



## SCHOOL EVACUATION POLICY

### Rationale

The plan is intended to be a framework for the necessary procedures needed to evacuate all persons from the main school and Invictus building of Manor Green School & all persons from The Link Careers Hub building.

It is a living document and therefore it should be regularly reviewed and amended as required.

The plan covers the use of the buildings during main school hours and during out of hours occupation during 'lettings.'

### Aims

This Evacuation Plan aims:

- To enable users of the buildings to respond effectively to an emergency and to ensure fast and safe evacuation for all.
- To assist the school in putting in place the necessary information, resources and procedures for the fast and safe evacuation of a group of adults and children, many of whom will need more than clear signage and audible warnings to effect an evacuation.
- To fulfil the statutory requirements to have a plan in place to respond to emergency evacuations
- Ensure all staff and other relevant persons have access to the plan

### Guidelines

The various responsibilities and advice for managing a safe and effective evacuation are included in the main body of this document. Statutory requirements for evacuation rehearsal will be met.

#### **Final Assembly Point (FAP)**

The final assembly point for the evacuation of the students, staff and visitors from the main school & Invictus building will be:

The green tarmac area in the Primary playground - for all students, staff and visitors exiting at the rear of the building /the Primary areas

The SLT/Visitors parking bay – for all students, staff and visitors exiting the front of the building (students and staff from the swimming pool MAY be able to assemble in the front entrance lobby if deemed safe at that time- this is to minimise their exposure to cold air even though they may have heat retentive blankets on.)

The green tarmac area of the Secondary playground- for all students, staff and visitors exiting the rear of the building/ the Secondary areas.

The parking bays opposite the main entrance to the Invictus building for all staff and students from the Invictus building.

Should it be necessary to evacuate further away from the building or to seek shelter until such times as a safe return is agreed, students and staff can then evacuate from the designated assembly point in a controlled and orderly manner through the grounds of Cox Green School via the pedestrian gate in the boundary by the specialist rooms and Cox Green field. The gate will be on electric release linked to the fire alarm system to provide free access in the event of a fire.

The final assembly point for the evacuation of the students, staff and visitors from The Link Careers Hub building will be:

The area by the fence line closest to the main blue gate.

Should it be necessary to evacuate further away from the building or to seek shelter until such times as a safe return is agreed, students and staff can then evacuate from the designated assembly point in a controlled and orderly manner through the gate and travel right onto Chiltern Road, towards the end of the road, arrangements will be made to transport staff and students to the Main school site. The pedestrian gate will be on electric release linked to the fire alarm system to provide free access in the event of a fire.

### **External Routes**

External access to the FAP at the main school site will be through the school play areas east of the school.

The small number of staff/students who may have to exit to the front of the school will reach the FAP via Gate 7 and path adjacent to the Training & Conference Room. This gate will also be on automatic fire alarm release.

### **Main School Building**

#### **Class Base Exits:**

Evacuation from all class bases will be direct to open air through the nearest available external door to the play areas.

Communal areas exits will be by the corridor to the nearest exit to open air as designated on the school Fire Strategy Plan.

#### **All Other Rooms**

These rooms – Hygiene Areas, Toilets, Offices, Group Rooms, etc – will exit by the corridor to the nearest exit to open air as designated on the school Fire Strategy Plan.

Communal areas off the main spine with the exception of the Therapy Area will exit via the corridor to the nearest exit to open air as designated on the school Fire Strategy Plan.

Therapy Area should exit to the front of the school and wait in the SLT/Visitors parking bay, until such times that they can re-enter the building or are instructed to make their way through the gate next to the conference room and thence to the FAP, Cox Green School.

#### **Sensory Garden**

This space will be used on a class-by-class basis and therefore is unlikely to involve no more than twenty students and up to fifteen teaching/caring staff members at any one time.

At no time will overall numbers approach 60 persons when door handing would have to be re-considered.

Escape from the sensory garden will be possible via three well separated points \* PLEASE NOTE, the door to Internal Play, the door adjacent to the Library (if escaping from the P16/secondary area)

and the door adjacent to Time Out room S11(if escaping from the main building area) have flashing lights above these external doors. These are linked to the specific fire alarm zone that has been activated. All groups of students, staff and visitors within the garden will need to see which door has a flashing light above it and NOT EXIT through that door. Because the only route out of the garden is back into the school, this should minimise the chance of walking towards the fire. Doors without a flashing light should be safe to use to enter the school and then exit the outside assembly point by the nearest marked fire exit route.

These doors will be protected by TDSI readers for entry into the garden and push button exit panels, allowing free access into the building and subsequent escape via established escape routes.

The design of the sensory garden takes into consideration possible escape from the Life skills Class base and the P16 Common Room and will provide a level paved route to all of the above-mentioned doors, and an escape route back into another compartmented area of the building.

