



The Springfield Kindergarten



Evacuation Plan



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1. Scope:

The scope of this *Evacuation Plan* is limited to the premises of The Springfield Primary School only. The objective of this document is to ensure that, in the case of undesired event, all the staff react and respond in a sensible and planned manner, without creating any panic, to keep the situation under control.

2. Roles and Responsibilities

Head Mistress:

Head Mistress will be the Focal Point for controlling and coordinating all actions in the event of any Emergency.

Administrative Officer:

The admin. officer will be the coordinator at the Assembly Point and should move to the Assembly point, with the Mobile, whenever the Fire Alarm is raised.

Teachers and all other staff:

All teachers and all other staff are responsible for safe evacuation of children to the Assembly Point, whenever the Fire Alarm is raised.

Security Guard

The Security Guard is responsible to extinguish the fire using Fire Extinguisher.

3. Procedure for Reporting of Emergencies

- a) Any staff who detects fire or smoke in the premises shall rush to the nearest *Manual Call Point* and raise the Alarm and also *inform* the Head Mistress and other nearby teachers and staff about the fire.
- b) The *Head Mistress*, will immediately verify the incident by checking the place of reported incident, and on confirmation of the event, will call the *Emergency Help Line* at **999**. In case the reported event is not correct then the Head Mistress will inform all teachers and the admin officer about the situation.
- c) The step "b" is applicable in case the Fire Alarm rings due to self-activation of the Smoke Detectors.
- d) In case of absence of the Head Mistress the responsibilities of the Headmistress will be taken over by the Assistant Headmistress.

4. Occupant and Staff Response to Emergencies

- a) On hearing the Alarm, all teachers shall gather the children from their respective classes and send them to the Assembly point, if necessary (see point 3 a & b).
- b) The admin. officer shall move to the Assembly Point immediately on hearing the Fire Alarm and will supervise all the gathered children.
- c) One of the staff will immediately move to the gate to enable the Security Guard to go to the site of fire and try to extinguish it using Fire Extinguisher.



- d) The Security Guard will rush to the site of fire and try to extinguish the fire using Fire Extinguisher.
- e) After evacuating the building two trained staff will come back to the building, if possible without putting themselves in danger, to fight the fire using fire extinguishers.
- f) If the fire or smoke is detected in an occupied room, then the Teacher shall send the children immediately to the common area for further evacuation to the assembly point.

5. Systematic Evacuation

- a) On hearing the Alarm, all teachers shall gather the children in their respective classes, near the door, without any belongings like bags, water bottles etc., and be ready to move them to the Assembly point.
- b) If the fire is confirmed by the Headmistress / Focal Point, or if smoke is visible, then each teacher will lead her group of children to the Assembly Point. Not all classes need to evacuate at the same time. It will create stampede, and may result in bigger incident. The classes close to the affected area will evacuate first, followed by other classes in a sequence.
- c) The Teacher whose class has moved out first will remain at the exit to help and guide the other children will follow. The last two teachers will check all the rooms to ensure no child is left behind, especially in the bathrooms.
- d) The Headmistress / Focal Point will also check all the rooms to ensure no child is left behind, especially in the bathrooms.
- e) At the Assembly point the Head Count will be carried out by each teacher, to ensure that all the children in her group are present. In case of any missing child the Headmistress / Focal Point must be informed immediately to carry out thorough search in the premises.

6. Assembly Point (Muster Point)

- a) After gathering at the Assembly Point, the teachers shall ensure that all the children remain grouped at the assembly point. In case of real fire further action will be as directed by the Civil Defence personnel.
- b) Out of the two main gates, the *front gate* will be reserved for entrance of the Civil Defence Personnel. One staff will stand outside the main gate to guide the Civil Defence vehicle.
- c) The second main gate shall be reserved for further evacuation of the children, using buses and vans, or as directed by the Civil Defence personnel.
- d) Apart from the Civil Defence Vehicles, other vehicles, including school busses, Vans and personal vehicles shall not be allowed to enter the premises to ensure safety of the children.

7. Fire Drills

Fire drills will be conducted by the Headmistress in the beginning of every term.

