

## **Policy and Procedure: Fire and Evacuation Procedure**

Date of Board Approval: April 2018

Updated September 2018

Review date: September 2019



### **Introduction**

Each adult working at the School will familiarise themselves with a copy of the detailed fire and evacuation procedure for the school.

The location of the Main Assembly Point for evacuation is marked on the lower playground (Please note that post traumatic shock is best avoided, in the case of a major fire or incident ensure that children and staff are moved from the assembly point as soon as the head-count is complete. Our emergency centre is The Marshall Arts Hut, Fir Tree Lane.

In case of a bomb threat, the school personnel will escort the children to the Main Assembly Point where a head-count will be completed before taking the children to The Marshall Arts Hut, Fir Tree Lane.

### **Procedure**

The Fire Drill will be practised once each term, one during the morning session, one during the afternoon session and one during lunchtime period. Occasionally, the drill will take place during before and after school club.

The fire alarm will be linked directly to the Fire Brigade who will respond to all activations unless the alarm has been put on test for drill purposes.

### **Reception**

The staff in Reception will take their children directly out through their classroom exit and green gate to the lower playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 1**

The staff in Year 1 will take their children directly out through their classroom exit and green gate to the lower playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 2**

The staff in Year 2 will take their children directly outside through their classroom exit to the lower playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last

to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 3**

The staff in year 3 will take their children directly out through their classroom exit and lead them to the lower playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 4**

The staff in Year 4 will take their children out of the classroom and down the Year 4 stairwell and exit through the fire exit door at the bottom of the stairwell. They will go through the green gate to their left and walk through the Reception play area to the lower playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 5**

The staff in Year 5 will take their children out of the classroom and down the Year 5 stairwell and exit through the fire exit door at the bottom of the stairwell. They will walk through the Reception play area to the lower playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the pupil numbers card all should have in all classrooms/Hall AM-PM to carry out a head count.

### **Year 4 teacher**

Year 4 teacher to check Library area and spare classrooms before leaving the building.

### **Year 5 TA**

Year 5 TA to check girls/boys toilets and staff toilet before leaving the building.

***In the absence of the TA, the class teacher will undertake these duties.***

### **Breakfast & After School Club**

The staff will take children directly out of the hall and through the main entrance to the main car park Assembly Point with their class register. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the register to carry out a head count.

### **Main Hall**

The staff will take children directly out of the hall and through the main entrance to the Car Park Assembly Point with their class register. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the register or pupil numbers card to carry out a head count.

### **Science Room**

The staff will take children directly out of the science room and through the emergency exit door to their left. They will need to open the padlocked gate to their left and walk through the Reception play area to the lower playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all doors are closed behind you.

Once assembled, use the register or pupil numbers card to carry out a head count.

### **Staff Room**

All staff members to exit the staff room, and leave the building through the main entrance doors to the car park Assembly Point. Staff should ensure all doors are closed on exit.

### **Principal**

The Principal ensures that the Fire Brigade has been called, and checks the ground floor of the school building as they walk towards the fire escape in the lower playground. The ground floor includes the Hall, Science room, spare classrooms and toilets. The Principal checks with each teacher that all pupils are present and with administration staff that each person on the 'Entrysign' system is accounted for. After ensuring that all children, staff and visitors are accounted for, they will then walk around the perimeter of the building to determine the extent of the fire.

### **Administrator**

The Senior Administrator will take the class registers and staff register and will leave via the Year 4 stairwell emergency exit. They will open the green padlocked gate before walking through the Reception play area to the lower playground Assembly Point. The Senior Administrator will liaise with the Principal regarding the headcount where there are split Assembly Points. Staff should ensure all doors are closed on exit.

The Administrator will take an emergency print out of visitors on site and will check the staff room, staff toilet, dining room, visitor toilet and waiting room before leaving through the main reception doors and heading to the car park Assembly Point. A headcount is then carried out using the printed list from the 'Entrysign' system and the Principal is informed of the result. Staff should ensure all doors are closed on exit.

### **Visitors**

Any visitors in school should be instructed how to evacuate the building in the event of the fire alarm being activated.

Visitors need to read the fire signs nearest to where they are working, and make themselves aware of their nearest emergency exit and Assembly Point, in the first instance, the car park. This is part of the visitors signing in procedures.

Before entering or exiting the school building, **ALL** visitors must use the school electronic signing in/out system to record persons present on site at any given time. In the event of a fire this system provides a printed record of who is on the school site at any given time.

All members of staff must sign in and out at reception before entering or exiting the school building.

All staff should ensure the padlock key is on their lanyard at all times, the first person to approach a padlocked gate must open it for everyone else.

**After a Fire Drill**

The time and date are recorded including accurate evacuation timing. Once everyone is assembled a check must be made to ensure all staff had a padlock key with them. Record this as a risk if staff have not carried keys with them.

### **Abnormal Circumstances**

In the absence of the Principal, the Assistant Principal will undertake these duties.

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In the absence of the senior administrator, the administrator will undertake these duties.

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**NO ONE MUST PUT THEMSELVES IN PERSONAL DANGER AND IF SAFE TO DO SO, CLOSE ALL DOORS WHEN PASSED. DO NOT RE-ENTER THE BUILDING UNTIL THE PRINCIPAL OR ASSISTANT PRINCIPALS HAVE SAID IT IS SAFE TO DO SO.**

### **IF THE FIRE ALARM SOUNDS:**

1. Staff should commence the evacuation procedure for their area.
2. Staff should make sure the usual fire exit route from their area is safe and clear before using it.
3. Do not collect possessions.
4. Do not allow children to collect possessions from trays or other storage. Remember that people carrying items move more slowly than people who are unencumbered.
5. Staff should make sure they have seen, read and understood the check-list for evacuation, take the roll- call as soon as possible when they reach the Assembly Point and inform the person in charge, usually the Principal, as soon as the roll-call is complete, giving details of anyone missing. Staff should hold their arm up to indicate that everyone is present.
6. Follow any additional instructions on evacuation if the incident is serious.
7. Until the emergency is over and the Fire Brigade has told the person in charge (usually the Principal) it is safe to do so, no one should re-enter the school. Fire doors are to be kept closed and clear for opening.

### **Do You Know What to do in Case of Fire?**

Be sure that you know:-

- how to operate the fire alarm call points;
- the kind of sound made by the fire alarm;
- the escape routes for your area;
- the location of the Assembly Point;
- the emergency and evacuation procedure for your area.

**It is crucial to the Health and Safety of everyone on site that ALL staff have their padlock key attached to their staff lanyard which they should wear at all times. Checks will be made periodically to ensure staff are following H&S (and safeguarding) requirements to have their padlock key and lanyard with them at all times.**

Signed by:  
Davender Kaur Bahi, Principal

Date:

Signed by:  
Harnek Singh, Chair of Trustees

Date: