

## Emergency Evacuation Plan

Emergency Evacuation Plan For: Loughries Integrated Primary School
Premises address and contact number: 2 Ballyblack Road Newtownards County Down BT23 8SR <b>028 91817528</b>
Plan date: 11/5/23
Review date: 11/5/24

Sound of the Alarm
The sound of the alarm will be: A continuously ringing bell. A shouted warning.

Raising the Alarm
In the event of a fire: If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: Activation of the nearest call point or commencing manual school bell. If fire is detected by automatic detectors, this will activate the fire alarm.

Action staff should take on hearing the alarm
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The following actions will be taken upon the fire alarm being sounded/raised:

- Emergency Evacuation Controller Mrs Thompson will take charge of the fire evacuation.
- Mrs Boardman will dial 999 to request attendance by the Fire Service and must provide their name, name of building, building address (as detailed above), contact number and details of fire.
- Mrs Boardman will pick up Staff/visitors signing in book.
- Staff will commence evacuation of the building with their register board – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Separate 'Personal Emergency Evacuation Plans (PEEPs)' are in place for staff, pupils and visitors with additional needs.
- Mrs Rea to sweep building if safe to do so to ensure all areas are clear and where possible all doors are closed on the way out.
- If safe to do, electrical mains should be switched off before leaving the building. The location of this is in the electrical cupboard.
- Teaching Staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point and Teachers to check pupils are accounted and report to Mrs Thompson. Mrs Thompson to ensure all staff and visitors are accounted for.
- Mrs Thompson to liaise with Fire Service upon their arrival.

### Escape Routes

The escape routes from the building are:

1. Front door
2. Back door
3. P1/2 Emergency Exit door
4. P3/4 Emergency Exit door
5. P5/6 Emergency Exit door

### Fire Assembly Point

The assembly point is in the Key Stage 2 Playground.

Each class with class teacher and classroom assistants to line up behind the red dot.

All other adults to stand beside the Fire Assembly Point sign.

### Fighting Fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

**Personal safety always takes a priority and, if in any doubt, staff should not attempt to extinguish a fire.**

### Location of key safety hazards or other fire related equipment

- Mains water inlet: Boiler House
- Mains Fuse Box: Electricity Cupboard
- Location of fire alarm panel: On wall between Secretary's Office and Principal's Office.

### Equipment needed to affect the emergency plan

Mobile phone, hi-visibility tabards.

### Variations to plan

Lone working: Always open the back door before starting work.

Always carry a mobile phone.

School opened in the evening: Staff Member to be onsite.

### Back up arrangements

The school hand bell to be used in the event of fire alarm failure.

Mrs Rea to take on the role of Emergency Evacuation Controller if Mrs Thompson is off site.

### Responsibilities

For ensuring plan is up to date	Principal Mrs Thompson
For ensuring adequate staff are on duty to carry out the evacuation plan	Principal Mrs Thompson
For training staff on the evacuation plan and in their roles and responsibilities	Principal Mrs Thompson