



FIRE EVACUATION PROCEDURES – REVISED APRIL 2017

Fire Assembly Point

Main School Playground

Designated Evacuation Controller

**Julie Gouldbourn
Tina Clarke (in JG absence)**

Primary person to check fire panel (Dial 999)

**Clive Murphy
Joanne Harris (in CM absence)**

AIMS:

- To evacuate all people from building from the nearest exit speedily, efficiently and without panic
- To assemble safely on the main school playground and to check the presence of all children and staff
- To report to the Designated Evacuation Controller that all persons are safely accounted for or give details of missing persons

PREPARATION:

- **It is the responsibility of all staff to ensure evacuation routes are kept clear at all times**
- All classrooms to have map of evacuation route on their classroom door
- Know your nearest fire-alarm point / fire appliance and how it should be used
- Class teachers to discuss procedure children should undertake if they are not in classroom when alarm sounds (i.e. to leave by nearest exit and assemble in the main school playground)
- Any children not attending trips/swimming lessons but remain in school to ensure office has a list of the names of children and the classes they are in
- All staff **MUST** sign in and out using their ID swipe card
 - on arrival in the morning
 - if leaving the premises at lunchtime or during school hours
 - as they leave at the end of the day

EVACUATION:

- On hearing the alarm evacuate via the nearest exit and assemble in the main school playground as per fire evacuation plan on the classroom door
- Do not stop to collect your personal belongings
- If primary evacuation route cannot be used, evacuate by the nearest alternative door
- At lunchtimes children will evacuate via the hall fire exits
- All non-class based staff to evacuate via the nearest exit
- Each 'zone' to be swept (if safe to do so) by appropriate TA to check toilets and communal areas and take 'zone' tag to JG in playground by main assembly point.
- All doors and windows must be closed on exit
- Office staff to take out:
 - the class registers and class evacuation cards to distribute to classes
 - the late book
 - visitors book
 - staff present printout
 - gate key to open gate for visitors to access assembly points from front entrance/meeting room
 - Evacuation Pack
- JG to take out
 - Laptop
 - mobile phone
- If it is confirmed as a real fire, the Site Manager will dial 999
- In the event of a real emergency parents will be informed/updated via Tucasi communications and the school website



ASSEMBLY POINTS:

- All classes to assemble in the main playground in front of their class number as indicated on the wall
- Class teacher to call register and to hold up 'class evacuation card' to confirm all of class are present
- If split class the children assemble in a line as a class for member of staff to take register
- If alarm sounds at lunchtime the lunchtime supervisors are to line up with the class they are responsible for to call the register
- All visitors to meet at Fire Assembly Point
- All non-classed based staff to meet at Fire Assembly Point
- If any support staff are missing JG must be informed immediately

DE-BRIEFING:

- To record half-termly fire drills in log book
- Senior Leadership to de-brief following fire drill and feedback to staff
- To record weekly fire alarm test in log book

EVACUATION ZONES/ROUTES

Zone 1 – Nursery

Exit using doors opposite classrooms direct to main playground

Zone 2 – Reception Classes

Exit using doors opposite classrooms direct to main playground

Zone 3 – Kitchen /Lower Hall/Office Staff/Interior Reception Area

Exit via back of hall fire doors direct to main playground

Exit via Kitchen fire doors direct to main playground

Exit via Year 1 corridor (nearest exit)

Zone 4 – Year 1

Exit via playground doors opposite classroom direct to main playground

Zone 5 – Year 2, Lower Staffroom, Computing Suite

Exit via playground doors opposite classroom direct to main playground

Zone 6 – 3.1, 3.2, 3.3

Exit via nearest playground door direct to main playground

Zone 7 – 4.1, 4.2

Exit via the nearest fire doors opposite classrooms (4.1 use door direct from classroom fire door) onto the back playing fields and walk round to main playground

Zone 8 – 4.3, Library, Upper Staffroom

Exit via library door direct to main playground

Zone 9 – 5.1, Upper School Hall/Stage

Exit via classroom fire doors. Walk round to the main playground

Zone 10 – Year 6, 5.2, 5.3

Exit via Y6 morning welcoming/afternoon dismissal door or classroom doors that are direct to main playground.

Entrance Area/Meeting Room

Exit via main entrance doors to front of school and turn right. Head towards side gates through to rear playground. Assemble on main playground by Fire Assembly point for visitors.