



Emergency Evacuation Policy

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Chairman of Governing Board	Cees Uijlenhoed
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Emergency Evacuation Policy

Should fire break out in the school, it will be the responsibility of staff members to:

- i. Raise the alarm in Admin office
- ii. Evacuate the school
- iii. Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

1. On hearing the fire alarm the following staff procedures/duties will take place:

1.1 Classroom Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point on schoolyard unless told otherwise
- Staff bring their emergency map
- Staff will check children with the Class Register and immediately inform Principal of any missing
- Do not re-enter building until told to do so by Principal or Fire Service

1.2 Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the Office manager will, on hearing the alarm, immediately contact the Fire Brigade :
 - i. Adres VI Muri Okuola Street number 0819 110 9874
 - ii. Adres: Ikoyi, 27 Awolowo Rd, number: 0816 621 5398

- The visitors and staff signing in books must also be collected by the head-guard and brought to the office manager and checked. Any persons missing must be reported to the Principal.

1.3 Kitchen/Gardening/Maintenance Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
 - Evacuate by designated route
 - Close doors and windows as you leave
 - Assemble at their assembly point on playground
 - **NO ONE** should stop to collect personal belongings
 - Do not re-enter building until told to do so by Principal or Fire Service
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- **Principal (ES Leader in absence of Principal)**
 - The Principal will monitor the evacuation of the premises from the assembly point. (main play ground)
 - Teaching staff will raise the green sign if the class is complete. Any missing pupils/staff must be reported immediately to the principal
 - The Office manager will do a head count of staff and visitors. Any missing staff/visitors must be reported immediately to the principal
 - When the head count has been completed the Principal will raise the green sign and will inform senior staff, office manager and fire service if applicable.

1.4 Building Managers/Fire Marshals; (will wear yellow jackets)

The building Managers/ Fire Marshals will check the following areas:

- Main Building 1: (admin Building)
 - i. Mr. Salami; check the year 2 toilets, Main Kitchen, and staffroom. (Firebox)
 - ii. Mr. Omon; check Toilets year 5/6 Staff toilets, SEN room & NTC/Computerroom, (Firebox)
- Main Building 2: (Principal's Building)
 - i. Miss Esther check the Library, extra Kitchen and year 3/4 toilets (Firebox)
 - ii. Miss Kasia/Miss Maya Check toilets groep 3/4/5
- Nursery building:

- i. Mrs. Roselyn; check the Minimax/Maximax Toilets & behind building (use extra door to check)
- Year 1 building :
 - i. Mrs. Onyinye; check the year1 groep 1/2/3 toilets & behind building (use extra door)
- (Pre) Reception building:
 - i. Mrs. Adana; check the toilets & behind building (use extra door)
- Generator building/PE hall:
 - i. Mr Dan; check Generator building, Container, Changing Rooms, PE Toilets & behind PE hall
- Maintenance area & traffic circuit:
 - i. Mr John maintenance area & check Traffic circuit (In case not on site Mr John/ Mr Isaiah takes over)

1.5 Head-guard/Guard

Head- guard will instruct guard to stay at the main entrance and wait for the fire brigade and to ensure no persons re-enter the premises. After bringing the visitor staff books to the office manager the head guard will return to the main gate and will monitor the school main entrance. The grounds man will later join him

1.6 Groundsman (Mr. John)

After reporting to the Principal that his controlled area is free, he will monitor the main gate together with the Headguard

- In the event that the grounds man is not on site this responsibility passes to head of maintenance (Mr. Dan)

2. Fire Fighting Equipment

- There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked monthly on a rota basis and serviced annually.
 - i. All Building/Site managers including the Principal are trained to use fire equipment.
- Smoke detector units are situated throughout the buildings. These are tested on a rota basis monthly and serviced annually
- A Fire alarm is at the main administrative building and will be tested monthly and serviced annually

- i. The main fire alarm panel is situated on the wall above the safe in the administration office

3. Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly point.
- All staff will receive a booklet with all Health/Safety policies and Fire/Evacuation procedures.
- Regular fire drills are arranged

4. Key Escape Routes

- All areas have direct escape routes to assembly point on playground. If necessary pupils and staff can further be evacuated from the site via doors to either German embassy or British Deputy High commission (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.

5. Assembly Point

- Play ground

6. Fire Risk Assessments

Risk assessments are carried out annually.

6.1 General Fire Assessments

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Fire Risk Assessments
- Making emergency plans
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

6.2 Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

6.3 Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire-fighting equipment
- Limiting the spread of fire
- School is a non-smoking area site



---- End Emergency Evacuation Policy NISL ---