



EMERGENCY PLAN

1. Risk situations

1.1 Special risk areas

Possible fire sources which might influence evacuation.

INSTALLATION	PLACE	RISK
Fuse box	Entrance hall Primary building	Fire
Fuse box	In entrance of staff toilets	Fire
Fuse box	Entrance hall Infants building	Fire
Fuse box	In entrance of staff toilets	Fire
ICT room	Top corridor primary building	Fire

1.2 Evacuation

There are 2 external meeting points:

Point A – to meet away from the main buildings on the parking.

Point B – to meet completely off the school premises.

Point A will be the normal meeting point and Point B will only be used in extreme cases.

Since the school has stairs and 2 gates, evacuation exits are superior to 50m from any point in the building. There is a small pedestrian gate (gate 1) allocated behind the Primary building and the main vehicle entrance (gate 2 and 3) next to the Infant building.

The tables below show evacuation flows from different areas.

<u>AREA / Secondary Building</u>	<u>MEANS OF EVACUATION</u> Stairs	Exit
Main Entrance hall	-----	M/H to point A
Classes on ground floor	-----	Classroom exterior doors to point A
Corridor 1st floor left hand side classrooms	-----	Classroom exterior doors to point A
Staffroom and meeting rooms on ground floor		Exterior door at the end of Reception corridor to point A
Classes 1st floor right hand side classrooms	-----	Exterior door to point A
Corridor 2nd floor left hand side classrooms	Central, leading to ground floor	Main exterior doors to point A
Classes 2nd floor right hand side classrooms	Exterior leading to outdoor area	Exterior door first floor to point A
Classes 2nd floor If main staircase is blocked, use exterior stairs to go to point A.	-----	Exterior door first floor to point A

<u>AREA / Primary Building</u>	<u>MEANS OF EVACUATION</u> Stairs	Exit
Main Entrance hall	-----	M/H to point A
Classes on ground floor	-----	Main exterior doors to point A
Corridor 1st floor left hand side classrooms	Central, leading to ground floor	Main exterior doors to point A
Classes 1st floor right hand side classrooms	Exterior leading to outdoor area	Exterior door first floor to point A
Classes 1st floor If main staircase is blocked, use exterior stairs to go to point A.	Exterior leading to outdoor area	Exterior door first floor to point A

<u>AREA/ Infants building</u>	<u>MEANS OF EVACUATION</u> Stairs	Exit
Main Entrance hall	-----	M/H to point A
Nursery classes on ground floor	-----	Main exterior doors to point A
Reception classes on ground floor	-----	Exterior door at the end of Reception corridor to point A
Corridor 1st floor left hand side classrooms	Central, leading to ground floor	Main exterior doors to point A
Classes 1st floor right hand side classrooms	Exterior leading to outdoor area	Exterior door first floor to point A
Classes 1st floor If main staircase is blocked, use exterior stairs to go to point A.	Exterior leading to outdoor area	Exterior door first floor to point A

<u>Administrative building</u>	<u>MEANS OF EVACUATION</u> Stairs	Exit
Offices	-----	M/H point A
Main Entrance hall	-----	M/H point A
Gym	-----	Exterior doors to point A
Chapel	-----	M/H point A
Offices 1 st floor and S&d	M/H stairs 1 st floor	Point A
Offices right hand side 1 st floor	Fire escape stairs 1 st floor	Point A

Evacuation exits for the Secondary/Primary/Infant/Admin building are detailed in the attached plan. The buildings are provided with the necessary signs and lighting, indicating the evacuation flow from the different areas.

1.3 External meeting points

All evacuated staff should go to the meeting point indicated below and proceed with counting pupils, making sure nobody remains within the affected areas. In case somebody is missing, fire men should be warned at once so that they can start the search.

AREA	EXTERNAL MEETING POINT
Entire school – Point A	Parking
Entire school – Point B	Calle de Sorolla

1.4 Expected time for firemen to arrive

The closest fire brigade is situated in Pozuelo de Alarcon. Expected time to get to the school is 10 to 15 minutes.

2. PROTECTION MEASURES

2.1 Alarm

The emergency sign consists in the school bell ringing continuously. In case the school bell would be out of order, a vocal warning will be given simultaneously with a ringing of the manual bell.

2.2 Fire extinction

- Portable extinguishers:

Secondary building	Primary building	Infants building	Admin building	Dining room
Entrance hall	Entrance hall	Entrance hall	Entrance hall	Kitchen
Ground floor	Ground floor	Ground floor	Gym	
First floor	First floor	First floor	Chapel	

- Proper lighting: in all evacuation routes.

- Proper signs: the school is provided with adequate signs for all fire protection material

3. EMERGENCY PLAN

In order to reduce risks for emergency situations (fire, bomb alert, serious accident), it is absolutely necessary to act promptly and swiftly.

It is important to define responsibilities and to assign people to the different actions to be taken in case of emergency:

1. Detection and alarm
2. Evacuation
3. Intervention
4. Serious accidents

Any emergency action should be based on the following principles:

- Any warning will be considered genuine
- All warnings will cause the same sequence of actions, without previous evaluation of the level of emergency
- Warning the fire brigade must be top priority and should not be postponed under any circumstance

3.1 Emergency teams

See annex 1

4. PREVENTIVE MEASURES

The most efficient measure against fires is preventing them.

The best way to do so is following some simple regulations which are detailed below.

- Always keep areas tidy and clean, avoiding storage of packaging material (plastic, cardboard and paper)
- No smoking. It is prohibited inside the campus. Many fires are caused by badly extinguished cigarettes thrown into paper bins.
- Access and exit ways should be kept clear at all times, as well as evacuation routes and fire extinguishers / hydrants.
- Power points must not be overcharged.
- Electric equipment should not be repaired temporarily: any damage must be repaired by professionals
- Always disconnect electronic devices after using them. Computers and projector's should be switched off at the end of the day. At the end of the day, the last teacher leaving the room is responsible for switching off the network.
- Electronic devices should not be covered with plastic, paper or tissues.
- Inflammable materials or objects should not be put close to heating or next to curtains, tissues or plastics
- Inflammable products should be stored in a locked, ventilated place, away from heating sources.

5. ACTION REGULATIONS (all staff)

If you detect a fire:

1. Attention: Only if you have seen how a fire started, and only if it is a very small fire, you should try to control it with a fire extinguisher.
2. In case of the contrary, you should personally warn the emergency officer or the administration staff who will then contact the fire department.
3. Warn your colleagues in the area, leave quickly but without running and go to the meeting point through the nearest exit.
4. The emergency officer for your floor will make sure that all doors and windows have been closed.

If evacuation order has been given:

1. Order for evacuation can be given in 2 ways:
 - Ringing the school bell in a continuous manner.
 - Vocal warning and manual school bell
2. When you receive either of these warnings, quit your activity at once, take the student register and take the pupils in line, without running, through the nearest exit to the meeting point. Count students and inform the emergency officer.
3. If you are **not** in a class when the warning bell rings proceed to the Infant's section to support the exit.
4. Do not waste any time getting personal belongings. Leave coats, bags etc
5. Once you get to the meeting point, follow instructions given by the emergency officer and do not return to the premises under any circumstance.
6. Do not leave the meeting point until you are told to do so.