### **The Link Careers Hub**

Evacuation from all class bases will be direct to open air through the nearest available external door to the outside area.

Communal areas exits will be by the corridor to the nearest exit to open air as designated on the building Fire Strategy Plan.

### **Fire Strategy Plan**

A copy of the Fire Exit Strategy Plan for each area of the school are to be kept in all areas of the school and all members of staff should familiarise themselves with the nearest exit to rooms in which they work.

### **Handling of Students**

All ambulant students will exit the building with the adult support designated to their class group, which is appropriate to their needs. Non-ambulant students will have an individual Personal Emergency Evacuation Plan (PEEP) Students who rely on mobility aids will exit the building using the method highlighted in their plan, with the adult support designated to them, or the class group, whichever is appropriate to their needs.

Students in the swimming pool, toilets, changing rooms or any other room where they are not wearing all of their clothing, will be wrapped and assisted to exit the building by the adult support designated to their class group or the individual, whichever is appropriate to their needs, an emergency bag containing foil blankets is kept hanging by the pool door.

Students who are not in their wheelchairs and can not easily and quickly be placed into the chairs, at the time of evacuation, will be placed on 'slip mats' and dragged to an appropriate place of safety by the adults who support the individual or class group. Slip mats will be hung by the main fire evacuation notice in each room where students may be out of their wheelchairs or mobility aids.

### **Number of staff/carers to students, their roles and procedures when the alarm is sounded**

Manor Green is a generic co-educational special school that caters for students with a wide range of learning difficulties, including severe, profound and multiple learning, emotional and behavioural, autistic spectrum disorders, speech and communication and physical disabilities. Every student has a Statement of Special Educational Need.

There are clear instructions in all areas, both written and in sign language (pictorial) telling students and adults what to do in the event of evacuation. The instructions are:-

- students must do as the teacher tells them

- leave the room quietly
- walk
- shut all doors
- do not go into classrooms or any building
- must meet at ... (designated) assembly point

If a student is immobile and not in/on a piece of equipment that can be wheeled e.g. wheelchair, mobile frame, trolley then they will be rolled onto an evacuation blanket by member of staff responsible for evacuation of that student and dragged out of the building to a place of safety where assistance can be given to place the student into such equipment.

### **Evacuation from the Invictus building**

Evacuation of students, staff and visitors from the Invictus building is as follows;

Exit via the nearest exit, walk to the front of the building and congregate at the FAP opposite the main entrance to the Invictus building.

The lifts may not be used and will stop working once the fire alarm is activated.

Non ambulant students on the first floor of the building, in accordance with their PEEP will either be evacuated using one of the evacuation chairs by a trained member of staff, or will be taken to a refuge area at the top of each stairwell, they must use the nearest refuge area to them at the time of evacuation, the staff member must press the call button on the wall and communicate with the incident controller, who will issue instruction and take the names of all staff, students and visitors in each refuge area.

### **Evacuation from the Link Careers Hub**

Evacuation of students, staff and visitors from The Link Careers Hub building is as follows;

Exit via the nearest exit, walk to the front of the building and congregate at the FAP opposite the main entrance closest to the main blue gate.

### **Access through external gates Main school site**

Once the fire alarm has been activated, gates noted, as being on fire alarm release, will have their electric keeps automatically released allowing free access for staff and students to reach the FAP. Similarly, gates on the access road, controlled from the buildings, will be released allowing free access for fire appliances etc.

### **Access through external gates The Link Careers Hub**

Once the fire alarm has been activated, the main blue pedestrian gate will be released, the Fire Warden will need to release the padlocks on the vehicle gates to allow free access for fire appliances etc.

### **How the school marshals the occupants and who meets the fire brigade upon their arrival at the Manor Green School site**

The Head of Estates and site staff (or other designated member of staff in their absence) are responsible for checking the alarm panel for the location of the fire /cause for evacuation.

Designated office staff are responsible for calling the fire brigade.

The head teacher (or designated senior member of staff in absence of head teacher) is responsible for ensuring that all students and staff are accounted for at the Assembly Point.

The site staff (or designated member of staff in absence of maintenance officer) is responsible for meeting the fire brigade and directing them to the site of the fire etc.

The office staff are responsible for taking to the designated assembly point all class registers. Class registers are distributed to relevant class teachers. Reception staff will take an iPad with them and check the on location system for visitors and staff locations, staff and visitors will be checked off using the iPad to ensure everyone has been accounted for.

All other documentation is taken to head teacher (or other senior staff member designated in absence of head teacher) where it can be checked should a student or member of staff be considered missing when roll call is made.

Class teachers are responsible for ensuring that all staff and students in their class at the time of evacuation are directed / assisted to the designated assembly point.

