



BRIGHTON & HOVE CITY COUNCIL
EMERGENCY EVACUATION PLAN

Name & address of the premises	Downs View School, Warren Road, Woodingdean BN2 6BB
Directorate	CYPT
Section	Schools
Description of building e.g. office, hostel, school	Special School
Person Responsible for day-to-day management of the premises	Vanessa Hickey Executive Head Teacher
Date plan produced and/or amended	February 2023
Name of person producing plan (print name)	Rae Casoria
Job title	Premises Administrator
Signature	

Duties and identities of staff with specific responsibilities during an evacuation e.g., the Evacuation Controller, Fire Wardens, 1st Aiders

- Admin, Premises and Teachers are classified as Fire Wardens. Where possible, Fire Warden's must take a radio with them.
- The Executive Head and Deputy Head Teachers are Evacuation Controllers. Contact will be via radio or mobile phone.
- Southern Monitoring calls reception when the alarm is activated to check if it is a real fire. The Receptionist will take the emergency grab pack and meet the fire brigade. During school holidays the key holders are called.
- Out of office hours the person discovering the fire should call the fire brigade.
- We have a large number of staff who are first aid trained – photos and names are displayed around site.
- Staff in rooms where cookers are used should switch off hobs and ovens where safe to do so, before they leave the room. Where possible, they should turn off mains power via the switches near the window.

Please note: In the event of a smoke detector going off, there is a 3 minute delay from when the panel goes off (high pitched beep) as opposed to the alarms sounding.

Action to be taken by a person discovering a fire

- ❖ **RAISE THE ALARM** immediately by activating the nearest Fire Alarm Call point to start evacuation procedures.
- ❖ **NO** attempt should be made to tackle the fire.
- ❖ Leave the building by the nearest exit.
- ❖ Report to the nearest Assembly Point.
- ❖ **DO NOT** stop to collect personal belongings.
- ❖ **DO NOT** re-enter the building until told it is safe to do so by an SLT member or Fire Warden.

Fire warning system (description of type of alarm used e.g. bell/siren/voice etc. types of signals and location of system panels)

- The school has Automatic Fire Detection (AFD) on all escape routes and in all rooms that have been identified as being high fire risk.
- Call points are situated adjacent to final fire exit doors.
- The Fire Alarm control panel is situated in the reception lobby. A secondary panel is situated in the new reception area.
- Sounders are installed throughout the building to give a high pitch electronic sound.
- The Fire Alarm system has been installed within the current British Standard - BS 5839.
- The fire exit doors which are secured by access control, will automatically open upon the alarm sounding using a fire relay.

Evacuation procedures (description of procedures to be followed)

- Evacuation must start as soon as the Fire Alarm is heard.
- All belongings should be left unless essential.
- Staff must ensure they take any pupil emergency medication out with them in the event an evacuation takes place.
- The nearest and safest escape route should be used.
- Do not use the lift.
- Fire Wardens should check all surrounding rooms to make sure everyone is accounted for and then start evacuation of pupils and visitors. They are responsible for ensuring all staff and pupils in their classroom have evacuated safely. The class Fire Register can be found on the wall next to the fire exit door. This must be taken to the assembly point upon leaving the room.
- Ensure all doors are closed behind you as you leave.
- Administration staff to take signing in sheets and visitor's book to the Assembly Point in the main playground.
- Fire Wardens each have a designated area of the school they are responsible for checking. They will then make their way to a designated assembly point, ensuring to take a radio with them. The Evacuation Controller will do one final sweep to ensure everyone has left the building.

Ground Floor

The following escape routes should be used:

- Staff and pupils in **Bumblebees, Otters, Foxes, Rabbits** and **Butterflies** should exit the building into their individual gardens and make their way to the Assembly Point in the main playground.
- Staff and pupils in **Owls** and **GF Corridor** should exit the building using the push bar on the external exit doors in the main corridor into the alleyway and make their way to the Assembly Point in the main playground.

