

EMERGENCY EVACUATION PLAN

Fire Extinguishers:	
Carbon Dioxide	Safe for flammable liquids, flammable gases, electrical hazards. Located in the upstairs corridor, in the downstairs corridor, in the staff room, outside girls' and boys' toilets, upstairs and downstairs in the office block, in the school kitchen, in the boiler house, in the library and IT suite.
Foam	Safe for paper, wood, textiles, fabric and flammable liquids. Located in the school kitchen.
Water	Safe for flammable solids, such as paper, wood, and textiles. Located in the upstairs corridor, in the downstairs corridor, outside the hall, outside girls' toilets, upstairs and downstairs in the office block and in the library and IT suite.
	In the event it is not safe to evacuate into the School Playground because of the location of the fire or smoke, the alternative evacuation point is Atwood School. A copy of our Business Continuity Plan and contacts is held at Atwood.
How to shut down supply sources – Shut off valves	Electricity – situated in the caretaker's room/ electric cupboard, turn clockwise to turn off. Gas – situated in the Boiler house either side of the door AND in the kitchen by both exit doors. Water -Situated outside PE cupboard opposite classroom.

During School Hours:

Who is responsible?	Action:
At all times	
Teaching staff/ member of staff in charge of class.	Children must be accounted for at all times, e.g. when visiting the toilet or working elsewhere than in the classroom;
Anyone finding a fire.	On discovering a fire raise the alarm by pressing the nearest manual call point to activate the alarm system;
In the event of fire alarm sounding	
Teachers, teaching assistants or lunchtime supervisors in charge of classes or groups	All staff and children will evacuate the building using the nearest safe exit, closing classroom and office doors after them; Relevant staff will escort the children in their care at the time;
Teachers or teaching assistants working with children in wheelchairs and other trained staff	Children in wheelchairs are to be evacuated. Wheelchair users on the ground floor will use the closest ramp to leave the building; There are currently no wheelchair users in school.

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Teaching staff/ member of staff in charge of class.	Head count to be done as soon as children arrive in the playground.
Kitchen staff, children and staff in the dining hall/kitchen	Everyone in the kitchen/dining room must evacuate the building on hearing the alarm and walk to the recreation ground. The recreation gate key will have been taken out by office staff and access to the playground will be available.
Kitchen staff	The power isolated by pressing the emergency shut-off button; evacuate to the playground via Limpsfield Road/recreation ground and enter via gate (Unit Manager to have a key).
Any contractors on site	Any contractors on site must switch off any tools or appliances that may be hazardous if left unattended;
Office staff	Evacuate taking with them the attendance form, the Sign in App' tablet, the 'In and out' book (the record of children out of school during the day) the Business Continuity Plan, the children's contact folder, a mobile phone and the recreation gate key.
Office Staff	Complete a roll call of teaching staff, kitchen staff, contractors and all other visitors
The school caretaker, Headteacher, deputy Headteacher or other senior teacher in charge that day	Toilets and school to be checked as they leave the building, and will check the board for the location of the fire. They will check that there is a fire and then contact emergency services by calling 999 and giving the following address; Gresham Primary School, Limpsfield Road, Sanderstead, South Croydon CR2 9EA The nearest adjacent road is Cranleigh Gardens Provide the following information: Where the fire is – the exact location within the school; What is on fire; Whether any person is involved (still in building); The last known whereabouts of anyone not accounted for;
The Headteacher, or Deputy Headteacher or senior teacher, in the absence of the Headteacher	Check the full roll call for children and adults has been completed and headcounts are cross-checked Any persons identified as missing must be immediately reported to the emergency services.
	After an Evacuation
All	No one will return to the building until it has been declared safe by the emergency services;
Headteacher & staff & if relevant Emergency services	Review the evacuation against the plan and any identify / address issues which require a modification of the plan, training or practice.

