

## Willoughby Primary School

### Emergency Action Plan (EAP) - Summary of key points

#### All foreseeable events

- At its busiest, school could still be evacuated quickly with adequate means of escape.

#### Action of employees in event of fire

- Teachers to accompany classes
- Head (or deputising person) to wear reflective jacket
- Office Manager to phone if fire services required - T.A. to phone in her absence
- T.A to check non-classroom areas (HT, if a Monday)

#### How people will be warned of a fire

- An automated alarm will sound.

#### How evacuation is carried out

- Adults and children exit by nearest fire exit
- Visitors likewise
- If we are made aware of anyone with disabilities on the premises we will allocate a person responsible, to assist them in any way.

#### Assembly points

- At the top end of Church Lane (no through road). Turn right out of school gate.
- Alternative assembly point, Manor Court (if unable to use Church Lane)
- Designated 'place of safety' is Willoughby Church

#### Procedures for checking the workplace has been evacuated

- Registers taken.

#### Identification of escape routes

- By signs

#### Fire-fighting equipment provided

- Extinguishers available

#### The duties and identities of persons with specific responsibilities in the event of a fire

- See Action of employees above
- Any adult who has training may tackle the fire with an extinguisher

#### Where appropriate the isolating of machinery and processes

- Cut mains power if safe to do so.

### **How the fire service is called and who is responsible for doing this**

- Dial 999 from office or mobile phone
- See above action of employees

### **Liaison with the fire service on arrival**

- Head (or deputising person) to liaise.

### **Lock down Procedures**

- Signal for lock down procedures will be communicated to staff & pupils and appropriate action to take. As this is sensitive information it is not included on the website.

**Last updated 16/1/2020**