



The Weston Federation

Emergency Evacuation plan

Emergency instructions

1	<p>The action employees should take if they discover a fire/ incident</p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks. Fire to be no smaller than waste bin size</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building on the playground(WCJS) OR rear playing field/playground(WHIS).</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>The staircase and routes leading to the front door are protected routes.</i></p>
5.	<p>Fire fighting equipment provided</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All staff will usher visitors out of the building and assemble at the muster point.</i></p> <p><i>Fire wardens will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people</i> • <i>Registers are collected on the way out</i> • <i>The Fire Brigade is called.</i> • <i>A roll call is made to ensure everyone is out.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • <i>Visitors:</i> <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • <i>Contractors:</i> <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • <i>People with disabilities:</i> <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.</i>

8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • <i>On hearing the alarm Ms J Lawton(WCJS) Ms G Barber (WHIS) will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> • <i>Fire Wardens will call the Fire Brigade in the absence of MS J Lawton/Ms Barber (this may be best achieved using a mobile phone)</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>Fire incident officer MR M Lowndes will liaise with the Fire Brigade on their arrival.</i>
10.	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • <i>All staff and children: Evacuation Drills termly</i> • <i>All staff: Evacuation briefing once a year (may be in conjunction with drill.</i> • <i>Fire Warden training: for designated fire wardens</i> • <i>Record of training to be kept within Fire Manual.</i> <ul style="list-style-type: none"> • <i>Training to review on a yearly basis and planned into budget.</i>
11.	<p>If there is a whole school site evacuation:</p> <ul style="list-style-type: none"> • Weston Junior Academy will evacuate to the Infant site on West Street • Weston Infant Academy will evacuate to the Junior site on Princess Drive

