



EVACUATION

Staff & Students

On hearing Fire Alarm or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows :

- Remain calm.
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building and proceed to the nearest safe **assembly area**.
Note: During the hours of darkness, initially assemble in a well lit area in the vicinity of the main entrance to the building (providing it is safe to do so).
- Assist any persons experiencing difficulty with the evacuation - notify nearest **warden** if additional assistance is required (e.g. injured or trapped person).
- Report any missing persons to a **warden** or the emergency services personnel.
- Remain at the assembly area until otherwise instructed.

PERSONS WITH DISABILITIES - HELPFUL STRATEGIES

- Keep offices and passageways clear of obstructions.
- Discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building).
- Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual.
- Don't assume that lifting techniques will be similar for all disabled persons.
- If unsafe to use a lift and unable to evacuate a person immediately and safely, position person in fire isolated stairwell (in buildings so equipped) where practicable, with someone to remain with them, and obtain assistance.
- In the case of hearing impairment, discuss communication requirements with the individual and determine communication techniques which best suit the individual.
- In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation.
- Ensure that a blind person takes someone's arm (guide dogs should be put on the leash)
- In the case of persons who are intellectually impaired, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding.
- Schools/Sections that have disabled person within their area should liaise as soon as possible to determine the best means of assistance for any evacuation procedures. This will also determine the best means to communicate the type of emergency. When the evacuation involves the main teaching areas and it has not been possible to establish such plans in advance, unless the person is in immediate danger, it may be necessary to wait for the Fire Service. It may also be necessary to use horizontal evacuation through adjoining buildings to evacuate any persons from the building.

Assembly area: - _____

Wardens:- _____