



Fire Safety & Emergency Evacuation Plan

Policy

Al-Falah Primary School

Spring: 2015

Reviewed on: 08/11/2017

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Introduction

Why have emergency evacuation plans?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat etc. preplanning and rehearsal are effective ways to ensure that building occupant recognise the evacuation alarm and know how to respond. Practising an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. For additional information regarding issues such as severe weather, bomb threats etc; please consult the school's evacuation coordinators/fire marshals.

Evacuation drill policy

- Evacuation drills shall be conducted at least once every term at unexpected times and under varying conditions to stimulate the unusual conditions that occur should an evacuation be necessary. These drills and maybe obstructed, (Having various means of exit made temporarily unavailable) In order to familiarise occupants with secondary routes of evacuation or an unobstructed.
- Evacuation drills will be scheduled by schools evacuation coordinator at least one week prior to the drill.
- Evacuation drills shall involve all occupants. Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged and not permissible. It may be advisable to notify anyone needing special assistance prior to a planned evacuation drills.
- In the conduct of drills emphasis shall be placed upon orderly Evacuation under proper discipline rather than upon speed. The evacuation coordinator and floor supervisors are expected to perform their assigned duties as if in an actual emergency situation.
- Provision should be made for timing and evaluating the orderliness of each drill. The school's evacuation coordinator has to provide an evacuation drill report form.

School Evacuation Procedure:

- In the event of a fire or other emergency necessitating the evacuation of the office, facility area, or any portion thereof, the schools evacuation co-ordinator will notify the school office and sound the alarm system to indicate that an emergency exists and that all personnel in the school will evacuate the building in an orderly manner.
- In the event of a fire or other emergency all staff, children and other users of the building shall evacuate immediately by means of the nearest available marked exit.
- Employees are not authorised to use any portable fire extinguisher that may be present to fight fires. In the event of fires employees are to evacuate immediately.
- The following essential points are also to be noted:
 - Critical operation shutdown procedures are not required because no employees are authorised to delay the evacuation for this purpose.
 - No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
 - After an emergency evacuation employees are to gather in the following location(s):
Assembly point on the main Concourse at front of the building.

- As soon as an evacuation signal is given, all appointed supervisors will assume their responsibilities according to their roles under the school's evacuation plan.
- When orders are given to evacuate all appointed supervisors will render assistance to those persons evacuating the building and shall begin an immediate check of each room or office to make sure that everyone has left the building.
- After being assured that a building or area has been completely evacuated, supervisors shall report these results to the school evacuation coordinator.
- It is essential that the appropriate emergency service be called immediately. If an emergency occurs during office hours, the head teacher or schools evacuation coordinator will make the emergency telephone call. When an emergency exists after office hours the supervisor in charge will make the call.
- An emergency escape route chart is posted in the office, corridors and in every single room.
- Major workplace fire hazards and control, will be discussed with local fire department authorities. This information along with the aforementioned procedure will be discussed with all personnel in a safety meeting.
- Emergency escape procedures from the building will be verbally discussed with all personnel and all the new personnel prior to assignment.
- Emergency evacuation plan will be revised when there are any physical changes to the facility changes in evacuation assistance personnel.

Emergency reporting procedure:

If the need for an evacuation is discovered:

1. Activate the fire alarm at nearest call point
2. If you are not in immediate danger notify the emergency operator (999) and provide:
 - **Your name**
 - **Fire location and address**
State location: Al-Falah Primary School
State Address: 48 Kenninghall Road
 London E5 8BY
 - **Size & Type of Emergency:** e.g. Fire, Smoke or other Safety Hazard.
 - **Any additional information requested by the operator:** e.g. Number of people in the building
3. If you are not in immediate danger, also notify the schools Evacuation co-ordinator.
4. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger. Training is available through the Environmental Health and Safety Department.

