



EVACUATION POLICY

RATIONALE

Alegra British and International School seeks to ensure that students and staff are safe in situations in the case of fire, flood, or other emergencies which require students and staff to be moved to a safe area.

SCOPE

This policy applies to employees, volunteers, parents, students, and all people visiting the school sites. The Evacuation Policy covers procedures and personnel responsibilities when school evacuation is required.

POLICY

Alegra British and International School's Evacuation Policy and Procedures apply as a response to an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons or damage to the school environment. These emergency situations may include fire and/or bushfire, bomb threats, intruders, power failures or electrocution, involvement of firearms or other weapons, structural damage, or natural disasters. All people on site must adhere to the Evacuation Policy and Procedures for safety.

CONSEQUENCES

- Copies of this policy will be given out and evacuation plans will be placed in all general learning areas.
- There will be at least one Evacuation Drill practice per year. It will be repeated if the time restriction is not met (up to three minutes).
- Staff members must ensure that they are clear about evacuation procedures before the practice drill occurs.
- Teachers will remind children of the evacuation procedures at the start of each term.
- All people on school grounds will participate in Alegra's evacuation procedures.
- The relevant teacher in each classroom is responsible for supervising students and taking the class register.
- Students will not be released to parents until the evacuation procedure is complete.

ADMINISTRATION RESPONSIBILITIES (when possible)

1. Headmistress to immediately activate Evacuation procedures (continuous ringing of alarm).
2. Admin to contact other buildings and advise of the Evacuation procedure.
3. Secretary (Lola RM) to contact emergency services (112) and advise emergency services.



4. Secretary (Lola RM) to check the Admin building (ground floor) and Lola/Mercedes to bring any available registers as backup.
5. Sarah Moy/Sofia Eedle to check the lower floor of the Juniors building. Gill Bradshaw/Alaine to check the first floor of the Junior building. All doors are to be closed.
6. Marta Llano to check the lower floor of the Infant building and Macarena Martinez to check the first floor of the Infant building. All doors are to be closed.
7. Maola Fernández to check the lower floor of the Secondary building, Teresa Wesoloski first floor of the Secondary building, and Ana Pérez Muñoz to check the basement floor. All doors are to be closed.
8. The Headmistress has the responsibility for the 'all clear signal' when the emergency is over.
9. Secretary to print off 'Daily absences' at 10:30 and place them in the Evacuation Folder on a daily basis.

To be reviewed September 2024





EVACUATION PROCEDURES

INITIAL WARNING SYSTEM

1. In case of fire or other emergency, evacuation of the room – notify the office to sound alarm.
2. The fire alarm is a continuous ringing of the bell.
3. The secretary will telephone the appropriate Emergency service.

EMERGENCY EVACUATION PROCEDURE

1. When the alarm is sounded, children will stand quietly and listen for staff instruction.
2. Teachers will collect their register and supervise the orderly evacuation of their class to the designated Emergency Assembly Point A, as indicated on Evacuation Plan.
3. The last person should close the door. This is a sign that everyone has left the room.
4. Once assembled at the designated area, children will stay in their class lines in silence while the teachers call registers/count children to ensure all children are present.
5. Designated personnel (Vicky/Maria B) will meet with Fire Brigade on their arrival at school.
6. Depending on the nature of Emergency, children may be directed to alternative Emergency Assembly Point B.
7. **Emergency Assembly Point A is in the parking. Emergency Assembly Point B is outside the school premises in Calle Sorolla.**

If the fire occurs during playtime/lunch time, staff who are on duty will lead the children to Emergency Assembly Point A and get them to line up in their classes. Class teachers in attendance to register the children.

Building coordinators will have spare class registers in their offices available to check all children are present.

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EVACUATION ROUTES



JUNIOR/INFANT BUILDINGS

GROUND FLOOR

- Main door
- Side door
- Classroom doors
- Exterior classroom doors

FIRST FLOOR

- Exterior door (leads to outside staircase)
- Classroom doors (leads to main indoor staircase)
- Main indoor staircase comprises of 2 stair sections and 1 landing area.
- secondary outdoor staircase comprises of 2 stair sections and 2 landing areas.

PAI/PD BUILDING

BASEMENT

- Stairs to main door
- Side door
- Classroom doors
- Exterior classroom doors

GROUND FLOOR

- Main door
- Side door
- Classroom doors
- Exterior classroom doors

FIRST FLOOR

- Exterior door (leads to outside staircase)
- Classroom doors (leads to main indoor staircase)
- Main indoor staircase comprises of 2 stair sections and 1 landing area.
- secondary outdoor staircase comprises of 2 stair sections and 2 landing areas.

TECHNICAL ELEMENTS

GROUND FLOOR

Alarm buttons

- Main entrance door
- Left hand corridor by staff toilets
- Right hand corridor by boys' toilets

Smoke detectors



- 7 smoke detectors along ground floor ceiling
- 2 smoke detectors in each classroom
- 1 smoke alarm in staff room
- 1 in toilets
- 1 in office

Fire extinguishers

- Main entrance door
- Left hand corridor by staff toilets
- Right hand corridor by boys' toilets

FIRST FLOOR

Alarm buttons

- At top of main staircase (right hand side)
- Left hand corridor by staff toilets
- Right hand corridor by girls' toilets

Smoke detectors

- 7 smoke detectors along ground floor ceiling
- 2 smoke detectors in each classroom
- 1 smoke alarm in staff room
- 1 in toilets
- 1 in office

Fire extinguishers

- At top of main staircase (left hand side)
- Left hand corridor by staff toilets
- Right hand corridor by girls' toilets

ADMIN BUILDING

GROUND FLOOR

- Main door
- 2 back doors leading to outdoor area
- Gym - 1 door to main building, 1 door at each end of gym leading to exterior

FIRST FLOOR

- Classroom doors (leading to main staircase)
- Fire exit (leading to fire escape to exterior of building)

TECHNICAL ELEMENTS



GROUND FLOOR

Alarm buttons

- next to gym
- Secretary's office
- Next to back door by toilets

Hose pipes

- next to girls' toilets

Fire extinguishers

- next to girls' toilets
- next to back door by girls' toilets
- by secretary's office
- in the gym

FIRST FLOOR

Alarm buttons

- By the main staircase

Hose pipes

- next to girls' toilets

Fire extinguishers

- next to girls' toilets

FIRE DRILLS



As previously stated Fire Drills will be carried out at least once per year.

Objectives of Fire Drills:

1. Test out school's efficiency
2. Correct any errors encountered
3. Learn to protect ourselves

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