



Evacuation Plan for Jigsaw

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: 13.03.23

Chair: Mr D. Hains

Headteacher: Ms E. Rothlisberger

Review Date: March 2025

Evacuation Plan for Jigsaw

Fire hazards arise from unsafe conditions and practices. Every employee has a responsibility and vested interest in making a concerted effort to correct and improve their work conditions and practices. Fire hazards include, but are not limited to:

SMOKING: This activity is not permitted anywhere on the school site

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture etc.) which might present a fire hazard and impede escape routes.

MATERIALS: Introduction of materials, soft furnishings, furniture etc. to be in accordance with ALL codes of practice

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of rubbish, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment. PAT tested by R Jones as required (File kept by the photocopier.)
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

ALARMS

To ensure the safety of employees, Environmental Health & Safety (OEHS) encourages the complete evacuation of a facility during an alarm situation.

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of:

Fire
Natural Disasters
Incidents
Threats of Violence

Gas leaks
Hazardous Materials
Etc.

In the event of an alarm/fire employees should practice the procedures associated with the acronym “**RACE**”.

- R** **Remain calm**, do not panic. Rescue persons in immediate danger.
- A** **Alarm**... Activate the nearest MANUAL KEY STATION *and* notify the fire department by dialing 999 (“I want to report a fire at Jigsaw Pupil Referral Unit. 1, Stannyfield Drive Thornton L23 1TY”); This will be done by office staff. Inform other occupants.
- C** **Contain** fire at point of origin by closing all doors and windows.
- E** **Evacuate** the facility using established procedures.
Extinguish fire by using a portable fire extinguisher. (**Unless you have been properly trained, never attempt to use a fire extinguisher**) Report fire/switch alarm first; extinguish after. Never attempt to extinguish a fire unless you can do so safely. The SLT at Jigsaw prefer that staff/visitors and pupils evacuate the building and do not try to tackle a fire unless it is absolutely necessary due to the fire preventing you from exiting the building.

EVACUATION GUIDELINES

Employees

1. Prepare the children and evacuate the building by way of the nearest emergency exit. Walk; do not run. Maglocks should open when the alarm is triggered. If they are not use your fob to open them. This may

mean that the fire is in the Venus centre. However as we are effectively one building we must all evacuate.

2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit. We are fortunate that every room in Jigsaw has access to an external fire door.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth, wet if possible, over your mouth to serve as a filter
 - d. Signal for help from a window. Use a towel, clothing, sign etc.
5. Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Fire Monitor/Evacuation Plan.
6. The ending of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until your appointed fire monitor/SLT has advised you to re-enter the building/area.
7. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.

Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

Fire Warden

Names Head, Erika Rothlisberger, Deputy, Christopher Mathews, HSO-Claire Green in their absence.

1. Collects information or verbal reports for occupants as to the cause of the emergency. Proceeds to the predetermined assembly area to meet the fire department. A member of the office staff print out class/staff and visitors lists and will pick up the emergency equipment EVAQ8 grab bag. This also contains a wallet that informs the fire department where to find the nearest fire hydrant and has a map of the school including zoned areas and where potentially harmful fluids are stored.
2. Meets the Fire Department personnel. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.
3. Informs Assistant Fire Monitor if further measures are needed and/or other pertinent facts.

Class Assistant Fire Monitor

Mrs Green, Mrs Merrills, Mrs Fawcett

1. Notifies others of evacuation
2. Ensures the safe and orderly evacuation of the building. If applicable, ensure disabled evacuation plan is properly implemented. Make quick assessments during evacuation.
3. Knocks on any closed doors in your area after checking for warmth or smoke; and then open the door to ensure proper evacuation of all personnel. One member of staff in each class should check the classroom, toilets and quiet rooms
4. Notes any individuals who do not evacuate and report them to the Fire Warden. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out until a representative from the Fire Department has given the all clear to re-enter the building. (NOTE: Staff must ensure individuals do not re-enter the building until the appropriate officials have given the all clear to re-enter.

Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Fire monitors and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Activate the nearest fire alarm immediately using the red or orange key fobbed keys. The alarm points state which key to use.
2. Move to a phone away from any fire, smoke or emergency.
3. Call 999 - advise the operator that there is a fire/emergency (of approximate) size and location; building, room etc.
4. Exercise the appropriate evacuation plan

If the fire is rubbish bin size or smaller, contained (not spreading) and you have been **properly trained in the use of a fire extinguisher**:

1. Retrieve the nearest charged fire extinguisher. Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.
2. Upon receiving the fire extinguisher, use the procedures associated with acronym "**PASS**".

PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire

AIM the nozzle at the base of the fire

SQUEEZE the trigger

SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (Extinguisher lasts approx. 8 seconds)

3. If the fire fails to extinguish:
 - a. Exercise the appropriate evacuation plan

- b. If the fire is extinguished notify HSO to request Fire Department and the Office of Environmental Health and Safety to investigate the cause/extent of the situation. Remember you must report all fires!

Fire Warden - Additional Responsibilities

Makes decision to call for an evacuation of the building by activating a manual key alarm when an emergency occurs and no other alarm is sounded.

Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation

Reports all incidents to the HSO

Coordinates appropriate education and training programs for all employees.

Orients temporary staff to evacuation procedures.

Ensures employees have a fire and emergency evacuation plan accessible to them and/or a plan are posted in an established and readily accessible area.

Establishes and notifies all employees of assembly areas to be used during evacuations.

Maintains a current listing of the names and contact numbers for all Fire Monitors, Assistant Fire Monitors, etc.

Maintains updated copies of the evacuation plan. Contacts Local Authority if there are any needed changes to the evacuation plan: building modifications, staff, etc.

Ensures the evacuation plan is easily accessible to all employees, reviewed annually with all employees, reviewed annually and amended as needed, and the plan provides for evacuation of disabled occupants.

Reviews the exit plan at termly staff meetings.

SUMMARY

In the event of an emergency situation;

1. Remain calm. Rescue persons in immediate danger.
2. Alarm: Activate manual key alarm **and** call 999 (“I want to report a fire at Jigsaw Pupil Referral Unit. 1, Stannyfield Drive Thornton L23 1TY ”)
3. Contain the fire at point of origin. Close all doors and windows.
4. Evacuate the building using the established guidelines. Report to your designated assembly area.

Pertinent Information

Fire Wardens

Names - Head, Erika Rothlisberger, Deputy, Christopher Mathews, HSO, Claire Green

Class Assistant Fire Wardens - Claire Green, Kristine Fawcett, Donna Merrills

Exits (Evacuation Routes)

It is the responsibility of employees to know the location of each exit. Identify your primary exit along with secondary exits in the event your primary exit is unavailable.

Assembly Area(s) in the Event of an evacuation:

1. Playground against field fence

Manual Key Alarm Stations:

Employees should be familiar with all of the “Key Alarm” locations. These are normally located near exits and check which colour key is required to activate them.

Fire Extinguisher Locations:

Employees are encouraged to know all fire extinguisher locations and their uses. This is on a sign above each extinguisher.

Approximate Number of Employees/Students:

Approx. 41

Special Need (Disabled) Individual(s): Currently 0

Name

Location

Evacuation Plan

Contact Information

Employees are encouraged to address any fire safety concerns/requests with members of the Fire Safety Team: