



EMERGENCY EVACUATION POLICY

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Exit notices are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must inform administration staff if their assemble point is different from their class assembly point so their fire registers can be brought to them
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 101
- The school registers will immediately be distributed to the two assembly points on the front playground and basketball court
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Head of School

- The Head will monitor the evacuation of the premises from the two assembly points (main playground and rear playing field)
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported.
- When the headcount has been completed the Head will inform the School Office that everyone is present.

School Administrator

The Site administrator will check the following areas:-

- Visually check the School building, Main Hall, Changing Rooms, Toilets, Staff toilets, dining, hostel.
- A call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

Start Early Learning and Childcare Centre

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff via radio of any missing children
- Do not re-enter building until told to do so by Headteacher or Fire Service

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assemble at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contractors are supplied with Fire Safety Information Leaflet when they sign in visitors book.
- Regular fire drills are arranged

Assembly Points

- Main Playground
- Basketball court

General Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general precautions will include:

- Pre-planning
- Fire Risk Assessments
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.