The class teacher is then responsible for conducting a headcount and roll call of students against their class register at the designated assembly point. Confirmation, or not, of presence of all students and staff assembled is then relayed to Head of Estates (or other staff member designated in absence of Head of Estates).

Some individual staff are given designated responsibility for ensuring that a specific student in their immediate care and/or specific areas, e.g. toilets, hygiene rooms, hydrotherapy pool, etc., are evacuated. All staff are responsible for ensuring that students in their charge and visitors in their areas are directed / assisted to the designated assembly point. All senior staff are responsible for ensuring that staff working in their immediate vicinity are evacuating the building.

Whilst students are expected to line up with their class, because of the special educational needs of the students attending this school, the actions of some students can sometimes be unpredictable, and it is important that the students are within a secure and safe area away from traffic and the school building. Should it be necessary to evacuate further away from the building or to seek shelter until such times as a safe return is agreed, students and staff can then evacuate from the designated assembly point in a controlled and orderly manner through the grounds of Cox Green School.

### **How the school marshals the occupants and who meets the fire brigade upon their arrival at The Link Careers Hub site**

The duty manager (or other designated member of staff in their absence) are responsible for checking the alarm panel for the location of the fire /cause for evacuation.

The duty manager is responsible for calling the fire brigade (the alarm is linked to a monitoring station that will call the Head of Estates to check if the brigade is needed).

The duty manager (or designated senior member of staff in absence of duty manager) is responsible for ensuring that all students and staff are accounted for at the Assembly Point.

The administrator or duty manager will collect class lists and the visitors book and take to the Assembly point where a roll call will be undertaken. (The Onlocation system is not functional at The Link Careers Hub building).

### **Re-entry into buildings at the Main School site**

Following an evacuation where the fire brigade **have not** attended, staff will be informed by the Head of Estates or the Headteacher that they may re-enter the building(s).

When the fire brigade **have** attended to a fire alarm activation the Chief Fire Officer will take control of the building and they will notify the responsible person (Head of Estates or Headteacher) when it is safe to return to the building(s).

### **Re-entry into buildings at The Link Careers Hub site**

Following an evacuation where the fire brigade **have not** attended, staff will be informed by the duty manager that they may re-enter the building(s).

When the fire brigade **have** attended to a fire alarm activation, the Chief Fire Officer will take control of the building and they will notify the responsible person (Duty Manager) when it is safe to return to the building.

### **General omission of the flashing light from the fire alarm system Manor Green School site**

All students at the school have statements of special educational needs and many have associated physical and health conditions, which may include epilepsy. It is considered that providing a flashing light alarm at the rate required would have a strobe effect, which could trigger an epileptic fit in an evacuating student and make the evacuation of that student more difficult, putting at serious risk not only the child but any member of staff involved in the evacuation. In addition, accidental activation of the fire alarm system could result in fits and/or unnecessary distress to some students.

As the inclusion of flashing beacons to be installed in addition to sounders is only a guideline in BS 5839, it is considered by the school, in this case, to be safer for all concerned, to omit them from most of the building.

Exception to this omission:

There are flashing lights above the external doors on the sensory garden. These are linked to the fire alarm zone that has been activated. All groups of students, staff and visitors within the garden will need to see which door has a flashing light above it and NOT EXIT through that door. Because the only route out of the garden is back into the school, this should minimise the chance of walking towards the fire. Doors without a flashing light should be safe to use to enter the school and then exit the outside assembly point by the nearest marked fire exit route.

### **Use of the school buildings/facilities by private groups/general public (lettings)**

#### **Final Assembly Point (FAP)**

The final assembly point for the evacuation of the general public (using the school building during an evening or weekend letting) will be the head of the turning circle in the driveway at the front of the school.

The 'hirer' will be responsible for assuring a capable adult will be in attendance at every event/letting. This person will be responsible for directing their 'clients' to a place of safety and for complying with the points listed in the letting's agreement. This person will also be responsible for calling the emergency services if the school does not have a member of staff on site during the letting period. If the school has a member of staff on duty, they will be responsible for calling the emergency services, however the Hirer will also need to liaise with that member of the school staff, to confirm, in an emergency, that the relevant emergency services have been called and that all of their 'clients' have successfully evacuated the building.

The 'hirer' will have signed a lettings agreement that clearly states that the 'hirer' will be responsible for the following:

- Taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded.
- The efficient supervision of the hired premises and for the orderly use thereof including the observance of the non-smoking status of the school.
- Ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises
- Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment, including adequate supervision by adults where young persons are concerned.

- Familiarizing themselves and the users of the premises with the fire alarm positions, the locations of fire-fighting equipment, location of the nearest emergency phone and the establishment's exit routes and the final assembly point.

### Monitoring the Effectiveness of the Policy

This procedure shall be subject to periodic review.

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The Governing Board approved this policy on date: 31<sup>st</sup> January 2024

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Headteacher