If you are TRAPPED in the building and cannot find an escape route:

Call the emergency Operator (999) and give your exact location

Emergency Phone Numbers

Name:	Phone number:
Emergency Operator (All life threatening Emergencies)	999

Your Name

Emergency Location (building name & #____, Floor #____, Room#____)

Size and type of Emergency

Any Additional information requested by the operator

- Police & Fire Services : 999
- Hackney downs and stoke Newington : 020 7739 1212
- Homerton Hospital: 020 8510 5555

Al Falah Contact Personnel

Name	Mobile	Title
Shah Jafor Abdullah	07735043807	Health and safety officer
Shahan Uddin	07962346729	Business Manager
M Abu Hussain	07985177282	Head Teacher
Syedul Alam	02089851059	Ks 2 Coordinator/ fire marshal

Evacuation Coordinator Responsibilities:

- Serve as a **liaison** with emergency responders (e.g. fire department, ambulance, Police).
- Meet responders upon their arrival and convey specific **information about hazards** in the building, access, locations of persons with special needs, etc.
- Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is safe for **re-entry**.
- Keep Evacuation Plan, Contact Persons & numbers and Floor Diagrams up to date.
- Assist in Fire Drills.
- Assign area to assemble after evacuation.
- Assist in training &/ or scheduling of training the building occupants in emergency procedures.
- Inform classroom teachers of their responsibility to provide pertinent information both at the beginning of a term & at the time of evacuation to ensure that students evacuate the building in a safe manner.

School safety officer responsibilities:

- Routinely **inspect** for possible fire hazards on your floor and report to the Evacuation Coordinator.
- Know locations of and how to use all **fire protection equipment** on your floor.
- Ensure that occupants (including new employees) are **familiar** with evacuation procedures.
- Be aware of **building occupants with special needs** who may need assistance during an evacuation (e.g. hearing - or sight impaired, on crutches or in a wheelchair).
- As an integral part of the buildings **emergency communication** network, floor proctors are to ensure that occupants on their floor are aware of an emergency and the need to evacuate.
- Call **999** and / or **pull the fire alarm** whenever a situation could pose immediate danger to people, property, or processes in the building.
- Assist in the **evacuation process** as indicated in the Floor Proctor Evacuation Procedure.

Floor Proctor Evacuation Procedure:

- Notify the emergency operator 999 if you have information related to the emergency. Be ready to provide:
 - Your name
 - Fire location
 - Type of emergency
 - Any additional information requested by the operator
- Alert all occupants on your floor. Check remote areas such as restrooms, storerooms and **close all doors** if possible on your way out. Maintain orderly evacuation of occupants.
- Ensure all **personnel with special needs** are alerted and that someone is assisting with their evacuation.
- If the emergency is located **on your floor** and you are not in immediate danger:
 - You may attempt to determine which smoke detector or pull station was activated.
 - If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger.
- Evacuate the building and **report pertinent information** to the Evacuation Coordinator (e.g. evacuation status, location of persons with special needs, type and location of emergency).
- Proceed to your **assigned entrance** until further notice from the evacuation coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal to re-enter the building.

Evacuation procedures for individuals with a disability:

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform the school's floor proctor of any special needs that may be necessary during an emergency situation using the emergency evacuation special needs notification (see attachment A). The floor proctor will communicate the special needs with schools evacuation coordinator and other emergency personnel as appropriate.

The floor proctor should ensure that individuals with disabilities are provided with assistance during an emergency situation.

Friend System Option:

Make use of a 'friend system'. Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e. hearing the alarm, guidance during the alarm, etc).

Where there has been notification of an emergency situation, the 'friend' can help make sure of the location of the person with a disability, then go outside and inform emergency personnel will then enter the building and evacuate that person.

Evacuation options during an emergency:

Use of the 'buddy system' along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- Horizontal evacuation
Move away from the area imminent danger to a safe distance (i.e. another side, adjoining building, opposite end of corridor, outside to ground level).
- Vertical (stairway) evacuation
- Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- Stay in place
Unless danger is imminent, remain in a room with an exterior window and a telephone closing the door if possible. Dial 999 (if this hasn't been done). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or visible object.
- Area of refuge
If the person with a disability cannot get far away from the danger using the Horizontal Evacuation then that person should seek an area of refuge away from danger. Such an area should have the following if possible:
 - Telephone communication
 - A sprinkler system
 - Fire rated doors, walls or ceilings if available.

Disability Guidelines:

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

- Mobility impaired (Wheelchair)
Persons using wheelchairs should stay in place or move to an area of refuge with their assistance when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial 999 and tell the emergency operator their location and that they need assistance.
- Mobility Impaired (Non-wheelchairs)
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odour) the person with the disability may choose to stay in the building, using the other options, until emergency personnel arrive.
- Visually Impaired
Most buildings are equipped with fire horns / strobes that sound the alarm and / or flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently travelled routes. Since the emergency evacuation route is likely different from the commonly travelled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer help to the individual with visual impairment and guide him / her through the evacuation route.