- Staff, visitors and pupils in **Hall 1** should exit the building using the external fire doors and make their way to the Assembly Point next to the entrance to **Ash Cottage Hut**.
- Staff in the **Kitchen** should exit the building using the external fire door leading to the car park (key to the gate should be left in the door at all times), proceed through the gate and make their way to the Assembly Point next to the entrance to **Ash Cottage Hut**.
- Staff and pupils in **3LS** should exit the building using the external fire doors leading to the alleyway in Area B, and make their way to the Assembly Point in the main playground.
- Staff and pupils in **4N** should exit the building using the internal fire door in the adjacent small room, through the external fire door into the alleyway, and make their way to the Assembly Point in the main playground.
- Staff, visitors and pupils in **Reception, Offices and Toilets** should exit the building using the nearest fire exit (leading to the playground or front of school), and make their way to the Assembly Point.
- Staff and pupils in **3D, Sensory and Soft Play Rooms**, should exit the building using the fire doors leading to the playground and make their way to the Assembly Point in the main playground.
- Staff and pupils in **Medical, Therapist Office and Meeting Room**, should exit the building via orange doors in reception and make their way to the Assembly Point next to **Ash Cottage Hut**.
- Staff and pupils in **3JC, Badgers, 3J, PMLD Bathroom and Toilets**, should exit the building using the orange fire doors at the end of the corridor. In the event the door is locked, the key is kept in the key box to the left of the door and the code is 2022. Then make their way to the Assembly Point next to **Ash Cottage Hut**.
- Staff and pupils in **Hall 2 and Therapy Room**, should exit the building using the external doors in the hall and make their way to the Assembly Point in the main playground. The code for the key box is 2022 and the gate from the Hall walkway to the playground has a push bar.
- Staff and pupils in the **PPA Hut, External Meeting Room and Outside Classroom** should exit the building using the external fire doors and make their way to the Assembly Point in the main playground.

First Floor

- Staff and pupils on the 1st floor; **4F, 3R, 4B, Bears, 3E and Bathrooms** should exit the building using the external fire door (leading to Woodingdean Primary School's playground), proceeding through the gate into the playground. The Fire Warden will be contacted via radio when safe to re-enter the building.

Lower Ground Floor

- Staff and pupils in the **Swimming Pool, Splash Pool or Swimming Pool Changing Rooms** should exit the building, when advised to do so by a Fire Warden or member of SLT, once actual fire/risk is confirmed. If a risk to life exists, they must exit the pool by the double doors using the external fire doors in the pool area and make their way to the Assembly Point outside Ash Cottage. In the event this exit is unsafe to use, staff and pupils must exit through the **Staff Room**.
- Staff in the **Staff Room**, should exit the building via the fire exit door and make their way through the car park, to the Assembly Point outside Ash Cottage. The code to the key box is 2022
- Staff and pupils in the **Laundry Room** should exit the room and make their way to the fire exit door, through the staff room.

- Staff and pupils in **Hedgehogs and Squirrels**, should exit the building using the external doors, make their way around the bottom of the playground and to the Assembly Point on the playground. In the event the door is locked, the key is kept in the key box to the left of the door and the code is 2022. The code to the external gate from the walkway to the playground is 248.
- Staff and pupils in the **Food Tech Room and Toilets**, should exit the building using the external door on the right-hand side, at the bottom of the corridor. They can then make their way around the bottom of the playground, and to the Assembly Point on the playground. The key for the door is in the key lock box and the code is 2022. The code through the green external gate is 2022.

General Information

- Once at the Assembly Points, Fire Wardens must carry out a roll call of students and staff in their class.
- Evacuation Controller – must be informed of any missing pupils or staff members immediately.

Arrangements for the safe evacuation of persons identified as being especially at risk (such as disabled people, lone workers, young persons, members of the public e.g. use of evacuation mats, buddy systems, additional fire wardens for public areas etc.)

- Staff will ensure visitors in their room or area are escorted from the building along with the pupils.
- During school functions e.g., assemblies, the most senior member of staff, or of the FOD, present will give instructions to the parents/visitors.
- Contractors' must liaise with the school regarding arrangements.
- Personal Evacuation Plans in place for pupils who require extra assistance.

Location of Assembly Point(s)

A member of the administration team or the Evacuation Controller will liaise between each assembly point via mobile/radio.

1. Main Playground
2. Pavement next to entrance to Ash Cottage
3. Woodingdean Playground

How the Fire Service (and any other emergency services) are to be called and who will be responsible for doing this

- The receptionist is responsible for contacting the Emergency Services during normal school hours.
- Staff covering their absence will be informed of the procedures.
- Out of hours the person discovering the fire will call the Emergency Services.
- As soon as the alarm sounds an investigation by Premises will confirm the trigger of alarm and let SLT know, 9-999 must be dialled from the phone on reception. If this is not possible, then a mobile phone should be used once outside. The receptionist will be asked by the operator which service they require. 'The Fire Service' should be clearly stated. If injuries are known, the 'Ambulance Service' should be stated as well.
- The receptionist will then be directed to the Fire Service Control Centre who will ask to be given a brief summary of the situation.

