

## Lakeside Community Primary School

### Evacuation of the School Building

We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency.

#### Aims

- To ensure the safety of all occupants of the school building in the event of an emergency evacuation.

#### Strategy

<b>Alarm System</b>	<ul style="list-style-type: none"><li>• Each week the alarm system will be sounded and checked (Caretaker to undertake : Facilities Management) <input type="checkbox"/></li><li>• Annual maintenance will take place.</li><li>• Staff will be trained in how to use it.</li></ul>
<b>Emergency Exits</b>	<ul style="list-style-type: none"><li>• All exits to be free from obstructions.</li><li>• All exits to be checked every day.</li><li>• All exits to be clearly signed.</li></ul>
<b>Fire Equipment</b>	<input type="checkbox"/> Fire equipment to be annually maintained by the appropriately qualified personnel (part of Facilities Management Maintenance Programme)
<b>Guide Lines</b>	<input type="checkbox"/> All school personnel to be aware of guidelines for the evacuation of the building.
<b>Evacuation Exercises</b>	<input type="checkbox"/> Regular evacuation exercises to be undertaken by pupils and school personnel.
<b>Training</b>	<input type="checkbox"/> All school personnel to undertake training.
<b>Awareness</b>	<input type="checkbox"/> All school visitors and invited guests at school events to be made aware of guidelines.

We believe the above strategy is effective in the evacuation of the school building in the event of an emergency.

October 2017