BEEP - Building Emergency Evacuation Plan

Date Issue: 15.9.20

Issue Number: 3

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| 1 | **Name of Building** | |  | | | |
| Main School Building 1 | | Untitleddsfgdfag.png  **ECO** Evacuation Control Officer  Is the Head teacher MF  Then DB / TH / LW / AG / LN | | | |
| West Hall Building 2 | |
| East Hall Building 3 | |
| Dining Hall 4 | |
| Milverton Primary School,  Greatheed Road, Leamington Spa, CV32 6ES  01926 424043  Headteacher: M Fisher 07919898155 | |
| 2 |  | | **Main School** | **West Hall** | **East Hall** | **Dining Hall** |
| **Discovering a Fire** | | Sound Alarm | Sound Alarm | Sound Alarm | Sound Alarm |
| **Isolating Water** | | Boiler House | Boiler House |  | Inner Foyer |
| **Isolating Electricity** | | Boiler House | Boiler House |  | Circuit breaker |
| 3 |  | | **Main School** | **West Hall** | **East Hall** | **Dining Hall** |
| **Raising the Alarm** | | In all areas of the building heat and smoke detectors are active.  There are various sounders on site that create a constant alarm sound.  Call points are situated at all final fire exits throughout the building  Emergency lighting is installed, BS5266, tested twice a year.  Located in main hall, ICT room, hall corridor, boiler room, kitchen and West Hall. | | | |
| **Alarm Sounds** | |
| **Visual Beacons** | |
| 4 | **If the alarm sounds** | | Everyone must evacuate the buildings upon hearing the alarm.  No tackling of fire unless fire extinguisher trained.  Report to assembly point. Do not stop to collect personal belongings.  Do not re-enter the building until told to do so.  Testing of the alarm system is carried out weekly | | | |
| 5 | **Upon Activation**  **Everyone should follow the procedure to evacuate the building.**  **Only named individuals should stop to collect specified items.** | Main School | **Offices**  To follow path of checking to exit through either red 5/6 door or 3/4 door. | | | |
| **Library, Pine, Maple**  **Pine** To exit through white door adjacent to dining hall  **Maple** to exit through brown fire exit door | | | |
| **Chestnut, Ash & Music room** To exit at red fire exit door (chn in music to line up in class)  **Oak and ICT** room To exit through hall exit | | | |
| **School Hall**  Through blue school hall fire exit door | | | |
| **Pear & Elm**  **Pear** To exit through right fire exit door  **Elm** To exit through left fire exit door | | | |
| West Hall | **Hazel** To exit through exterior entrance door adjacent to YR Lockers  **Willow** To exit through blue fire exit door in Willow  **Cherry** To exit through classroom fire exit door  **Apple** To exit through exterior entrance door adjacent to Y1/2 Lockers | | | |
| East Hall  Caretaker house | Puddleducks nursery – exit following own procedures to school junior playground  Caretakers house – exit following own procedures through front door to garden | | | |
| Dining Hall | Dining hall exit through double fire doors and move to playground.  **Kitchen Staff to Follow WCC Fire Notice Plan on wall next to serving hatch.**  Turn off main gas and electrics. Report to MF to state dining hall clear. | | | |
| 6 | **Assembly Point** | | Children and teachers go to the school playground on the West Hall side of the raised beds. Classes line up, from reception to Year 6. Older classes to the left, younger classes to the right when looking at the group from the main building.  Registers are taken and teachers indicate to the head that all children are present holding an arm aloft. (more than 2 metres apart for bubbles)  Any visitors must report to the office staff behind the raised beds, adult registers check.  The head teacher will address the whole school once the all clear has been given. | | | |

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| 7 | **Fire Fighting Equipment** | | Fire procedures should never encourage employees to put themselves at risk in order to extinguish a fire. The location, type and signage should be identified as part of the fire risk assessment. Ensure signage is in place. |
| 8 | **Specific Responsibilities** | Head Teacher | Staff room, ladies toilets, girls toilets, resources room, boys toilets then onto playground |
| Louisa Wallace | Collect Pupils / contractors / visitors sign in books and staff sign in board  If T heard available to check contractors |
| Catherine / Ravi | Collect Paper Fire Registers – handed to teachers  Absence list – check – bring office copy of BEEP for reference |
| Class Teachers | To instruct and lead the children to the playground safely and swiftly in line |
| Teach Asst | To be last out of the room ensuring all children move safely and swiftly in line |
| Louise Richmond | (if not present LN/NS will instruct another staff member)  Check the reception toilets, kitchen and staff room |
| TA in Apple | (if not present teacher will instruct another staff member)  Check the West Hall Hall Space, Year 1/2 toilets. |
| TA in Cherry | (if not present teacher will instruct another staff member)  To check art and math’s cupboard, toilets and Library |
| Pear Class teacher | To check disabled toilet, SEND office on exiting the building |
| Alastair Geddes | To check Computer Suite and Y5/6 boys toilets on exiting the building |
| Danielle Belmega | To check Hall / changing rooms when not with class  (if with class DB/EJ will instruct another staff member) |
| Sarah Brock | To check Music room on exiting the building |
| 9 | **Special Considerations** | Contractors | Any workers on site L Wallace instruct to T Heard if on site |
| Visitors | Checked against visitor sign in book |
| OSH Clubs | Clubs hold their own register of attendance, and see out to register from exit point indicated. |
| PEEP required | None |
| 10 | **Special Arrangements** | Flammable products | High risk areas are: Boiler house, COSHH storage cupboard, Outdoor store and Kitchen |
| 11 | **Notifying Emergency services** | Call Fire Brigade | Automatic response from Fire Alarm – During drill T Heard contacts to inform |
| Check Alarm Panel | T Heard / M Fisher – to identify location of fire alarm, to pass to fire service. |
| 12 | **Contact Person** | | Louisa Wallace, to do corridor checks identified, see class onto playground speak to ECO and then to move around the building to Greatheed Road, to meet fire crew. (gate key kept in office)  Information to check – location of fire, is everyone out of building, are high risk areas a threat? |
| 13 | **Training** | | Review procedure and plan with staff annually and in induction process |
| 14 | **Procedures for other building users** | Puddleducks | Own procedures listed on wall in building |
| Clubs | Clubs hold their own register of attendance, and see out to register from exit point indicated. |
| POSH | Dining hall – children move to school playground |
| 15 | **Suspicious Packages** | | Upon receiving a threat, police advice will be sought and followed. Unlike a fire evacuation, during a bomb threat evacuations personnel should take belongings, all windows and doors left open, the signal to evacuate will be oral instruction as fire wardens sweep the premises. |