



EMERGENCY EVACUATION POLICY

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

- Raise the alarm using nearest break glass
- Call 999
- 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 Evacuation notices and plans 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.
- Staff must ensure that their I-pad can be collected easily and that it is fully charged
- Children **MUST** evacuate the building quickly, sensibly and quietly.
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point on the bottom yard
- Staff must inform administration staff via radio if they have to evacuate to different area from their class assembly point (e.g. in gym to car park).
- Staff will check children against the fire evacuation app on their I-pad and immediately inform administration staff of any missing children.

Facilities Manager

- Identify the area of the fire by looking at the panel based in the school office
- Confirm by visiting the zone (only if safe to do so) that this is not an accidental activation
- Inform the Headteacher of his findings and join them at the front of the school to await the fire brigade
- Pass all relevant information to the fire brigade on arrival

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 999.
- The office I-pad with fire evacuation app must be collected
- The office radios must be taken out to receive any class messages regarding fire assembly point changes

- A bag of foil blankets is kept in the office and should be taken outside by admin staff
- Admin Assistant will monitor the clearance of all pupils from the evacuation app on her I-pad.
- The School Business Manager will check all staff and visitors are accounted for using the app on her I-pad
- Any persons missing must be reported to the Fire Safety Manager immediately.

Headteacher and Deputy Headteacher

- The Head or Deputy will monitor the evacuation of the premises from the front of the school
- When the headcount has been completed the Business Manager will inform the Head or Deputy by radio that everyone is present.

Fire Marshalls

<u>Action</u>	<u>Marshall</u>	<u>Deputy</u>
Investigate fire detection point Liaise with Fire Officers	Facilities Supervisor	ED
Ensure front door secure Liaise with Fire Brigade Ensure roll call complete	WL	KS / ED
Checking Nursery Toilets	JoR	GD/AD
Checking of Reception Toilets	JH	AD
Checking of KS1 toilets	JR	JI
Checking of KS2 toilets	CT	TH/CF
Ensure roll call complete Inform HT everyone accounted for	ED	JC
Disabled toilet/Conference	JC	ED

room/Potter Room (exit by Nursery entrance and round the side to yard)		
Maple Room/Gym/PB Room	PB	SS

No one should re-enter the school building until authority has been received from the Fire Brigade Officer in charge.

Should we need to evacuate further from the building the Business Manager will open the yard gates and the children will be escorted to one of our safe havens (see continuity plan).

Reviewed: March 2023