Occupant Responsibility:

- You are responsible for your own safety! **Stay calm** - avoid panic and confusion.
- Know the locations and operation of **fire extinguishers**.
- Know how to report an emergency (999).
- When the fire alarm sounds make sure **other personnel** in your immediate area are aware of the alarm.
- Inform visitors of pertinent information about evacuation procedures.
- **Close** but do not lock doors as you leave. Items requiring security may be placed in a locking file cabinet or a desk drawer on the way out. Turn off unnecessary equipment, if possible.
- Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building.
- Go to your assigned **area of assembly (Nightingale Estate)** outside the building and wait there. Do not leave the area unless you are told to do so.
- **Persons needing special assistance** not able to exit directly from the building are to proceed to remain in a stairwell vestibule. Inform evacuating occupants to notify the evacuation coordinator of your location. Fire department personnel will evacuate occupants needing special assistance from the building.
- **Do not re-enter** the building until you have been notified to do so. Emergency Personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.

- Time period for Fire, health and safety tests and inspections:

NO	TASK	HOW OFTEN
1	FIRE DRILL	TERMLY
2	EMERGENCY LIGHT TEST	MONTHLY
3	FIRE ALARM TEST	WEEKLY
4	WATER TEST	WEEKLY
5	HEALTH AND SAFETY RISK ASSESSMENT	WEEKLY
6	DAILY BASIC RISK ASSESSMENT	DAILY
7	TOILET ROTA	DAILY
8	FIRE EXTINGUISHERS CHECK	ANNUALLY
9	PAT TEST	ANNUALLY
10	ALARM PANEL TEST	EVERY SIX MONTHS
11	FIRE AND SAFETY RISK ASSESSMENT (FULL BUILDING)	ANNUALLY
12	BOILER AND HEATERS INSPECTION	ANNUALLY
13	FIXED ELECTRICAL TESTING	EVERY FIVE YEARS

Attachment A

Emergency Evacuation Special Needs Notification

This form is for employees of the Al-Falah Primary School, to provide information about special assistance that may be needed in case of an emergency evacuation that may be needed while at work. The information provided will be kept confidential and will not be placed in any personnel files. The evacuation coordinator will retain the completed forms, and may need to communicate special needs to the Schools Floor Proctor, Schools Evacuation Coordinator, safety / emergency personnel, 'Friend System' volunteers, or other individuals who may be entitled to the information necessary to fulfil their responsibilities under our Emergency Evacuation Plan.

Please be aware that **self-identification is voluntary** and employees are not required to provide this information.

Employee Name: _____

Work Location: _____

Please describe the type of assistance you think you will need in case of an emergency evacuation:

Evacuation Drill Report



48 Kenninghall Road
 Clapton
 London, E5 8BY
 T: 020 8985 1059
 E: info@alfalahschool.org.uk
 www.alfalahschool.org.uk

AL-FALAH PRIMARY SCHOOL

Building Name: AL FALAH PRIMARY SCHOOL

Building Number: 48. Kennighall Road. Clapton. E5 8BY

Date of Drill: _____

Time evacuation started: _____

Ended: _____

Total time: _____

Type of drill:

Obstructed		Unobstructed	
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Number of participants (approximately): _____

- Did occupants immediately begin to evacuate the building when the alarm sounded? Yes/No
- Did building staff check restrooms and confined areas? Yes/No
- Was building staff aware of handicapped person(s) and provide assistance? Yes/No
- Were doors closed to contain smoke/fire? Yes/No
- Did everyone evacuate the building? Yes/No
- Did everyone remain outside the building and wait for further instructions? Yes/No
- Are the building staffs knowledgeable in their assigned duties? Yes/No
- Was the drill conducted in an orderly manner? Yes/No

Drill Rating:

EXCELLENT		GOOD		POOR	
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Comments:

Observed/Rated By: _____

Building Proctor/Person in Charge: _____

Signature: _____

Date: _____

EMERGENCY PROCEDURES IN THE CASE OF A FIRE

General Information for Pupils

We hope, of course, that a fire will never take place and it is essential that everyone take all reasonable steps to ensure that this does not happen. **YOU CAN HELP BY MAKING SURE THAT ALL FIRE DOORS ARE KEPT CLOSED.** This could be vital in stopping the spread of fire.