- The full address and telephone number of the school will be asked for and confirmation of this address will be given by the operator.
- The receptionist will then leave the building and wait to meet the fire service outside the front of the school, taking the emergency grab pack with them.
- Downs View's Fire Alarm is automatically link to a monitoring centre, who will call the school if check if it's a real fire.

Provision for out of hours – when fire wardens, evacuation controllers may be unavailable, including provision for staff who work late, cleaners, contractors and visitors who may be on the premises.

- Instructions on the use of the fire alarm system - located in the Fire Alarm Panel.
- Lone working is only possible with the prior consent of the Head Teacher. Before commencing any lone working, arrangements must be in place to telephone/text a member of staff confirming the lone worker has left the building and is safe.
- Lone working policy is followed.

Procedures for liaison with the Fire Service on arrival and during the evacuation (who, where, what etc.)

- An SLT member and/or Receptionist, will meet the Fire Service and give details on missing persons and any Hazardous Substances on site. Plans of the school will also be given if required which can be found in the emergency grab pack.

Procedures for keeping access areas for the fire and rescue service clear.

- The Premises Team carries out a daily check to ensure access to the premises is clear.

Arrangements for fighting fire e.g. whether staff are trained to use fire extinguishers, or not.

- The school has adopted a strict policy on fighting fires. NO untrained staff member or pupil should tackle a fire.
- Even if training has been given, fires should only be tackled if safe to do so and no bigger than the size of a waste-paper bin.
- Fire extinguishers are only found in high risk areas e.g. main kitchen and electrical cupboards.

Specific arrangements for high fire risk areas and how this is conveyed to the Fire Service upon arrival e.g., location of highly flammable substances such as oxygen, acetylene.

In the event of the fire alarm activating, a responsible person for these areas must operate the gas shut off valve or the electrical cut off switch if safe to do so. The school has identified high risk areas within the building, these are:

- Kitchen Ground Floor (Gas)
- Electrical Intake Main Green Cabinet Outside
- Electrical Intake Cupboard Ground Floor
- Electrical Intake Board Music Cupboard Ground Floor
- Electrical Intake Board Reception Ground Floor
- Electrical Intake Board 3R First Floor

- Electrical Intake Board Area B Cleaners Cupboard
- Electrical Intake Board Server Cupboard Ground Floor
- Electrical Intake Board Art Resources Lower Ground Floor
- Electrical Intake Board Uniform Cupboard Lower Ground Floor
- Boiler Room Ground Floor (Gas)
- Pool Plant Room Lower Ground Floor (Gas)
- Pool Plant Room Lower Ground Floor (Pool chemicals)

Details of where staff training records are kept and arrangements for providing such training

- All Training is given annually or when new staff or pupils start.
- Training is logged on SIMS.

Identification of key escape routes e.g. Attach plans of escape routes

- Plans are attached.

Contingency Plans for when Live Systems are out of order

- If the Fire Alarm system is inoperable whilst the school is in use, then the Head or Deputy Head will raise the alarm when clearing the floors.
- In extreme circumstances the school may be closed, this decision is made by the Head or Deputy Head in liaison with the LA.
- If the school cannot be re-entered due to fire damage, the school has a reciprocal arrangement with Woodingdean Primary School and, pupils will be taken there (particularly in adverse weather conditions), while arrangements are made to call parents and send pupils home.

What to do in the event of a Gas Incident

- Fire Wardens and the Evacuation Controllers will go around site and inform all staff, pupils and visitors in person, to evacuate the premises and go to the far back of the field.
- Evacuation out of the building should be via the appropriate escape routes towards the playground.
- Staff and visitors should take their belongings and ensure pupils have warm clothes and medications with them.
- A member of the Administrative Team calls the National Gas Emergency Service on 0800 111999 and BHCC Premises Team on 01273 292081
- The Evacuation Controller takes the emergency grab pack from reception and at the assembly point, telephones Emergency Planning (Civil Contingencies) on 01273 296699 and inform them of the gas leak.
- Onsite Premises Team or SLT turn the gas off themselves and wait for further instruction from gas emergency services.
- Do not return into School unless advised to do so.

