



Fire and Emergency Evacuation Policy and Procedure

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out at least termly and logged in the fire logbook. These will comprise both announced and unannounced drills.

Signage

Evacuation procedures are displayed in all classrooms. A sign in reception clearly states where evacuation procedures are located and the assembly point in the school

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- **Fire Emergency**
- **Planned rehearsal of the emergency plan**
- **Testing of the alarm system**



In all cases, unless otherwise informed, all staff should treat the alarm as a real-life event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, student or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit and make their way to the relative assembly point

Roles and Responsibilities

The Head of Centre will ensure there is an annual Fire Safety Risk assessment, and that preventive and protective measures are in place. All maintenance checks are carried out in line with guidance provided by the school's Health and Safety Lead. The Head Teacher (or most senior member of the school on site at the time) will liaise with the emergency services on their arrival.

Schools Administrator

In the event of a fire, the school administrator will telephone for emergency assistance if the alarm sounds (except when a scheduled practice).

The school administrator will take out:

- The school phone
- Class registers, late books, visitors book
- Pupil contact details
- Gate keys/Fire Warden jacket

Teaching Staff and Support Staff

All teaching staff and support staff are classified as 'Fire Wardens' as they have a responsibility for the safe evacuation of the children in their charge. Teaching staff and support staff are



responsible for ensuring that the children in their class know the evacuation procedures and what to do in the event of a fire and are reminded of this throughout the year. This includes students knowing what to do if they are out of class at the time the alarm goes off.

All staff have a responsibility to know the evacuation procedures, be aware of the escape routes and to take charge and ensure the children in their care evacuate the building in an emergency. They will also ensure that the means of escape in their classroom is never obstructed or blocked. Staff should ensure that the children walk out of the building quickly, quietly and in an orderly manner.

Staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may have visual or hearing impairment or may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children. Any missing children or staff will be reported to the Head Teacher (or most senior teacher on site) detailing:

- Name of missing person
- Date and time last seen and by who
- Any other information on the person e.g. medical, behavioural

Designated Fire wardens

Designated Fire wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The Designated Fire wardens are:

Julie Penn

Mia Green

Non-Employees

The school will inform non-employees, such as temporary or contract workers, of the relevant risks to them and provide them with information about the fire safety procedures for the premises.



When staff discover or suspect a fire.

Staff should break the nearest glass point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring students in their care have evacuated to the designated assembly points. Staff should evacuate the building by the nearest available fire exit. Staff should not stop to collect personal belongings on their way out.

How the evacuation of the premises should be carried out

1. Evacuate all people from the building as quickly as possible. Staff on breaks or PPA should leave the building immediately by the shortest route
2. Classes should use the escape route identified in the Fire Procedures notice displayed in every room
3. Support staff not supporting a class should check the toilet areas are empty, closing the doors behind them and collect any children out of class
4. The school administrator/Fire warden will call the fire brigade and bring registers, visitor's books, mobile phone, plan of the school building, Fire Warden jackets and pupil contact list to the assembly point
5. The Head Teacher (or most senior member of the school on site at the time), will greet the fire brigade when they arrive close to the evacuation point and direct them to the source of the fire
6. All students and adults will be checked against the names on the register once assembled at the evacuation point. Any suspected missing people should immediately be notified to the Fire Brigade
7. Staff should not attempt to tackle the fire unless it is safe to do so and they are confident they have received sufficient instruction to use firefighting equipment safely. If so and the fire is in its early stages and there is a clear escape route, a member of staff who is not directly responsible for students may tackle the fire using appropriate firefighting equipment. However, staff should at no time put themselves at risk.
8. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or person in charge



Evacuation Exits and Assembly Points

Area	Closest Exit	Assembly Point
Classroom 1	Fire exit next to kitchen	Loading Bay 1
Classroom 2	Fire exit next to kitchen	Loading Bay 1
Classroom 3	Fire exit next to kitchen	Loading Bay 1
Classroom 4	Fire exit next to kitchen	Loading Bay 1
Classroom 5	Fire exit at bottom of school	Loading Bay 1
The Dining hall/Room 6	Fire Exit at bottom of school	Loading Bay 1

If the designated fire exit is blocked by the fire, you must use the nearest alternative exit, including the school's main door.

Fire Evacuation Plan – Lunchtime

For Health and Safety reasons, it is imperative that students are never left alone in classrooms or in the lunch area. If any staff must leave the school at lunchtime, they must inform a colleague.

If the alarm sounds at lunchtime, the responsibility for escorting the students out of the lunch area and any classroom rests with the adults on duty. Any other staff should assist with the evacuation of the students, including checking toilets and closing doors on their way. Once the fire alarm sounds, students should leave their lunch and exit via the closet fire exit following the instruction of the adults on duty.

ESCAPE ROUTES MUST BE KEPT UNOBSTRUCTED AT ALL TIMES



GOOD PRACTICE

1. Fire drills are carried out at least three times a year at different times of the day and results recorded in the fire log
2. Fire alarm, emergency equipment and lighting are checked weekly and recorded in the fire log
3. To help ensure adult safety all visitors sign in and out in the visitor's book
4. Rubbish and combustible waste are not allowed to accumulate inside the school building
5. All non-essential electrical equipment should be turned off and all doors and windows closed before the building is locked at the end of the school day
6. All school users are made aware of all fire procedures