **People with Disabilities**

*Appendix 2*

The relevant manager will ensure that plans are prepared for each person with a disability and for each building that person may be in (Personal Egress and Evacuation Plan (PEEP)).

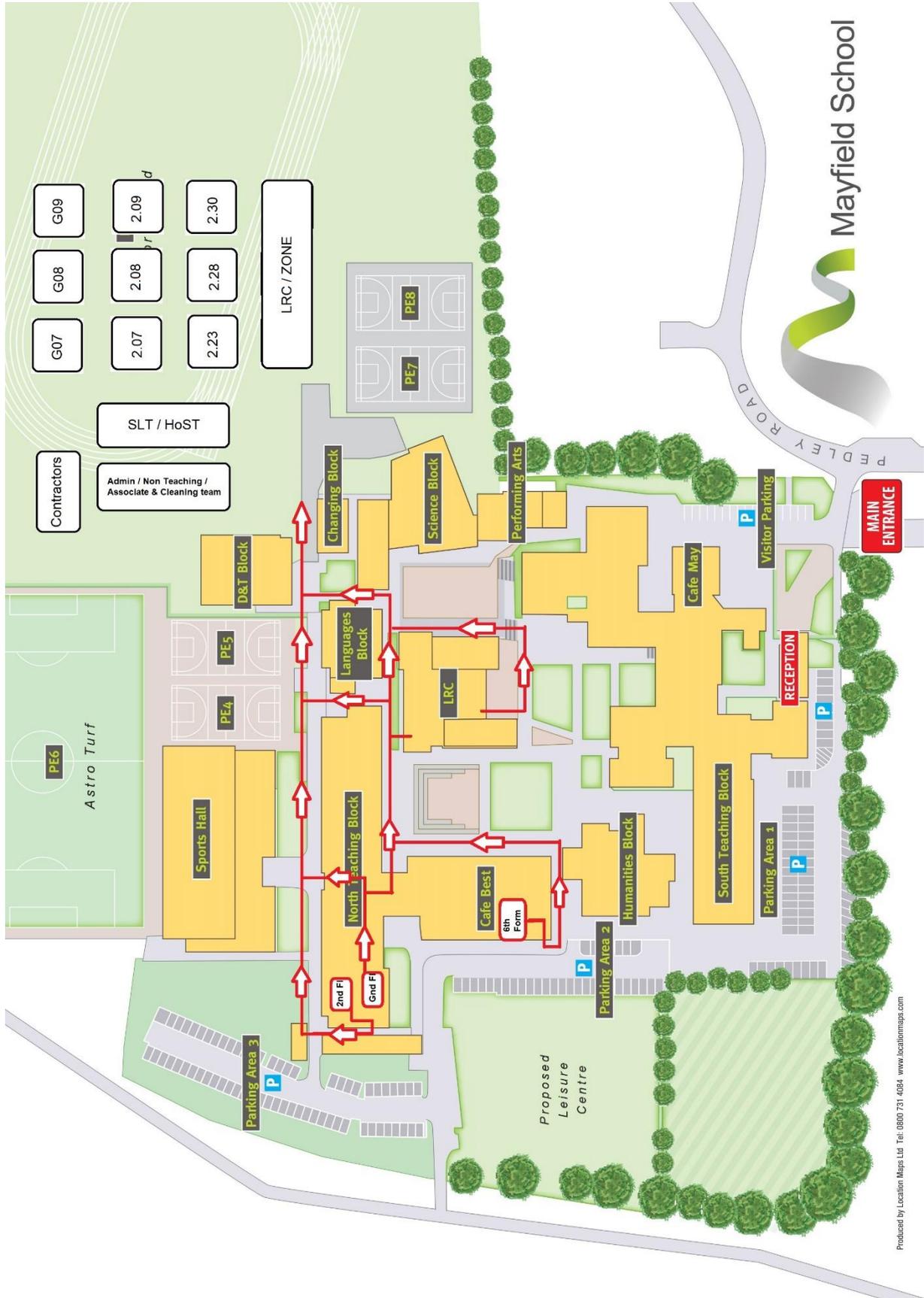
Information and risk assessments regarding hazardous chemical storage, flammable liquids, gases or any other hazardous materials being stored or used on the premises is situated in visitors' reception for the emergency services to access.

EMERGENCY PLAN DRAWN UP BY .....

CO-HEADTEACHERS SIGNATURES .....

DATE OF ISSUE .....

REVIEW DATE.....



Produced by Location Maps Ltd. Tel: 0800 731 4084. www.locationmaps.com