When the fire alarm sounds, you should:

1. Obey without fail the instructions of members of staff.
2. Leave the building by the exit identified by the teacher in **SINGLE** file and in **SILENCE**.
3. Do not bring bags, coats, or any equipment with you. Do **NOT WEAR YOUR SHOES**. Speed, without panic, is essential.
4. Go to the Fire Assembly Point is:

Outside the main gates and turn **LEFT** and make your way to the green area of Nightingale Estate.

You should line up in a straight line in alphabetical order in your Form/Class groups.

5. Do not panic.
6. Wait quietly until you are told to return to the building.

IT IS ESSENTIAL THAT YOU LEAVE THE BUILDING QUICKLY AND CALMLY. YOU MUST LINE UP OUTSIDE IN SILENCE BECAUSE THIS ENABLES STAFF TO CHECK QUICKLY TO SEE IF ANYONE IS MISSING.

ANY TIME LOST AT THIS STAGE COULD RESULT IN LOSS OF LIFE.



• **Signed: Chair**

Date.....

• **Name: I Hajat**

•

• **Signed: Head teacher**

Date.....

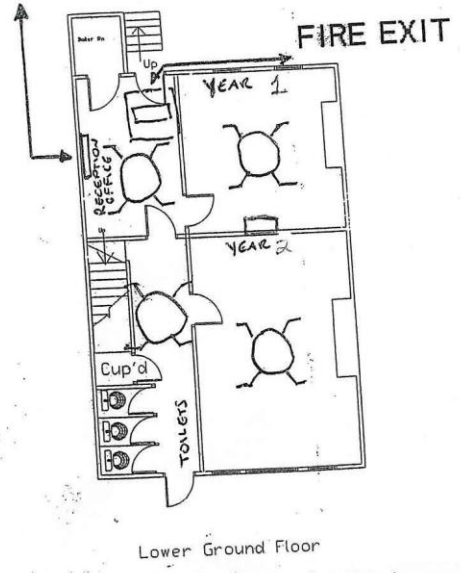
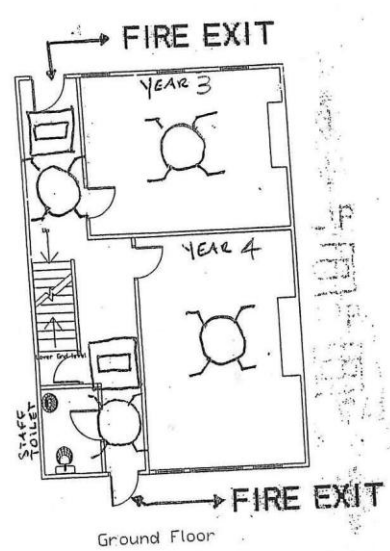
• **Name: Mohammad Abu Hussain**

NOTES

Scale: 1:100

AL FALAH PRIMARY SCHOOL
48 KENNINGHALL ROAD
LONDON E15 8BY
TEL/FAX 020 6985 1059
CHARITY REG No 1101644

FIRE ALARM PANEL



FIRE ALARM ZONE 2

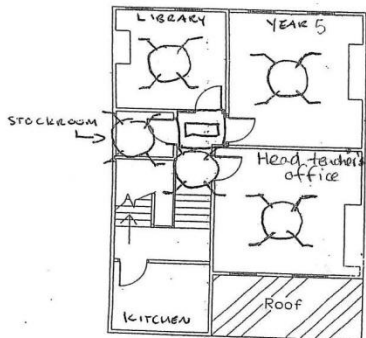
FIRE ALARM ZONE 1



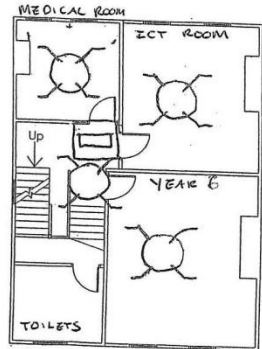
PROJECT NAME	
N/A	
PROJECT No	
N/A	
SCALE	CHK'D
1:100	N/A
DRAWING NAME	
Drawing	
DWG No	REV No
N/A	

AL FALAH PRIMARY SCHOOL
 48 KENNINGHALL ROAD
 LONDON E5 8BY
 TEL/FAX 020 8865 1059
 CHARITY REG NO 110644

Scale 1:100



Second Floor



First Floor

FIRE ALARM ZONE 4

SMOKE DETECTORS



FIRE ALARM ZONE 3

CALL POINTS



NOTES

PROJECT NAME	
N/A	
PROJECT No	
N/A	
SCALE	CHK'D
1:100	N/A
DRAWING NAME	
Evacuation	
DWG No	REV No