



EVACUATING THE BUILDING

- 🔔 All staff should be familiar with the fire exits and extinguishers in the school.
- 🔔 Talk through the fire drill procedures with your class in readiness for the termly practice and/or a real emergency.
- 🔔 If any emergency services are required then the call should be made by the **Incident Fire Officer** (role to be undertaken by a member of the Office Staff) or, in the absence of the Office Staff the person who is initially made aware that the emergency services are required. She/He should then leave the building taking the visitor's book, staff signing in register, walkie talkie and emergency evacuation procedures (including Contingency Plan for Schools) with them.
- 🔔 The **Incident Fire Officer** is then responsible for meeting with the fire service and corresponding via a walkie talkie with the Fire Marshals.



FIRE MARSHALS

- 🔔 The Fire Marshals, as detailed below, will be responsible for managing the areas within the designated 'Assembly Points'. The Class Teachers in Tigers, 4P and 6M are the designated Fire Marshal's while the Class Teachers in Bears, 3P and 6P are the Deputy Fire Marshal's and will assume role in the absence of the designated Fire Marshal. Please can you ensure that you are aware of the location of your Hi Visibility Jacket and the walkie talkie for your area.

• Fire Marshal/Year 4	Assembly Point 1: KS2 Playground.
• Fire Marshal/4+	Assembly Point 2: KS1 Playground.
• Fire Marshal/Year 6	Assembly Point 3: Field.

- 🔔 On hearing the bell the children stop what they are doing, stand in silence behind their chairs and wait for the teacher to direct them out. When leaving the building the children must walk in silence and line up in **register order** at the nearest assembly point.
- 🔔 The Head Teacher, Deputy/Assistant Head Teacher or next Senior Teacher is the overall **Fire Supervisor**.

EVACUATING THE CLASSROOMS

- 🔔 All classes should leave the classroom through the designated "fire exit" door.



EVACUATION PROCEDURES FOR CLASSES IN 3+, 4+, YEAR 1, YEAR 2 and YEAR 3:

- 🔔 The Class Teacher should lead the children out, taking the orange fire register with them. The Teaching Assistant should be the last to leave the classroom closing the door behind them. The Designated Fire Search Officer (where applicable) will be deployed to carry out the Zone checks.

EVACUATION PROCEDURES FOR CLASSES IN YEAR 4, YEAR 5 and YEAR 6:


- 🔔 The Class Teacher should lead the children out, taking the orange fire register with them. The Teaching Assistant should be the last to leave the classroom closing any windows and the door behind them. Where there is no Teaching Assistant present, Class Teachers should nominate 2 children to be responsible for closing the door. The Designated Fire Search Officer (where applicable) will be deployed to carry out the Zone checks.

EVACUATION PROCEDURES FOR STAFFROOM/ MEDICAL ROOM/ PRAYER ROOM:

- 🔔 Staff should lead children out to the designated assembly point. The last person in these rooms should close the door behind them. The Designated Fire Search Officer (where applicable) will be deployed to carry out the Zone checks.


Site Agent and Cleaners should evacuate via their nearest fire exit depending on where deployed in the school at time of evacuation.

ASSEMBLY POINTS

 There are three **Assembly Points** with three Fire Marshals. Classes and other personnel should proceed to these areas as follows:

- **Assembly Point 1:** KS2 Playground. The **Fire Marshal** is the Teacher in 4P (Teacher in 3M assuming role in absence of Class teacher in 4P).
 - 3M / 3P / 4M / 4P / Music Room/ Trust Offices / School Office / Head Teacher / Deputy/Assistant Head Teacher
- **Assembly Point 2:** KS1 Playground. The **Fire Marshal** is the Teacher in Bears (Teacher in Tigers assuming role in absence of Class Teacher in Bears).
 - 3+ / 4+ / Family Room / Care Club / SENCO Office / Family Worker Office Room / KS1 Library / Kitchen Staff (deployed in KS1 Kitchen at the time of evacuation) / Conference Room.
- **Assembly Point 3:** Field. The **Fire Marshal** is the Teacher in 6M (Teacher in 6P assuming role in absence of Class Teachers in 6M). The Fire Marshal will be responsible for accounting for all staff, visitors and children from the following areas:
 - 5M / 5P / 6M / 6D / 6P / 1M / 1P / 2M / 2P / ICT Suite / Staff Room / Medical Room / Prayer Room / KS1 Resource Room / Kitchen staff (if deployed in KS2 Kitchen at the time of evacuation).

If a class is elsewhere then each Teacher is solely responsible for evacuating their own class. Timetables showing where each class is expected to be will be held in the Main Office.

 Once the register has been taken, and all children are present or accounted for please hold your register in the air. The Incident Fire Officer will declare when it is safe to return indoors.

EVACUATING THE HALLS

 If the children are in the hall then they should be evacuated as follows:


KS1/FS


- Bears and Tigers through fire exits, along the designated pathway, leading to Assembly Point 1.
- Years 1 and 2 through the main doors and proceed to Assembly Point 2.
- If at lunch time all children should be led through the main doors and proceed to Assembly Point 2; line up in classes.

KS2

- Years 3, 4, 5 and 6 will leave through the front entrance and should then proceed to Assembly Point 1.

EVACUATING THE KS2 DINING ROOM/HALL AT LUNCHTIME

 **Children in the hall** should be taken through the main school entrance. They should then proceed to Assembly Point 1 (KS2 Playground).

 **Children in the dining** room should be taken towards 5P and through the door leading into the field. They should then proceed to Assembly Point 3 (The Field).

CLASS LINES FORMED ON THE PLAYGROUND SHOULD BE ON THE FURTHEST HALF OF THE PLAYGROUND AND AWAY FROM THE MAIN BUILDING.