What to do in the event of a Bomb Incident

- Please see Bomb Warning and Suspect packet procedure below.

Fire Wardens and Evacuation Controllers

- A list of updated fire wardens can be found on noticeboards across site.

Downs View School – Bomb Warning Procedure

Any employee receiving a bomb warning on the telephone, by e-mail or as a text message must attempt to obtain the following information:

- Where is the device?
- What sort of device is it?
- When will it detonate?
- When was it placed?
- Why have you placed the device?
- Who is responsible for the bomb?
- What is the code word?
- What does it look like?

See Action Sheet below that employee can follow and complete if they receive a telephone bomb threat.

Stay calm and listen. Record everything that is said, noting any background noises.

Do not replace handset.

Contact the police on 999.

If instructed to do so by the police, ensure staff evacuate the building, ensuring no mobile phones are used during the evacuation. Evacuation procedure is the same as if there was a gas incident (see Emergency Evacuation Plan)

If not instructed to do so by the Police contact the Premises Team on: Tel: 01273 292081 or Emergency Planning on: Tel: 01273 296699. Outside normal working hours: 07540 675169

SUSPECT PACKAGE

If you find a suspect package, do NOT touch the device.

Immediately report the findings to **Vanessa Hickey, Executive Head**, who will advise the most appropriate action. If Vanessa is not on site, inform **Bea Freeborn** or **Jackie Hutchings**.

At the advice of SLT, someone from the Administrative team will report there may be a suspect package to the BHCC Premises Team on: 01273 292081 who will advise of next steps.

If you cannot contact the Premises Team or it is outside of normal working hours contact Emergency Planning on: Tel: 01273 296699 or (Outside normal working hours): 07540 675169

PROCEDURES TO FOLLOW FOR AN EVACUATION

Fire Wardens and the Evacuation Controllers, will go around site and inform all staff, pupils and visitors in person to evacuate the premises via the appropriate escape routes.

Reception to hand over the Emergency Grab pack to the Evacuation Controller who will make their way to the Assembly Point once helped to evacuate premises.

Your assembly point is located **AT THE BACK OF THE SCHOOL FIELD**

At the assembly point the evacuation controller will telephone:

1. Emergency Planning on 01273 296699 and pass on details. 01273 291237 out of hours
2. Property and Design on 01273 291470 with details of building involved.

Action on hearing the Emergency Evacuation Alarm

- Leave immediately, following escape signs
- Do NOT use lifts
- Go to designated assembly point by the approved route
- Do NOT return until told to do so by the Police

Appendix A

Action Sheet for Person Receiving Telephone Threat

A person receiving a bomb threat message should, if possible, attract the attention of a colleague or manager and inform (insert name of relevant person) that a message has been received.

The caller should be kept talking while as much as possible of the information below is obtained and try to keep the line open.

Questions to Ask

- 1 Where has the bomb been placed?
- 2 When will the bomb explode?
- 3 What does it look like?
- 4 What kind of bomb is it?
- 5 What will cause it to explode?
- 6 Did you place the bomb?
- 7 Why?
- 8 What is your name?
- 9 What is your address?
- 10 What is your telephone number?
- 11 Where are you speaking from?

Callers Voice (underline as appropriate)

- | | | | | |
|-----------|----------------|----------------|---------|--------|
| CALM | ANGRY | EXCITED | SLOW | RAPID |
| SOFT | LOUD | LAUGHTER | CRYING | NORMAL |
| DISTINCT | SLURRED | NASAL | STUTTER | LISP |
| RASPY | DEEP | RAGGED | DRUNK | ACCENT |
| DISGUISED | CLEARING | DEEP | HOARSE | THROAT |
| BREATHING | FAMILIAR VOICE | CRACKING VOICE | | |

Exact Wording of Threat

Sex M/F Age

Call Length Date

Time What Number

Nationality

Background Sounds (underline as appropriate)

STREET NOISE

CROCKERY

VOICES

PA SYSTEM MUSIC

MOTOR

OFFICE

FACTORY

HOUSE

ANIMAL

CLEAR

STATIC

LOCAL

BOOTH

OTHER

LONG DISTANCE

Language (underline as appropriate)

WELL SPOKEN

READ OUT

TAPED

FOUL

IRRATIONAL

INCOHERENT

Call received by:

Call reported immediately to:

Remarks: