



## **Fire Evacuation Procedures**

*This procedure applies to the entire setting including the EYFS.*

**Staff Responsible for procedure review: Head, Deputy Head & School Business Manager**

**Next Review: October 2023**

<b>Last Review</b>	<b>Updates made</b>
October 2021	Due to a change in room locations, the procedures have been adapted.

## Fire Evacuation Procedures

Please check the Fire Escape Plans in your classroom/ office. The assembly point is the top playground.

When the fire alarm rings please evacuate your classroom as quickly and orderly as you can.

- ❖ Close all open windows
- ❖ The Form Tutor will lead the children to the assembly point on the playground using the evacuation routes described below
- ❖ The Teaching Assistant (where there is one) will leave the room last, ensuring the door is closed, before following the class out. If the class has no supporting adult the last child out must close the classroom door.

Pre-Reception	Exit through the external side door, around the side of the school to the Pre-Reception playground. Ensure all pupils are assembled away from the Pre-Reception gate to allow access for other year groups to the top playground. Once all pupils in Pre-Reception have been accounted for, they will go to the top playground to confirm this to the fire officer.
Reception	Exit via the classroom front door, through the EYFS play area, into the car park, through the wooden side gate.
Year 1	Exit via the back stairs to the ground floor and through the boot room.
Year 2	Exit via the back stairs to the ground floor and through the boot room.
Year 3	Exit via the emergency stair case in 3W to the first floor and then exit via the back stairs to the ground floor and through the boot room.
Year 4	Both year 4 classes will exit their classrooms and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.
Year 5	Both year 5 classes will Exit via the classroom door and take the main staircase to the ground floor to leave the building via the gym door if safe to go through the gym (if not safe to use the gym door pupils will be instructed to use the main door by a member of staff)
Year 6J	Exit via the classroom door and leave the building through the boot room.
Art Room (6L)	Any class in the Art room should exit via the classroom door and take the back staircase to the ground floor to leave the building through the boot room
Library	Exit the library and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.

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Intervention Room – second floor	Exit the intervention room and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.
Music Practice Room – second floor	Exit the music practice room and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.
Games	From gym and cloakrooms/toilets – directly through the emergency doors at the rear side of the gym. If outside – directly to the assembly point
Drama Room	Exit via the classroom door and then through the boot room exit
Music Room	Exit via the emergency door in the conservatory
Staffroom	Exit via the staffroom door take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.
Kitchen	Exit via the dining hall
Front Office	Exit via front door
Head’s Office	Exit via the office door and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.
School Business Manager’s Office	Exit via the office door and take the main staircase to the ground floor to leave the building via the front door, through the carpark to the wooden side gate.

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## Staff Responsibilities during an Evacuation

### **HEAD**

- To ensure that all pupils and staff are evacuated safely – the Head will ensure that all pupils and staff are accounted for at the assembly point.

### **DEPUTY HEADTEACHER**

- the Deputy Headteacher will stand at the front door to ensure that all pupils and staff are leaving the premises in an orderly and timely manner.
- The Deputy will remain at the front door until the gate marshals are in place at the gates.
- The Deputy Headteacher will take the Head's role in his absence and the School Business Manager will stand at the front door as described above.

### **REGISTRAR**

- The Registrar will pick up the hard copy pupil registers and staff signing in sheet, and ensure, once at the assembly point, that all staff are accounted for.
- She will notify the Head immediately of any discrepancies.

### **YEAR 2 CLASSROOM ASSISTANT**

- Once all pupils are safely out of the classroom the TA will evacuate the building via the front door and stand at the main 'in' gate.
- The TA must ensure that no children leave the premises.
- The TA must ensure that no visitors enter the premises.

### **YEAR 1 CLASSROOM ASSISTANT**

- Once all pupils are safely out of the classroom the TA will evacuate the building via the front door and stand at the main 'out' gate.
- The TA must ensure that no children leave the premises.
- The TA must ensure that no visitors enter the premises.

### **SITE MANAGER**

- The Site Manager will determine where the fire is and whether it is suitable to be tackled himself or if the emergency services are required.

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- The Site Manager will call the emergency services if necessary.
- The Site Manager will wait at the gate to direct the emergency services upon arrival.

### **SCHOOL BUSINESS MANAGER**

- The Business Manager will support the Site Manager in assessing the emergency and determining if the emergency services are required.
- The Business Manager will liaise with the Head and Registrar to ensure that full information is available to all parties.
- The Business Manager will cover the Site Manager role in his absence.

### **TEACHING STAFF**

- Each Form Tutor will ensure that all their children are accounted for by conducting a head count at the assembly point and indicating to the Head that all children are present.

### **KITCHEN STAFF**

- The Catering Manager must ensure that all staff and children have evacuated the kitchen and dining hall.

**Once all persons have been accounted for, if deemed safe to do so, they may re-enter the building in an orderly fashion through either the main front door, through the gym or via the back door through the boot room. The Head will dismiss each year group in turn.**