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Breakfast Club:

Who is responsible?	Action:	Location:	Escape route:
Anyone finding a fire.	On discovering a fire raise the alarm by pressing the nearest manual call point to activate the alarm system;	From the dining hall	through fire exits at back of hall or the front door;
Breakfast Club staff	On hearing the alarm all staff and children will evacuate the building using the nearest safe exit, closing doors after them; If in the dining room and the nearest safe exit is the small red door leading onto the front staff car park, walk to the recreation ground. The recreation gate key is on a hook by the red door. Relevant staff will escort the children in their care at the time;		
Adult in charge during an evacuation;	A register of attendance will be kept every day and must be taken out by an adult. Children must be accounted for at all times, e.g. when visiting the toilet.		
Office staff (opens 8.30am)	Evacuate taking with them attendance form, the Sign in App' tablet, the Business Continuity Plan, the children's contact folder, a mobile phone and the recreation gate key.		
The school caretaker, Headteacher, deputy Headteacher or other senior teacher in charge that day. In their absence it will be the Breakfast Club Lead	Toilets and school to be checked as they leave the building, and will check the board for the location of the fire. They will check that there is a fire and then contact emergency services by calling 999 and giving the following address; Gresham Primary School, Limpsfield Road, Sanderstead, South Croydon CR2 9EA The nearest adjacent road is Cranleigh Gardens Provide the following information: Where the fire is – the exact location within the school; What is on fire; Whether any person is involved (still in building); The last known whereabouts of anyone not accounted for;		
All staff	No one will return to the building until it has been declared safe by the emergency services;		
Kitchen staff	The power isolated by pressing the emergency shut-off button;		
Any contractors on site	Any contractors on site must switch off any tools or appliances that may be hazardous if left unattended;		
Adult in charge during an evacuation;	The roll will be called.		

After School Club:

Who is responsible?	Action:
Anyone finding a fire.	On discovering a fire raise the alarm by pressing the nearest manual call point to activate the alarm system;
After School Club staff (and leaders in charge of Extra Curricular After School Clubs)	On hearing the alarm all ASC staff and children will evacuate the building using the nearest safe exit, closing doors after them; If in the dining room and the nearest safe exit is the small red door leading onto the front staff car park, walk to the recreation ground. The recreation gate key is on a hook by the red door. Children in wheelchairs are to be evacuated, use the closest ramp to leave the building; ASC staff including internal and external run clubs will escort the children in their care at the time to the playground;
Adult in charge during an evacuation;	A register of attendance will be kept every day and must be taken out by an adult. Children must be accounted for at all times, e.g. when visiting the toilet;
Office staff (closes 3.30pm)	Evacuate taking with them attendance form, the Sign in App' tablet, the Business Continuity Plan, the children's contact folder, a mobile phone and the recreation gate key.
The school caretaker, Headteacher, deputy Headteacher or other senior teacher in charge that day. In their absence it will be the After School Club Lead (and leaders in charge of Extra Curricular After School Clubs)	Toilets and school to be checked as they leave the building, and will check the board for the location of the fire. They will check that there is a fire and then contact emergency services by calling 999 and giving the following address; Gresham Primary School, Limpsfield Road, Sanderstead, South Croydon CR2 9EA The nearest adjacent road is Cranleigh Gardens Provide the following information: Where the fire is – the exact location within the school; What is on fire; Whether any person is involved (still in building); The last known whereabouts of anyone not accounted for;
All staff on site	No one will return to the building until it has been declared safe by the emergency services;
Kitchen staff	The power isolated by pressing the emergency shut-off button;
Any contractors on site	Any contractors on site must switch off any tools or appliances that may be hazardous if left unattended;
After School Club leader	The roll will be called.

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Location when alarm sounds:	Escape Route:
From downstairs classrooms	Through the fire exits at the back of the classrooms straight onto playground;
From upstairs classrooms	Down the nearest set of stairs, into the lower corridor and then out of the fire exits at either end of the corridor;
From the hall	Out through the fire exits to the side of the hall;
From the Reception area	Out through the fire exits either side of the reception area;
From the office and	Out through the front door or back door.
From the dining hall	Through the fire exits at the back of the hall or the front door; evacuate via Limpsfield Road to recreation ground and to playground.
From the Morris building	Through the two classroom rear fire exits or main front door as appropriate;
From the playground / car park / side drive / field	Remain outside and proceed to the playground

Confirmation the Emergency Evacuation Plan in respect of Gresham Primary School has been agreed, approved and ratified by the Governing Body:

Signed by:

Chair of Governors: Date:

Head Teacher: Date:

Approved at the Governing Body Meeting on:

Minute Reference: