



Fire and Emergency Evacuation Policy

Approved by Governors:

Spring Term – Updated 2021

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Policy for Fire and Emergency Evacuation

The main aim in any fire is to remove all children and staff and other adults from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits.

A 'bell test' is carried out each week and a drill is carried out each term.

We follow the Fire and Rescue Service's policy: 'Get out, call the Fire Brigade out, Stay out.' No-one is permitted to re-enter the building without express permission of the Fire Brigade or a member of SLT. Staff should leave through the nearest exit.

DURING NORMAL SCHOOL HOURS (During teaching sessions)

Responsibilities

- Every member of staff is ultimately responsible for understanding and adhering to the evacuation procedure and staff are responsible for the children in his/her care and any decision they make as to which exit route they take.
- All staff must acquaint themselves with the location of fire alarm points (marked as red crosses on fire evacuation plans found in each room).
- The teacher in charge of the class at the time is responsible for helpers (e.g. students/volunteers) working with them.
- All visitors must sign the Visitors' Book in Reception and must wear a Visitor's badge.
- Any member of staff removing children from class, to go to another area/building (eg library, allotment) must ensure the teacher is aware of the names of the children. That member of staff is responsible for taking the children to the relevant assembly point in the event of an emergency.
- If the playground needs to be evacuated, the gates on Boxwood Street and at the top corner of the playground will be unlocked by a member of the SLT or a member of staff directed by them.
- Designated Fire Marshals (organised by each department) will check toilets on their way out of the building and ensure that doors are closed on exit.
- Teachers taking their class to the allotment must inform the office staff and must follow the evacuation procedure for the area they are occupying. Whistles to be used in case of power failure. The Headteacher will inform staff if there is a loss of power to the fire alarm (see fire alarm Risk Assessment).
- Class teachers will check children initially by headcount and then by name using the class registers, reporting any missing children to the Headteacher or member of SLT. The teacher will raise their register to indicate that all children are present and safe. If a person is missing the Headteacher/SLT will check with office staff to see if the missing person has signed out from school. If the person is still deemed to be missing the fire service will be informed.
- The Catering Manager will raise their hand to indicate all catering staff are present.
- All visitors and contractors should report to office staff on the playground where a visitor register will be taken.

Raising the alarm

On discovery of a fire, an adult will break the glass of the nearest call point to start the fire alarm. The fire alarm is a siren, or in the event of electrical failure, repeated whistle blasts.

Assembly points

- Teachers will supervise the evacuation of the children and other adults according to the plans displayed in every room, taking the attendance record with them. All classes meet on the playground.

RESPONSIBILITIES (at lunchtime)

- If the alarm sounds at lunchtime the Midday Supervisor and welfare staff will supervise the evacuation from the hall (or classroom if wet play) – see evacuation plans in hall and classrooms. Welfare staff will check children initially by headcount and then by name, reporting any missing children to the most senior member of staff. The welfare staff will raise the attendance record to indicate that all children are present and safe. If a person is missing the senior member of staff will check with office staff to see if the missing person has signed out from school. If the person is still deemed to be missing the fire service will be informed.

OUTSIDE NORMAL SCHOOL HOURS/INSET

Responsibilities

- If no children are present, e.g. INSET days, adults will leave the buildings by the nearest exit and assemble in the designated area.

Evacuation and Assembly

- In the event of a fire, the alarm will be raised as above.
- When the building is occupied outside school hours, for example after school activity, it is the responsibility of the adult leading the activity to escort the children to the designated assembly point on the playground.
- It is the responsibility of the adult leading the activity to ensure that a register is kept and ensure the safety of children and adults on site. The leader will take a head count and then check names informing the most senior member of staff present if all are accounted for or if any are missing. The senior member of staff will make contact with a member of SLT to inform them of the situation.
- Staff working in school out of hours, e.g. in school holidays, should inform the Headteacher/Site Supervisor of their arrival on site and should report when they are leaving. They should register their presence on the 'In/Out' board in the office entrance area.

Bomb and/or Gas Alert

- In the event of a bomb or gas alert, the alarm will be raised as above, but the assembly point is the 'turnaround' area, between Lower Cedars and Cedars Upper School.