

# **CRISIS EVACUATION PROTOCOL**

## **TRAM HOUSE SCHOOL**

## Crisis Evacuation Protocol

This information must be shared with all staff at BeyondAutism Schools to ensure a safe evacuation.

### Essential Training

- Must attend a fire safety induction
- Must read risk assessments and PEEPs (Personal Emergency Evacuation Plan) and sign informed consent for learners in their class (all classes for any member of staff working across classes or sites)
- If a learner is on the toilet/showering in the event of a fire/fire drill, staff should be made aware that they should use the robes provided. If the learner refuses to leave, follow the plan for task refusal and amend or create a PEEP if this is the first instance of not leaving during a fire drill.
- If your learner independently transitions around school i.e., goes to the bathroom and/or transitions from one session to another, you need to be on the same side of the fire door to support in case there is a fire/fire drill.
- In the case of noncompliance and/or the PEEP recommends staying in the building behind a fire door, a dynamic risk assessment must be undertaken to determine whether evacuation is safe. Staff must make all attempts to ensure that pupils evacuate the building. Staff must notify senior members of staff, including the Lead Fire Warden if they remain on site with a pupil.
- Evacuation equipment is only to be used by trained staff.

### Rules for Safe Evacuation

1. **Do not** open a fire door once it has closed automatically
2. The last person leaving the room must make sure the door is shut behind them.
3. **Do not** re-enter the building until the fire alarm has stopped and you have been instructed by a fire warden.
4. Be aware of and follow any PEEPs.
5. **Do not** take time to gather personal belongings.
6. **Do not** panic
7. **Do** transition in an orderly manner with your learner to the fire assembly point.

### PEEPs (Personal Emergency Evacuation Plan)

A PEEP should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the learner's intended means of escape in the event of an emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the learner's continued safety and should include the level of assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed PEEP should be held:

- In the Learner's personal records on the system and in their learner file.
- By the Competent Person for Fire Safety at the school
- In the Fire Safety file in the Head of School's office

PEEPs must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or learner) is anticipated or identified.

### Code Green Protocol

The Code Green alert system should be employed if a scenario has arisen where the safest course of action is that all staff evacuate the building (dispersal).

To alert all staff at your site, you will need to use the walkie-talkie radios, not the fire alarm. On the radios, repeat the message 'Tram House School **code green**'.

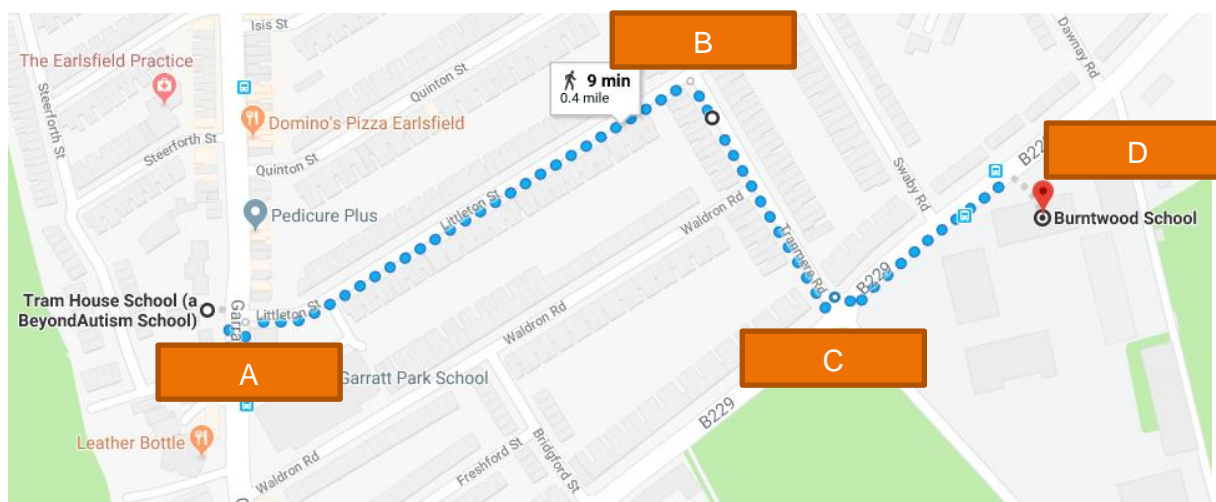
If you hear this message you must evacuate the building with your learner.

- Staff and students to quickly and carefully leave the classroom areas, leaving all belongings
- A member of staff will be assigned to collect the sign in/sign out books from reception
- Staff and students will then leave each floor calmly and quietly, making their way onto the staircase, which will be co-ordinated by an ASP, Supervisor or member of SLT, allowing students and staff to filter into the other people using the staircase
- When the message sounds, the lift should be directed to go straight to ground floor. People on it can then exit. Under no circumstances should the lift be used to evacuate anyone (other than those that happen to be in it).
- Individual PEEPs will be employed to ensure any potential risks are mitigated
- Anyone in the basement will use the stairs to exit the building on the ground floor. In the event that there is any blockage, staff are to use the radios in the basement to contact a fire warden and alert them to their whereabouts.
- If any stair access is blocked, then staff are to use the radios in the basement to contact a fire warden and alert them to their whereabouts.

When leaving the building:

- Our muster point, is Burntwood School, shown on the map below
- Fire Wardens/key staff must call Burntwood School to alert them that the pupils/staff will shortly be arriving to use the school as a muster point. The number is: **020 8946 6201**.
- Staff and pupils are to leave the site from the right-hand gate from the student entrance or if in the reception area or if easier, through the visitor entrance

- Pupils and staff in the garden will leave via the side gate
- When leaving the building through the right-hand gate, pupils walk on the inside of the pavement with staff walking road-side
- Staff and pupils will follow the guidelines on the map, moving between points A to D:
  - A-B leaving Tram House School and crossing the road to Littleton Street
  - B-C turning right onto Tranmere Road
  - C-D turning left approaching Burntwood school, crossing the road to the first gate
  - On arrival to Burntwood School, staff will support pupils through the first gate and into the large hall, through the double doors located directly opposite the gate.
- Fire Wardens / key staff will undertake a roll call for all staff and visitors
- If there is a multiple-school 'Code Green' that affects Burntwood School as well, staff will guide pupils from the hall to the school field [Ref Appendix 1 – Burntwood School Emergency Protocol]



In the event of a crisis, always follow any instructions given to you by the Crisis Response Team or the emergency services. Do not assume a crisis is over until you are explicitly told that the situation has been made safe by a member of the Crisis Response Team or the emergency services.

Do not speak to any external individuals or organisations regarding the crisis, without express permission from the Director of Education, Head of School or CEO.

### Code Red Protocol

The Code Red alert system should be employed if a scenario has arisen where the safest course of action is that all staff barricade and hide themselves in the room that they are currently in or the nearest room to them (lockdown).

To alert all staff at your site, you will need to use walkie-talkie radios, not the fire alarm. On either speaker phone or radios, repeat the message 'Tram House School **code red**'.

If you hear this message over the radio you (with your learner) must barricade yourselves within the room you are in. You must also pull down the blinds/cover any windows into the room to decrease visibility.

In the event of a crisis, always follow any instructions given to you by the Crisis Response Team or the emergency services. Do not assume a crisis is over until you are explicitly told that the situation has been made safe by a member of the Crisis Response Team or the emergency services.

Do not speak to any external individuals or organisations regarding the crisis, without express permission from the Director of Education, Head of School or CEO.

Last review: July 2022

Date of next review: July 2023

Review Group: Crisis Response Team