



FIRE AND EMERGENCY PROCEDURES – 2017/18

It is the duty of members of staff to carry out the following procedures:

1. In the case of a fire, the person discovering it should immediately operate the nearest fire alarm (all children should be instructed to tell the nearest adult if they discover a fire).
2. The Fire Brigade should be called immediately to any fire, however small.
3. The member of staff discovering a fire should, immediately after activating the alarm, advise the Head Teacher, Deputy Head Teacher, Assistant Head Teacher or School Business Leader of the location of the fire.
4. If the fire line is not activated – a responsible person to call fire brigade.
5. Children should bring asthma pumps if they are readily available but not delay leaving the building trying to locate an asthma pump.
6. Teachers to bring Red Bags and School Office to bring First Aid box and a paper copy of class registers.

The procedure for the evacuation of the building is as follows:

- When the fire bell rings, pupils will stop immediately and stand quietly. The teachers must take their IPADs (switched on, Emerge open for WiFi) before leaving the building.
- Teachers will ensure children in their classes are aware of what to do if the fire bell sounds whilst they are in the building.
- The class will, on the order of the teacher, file out quickly and quietly by the shortest route/nearest available exit to whichever is closer, the playground (priority) or field.
- All classroom doors should be shut by the last person exiting the room.
- All children sent to other classes must leave immediately with the class they are with and return to their class line, once they are in the playground/field.
- Once on the field or playground the register will be checked as quickly as possible. A member of the office staff will give paper registers to teachers who have taken a manual register that day.
- Once all children have been accounted for the teacher must raise their IPAD or register in the air and wait to be acknowledged by the appropriate senior leader.

In all instances that a member of staff with a designated responsibility is absent, the person designated to act in their absence will assume all responsibilities.

Team Leader will check with Year 3 teachers that all pupils are accounted for, and report any deficiencies to the Head Teacher.

Team Leader will check with Year 4 teachers that all pupils are accounted for, and report any deficiencies to the Head Teacher.

Team Leader will check with Year 5 teachers that all pupils are accounted for, and report any deficiencies to the Head Teacher.

Team Leader will check with Year 6 teachers that all pupils are accounted for, and report any deficiencies to the Head Teacher.

School Business Leader/Office Manager will check the dining hall and toilets and that all visitors who have signed in are accounted for.

Head Teacher will check the downstairs part of building (yrs 3 & 5) and the downstairs toilets, to ensure everyone is out of the building.

Site Supervisor will check the upstairs part of building (yrs 4 & 6) to ensure everyone is out of the building.

School Office staff will check all medical rooms and take a walkie talkie to the main evacuation area.

Trained Fire Wardens will do a sweep of the areas they are closest to when the alarm sounds.

Duty Fire Warden (Head Teacher) to check and take the walkie talkie onto the field.

Registers: School Office Staff to take out registers for Supply Staff, Visitors, Late Children, Parent/Carer Readers, etc.

In the event of missing persons, no-one except the Senior Leadership Team may return to the school building. All teachers will ensure children know that they must not re-enter the building without being given the all-clear from the Head Teacher or the most senior member of staff in the absence of the Head Teacher.

CLASS EXIT ROUTES

| CLASS | YEAR | EXIT | ASSEMBLY POINT |
|-------|--------|--|-------------------------------------|
| 3B | Year 3 | Out through external classroom doors. | On the field in lining up position. |
| 3D | | | |
| 3W | | | |
| 3H | | | |
| 4K | Year 4 | Out classroom door, down the nearest staircase and exit through external doors at bottom of staircase. 4K & 4C staircase to right of 4Wk. 4B & 4E central staircase and door at bottom of staircase. | On the field in lining up position. |
| 4C | | | |
| 4B | | | |
| 4E | | | |
| 5E | Year 5 | 5Ed, 5M, 5S & 5EK out own external classroom doors. | On the field in lining up position. |
| 5M | | | |
| 5S | | | |
| 5EK | | | |
| 6Wa | Year 6 | Out classroom door, down the nearest staircase and exit through external doors at bottom of staircase. 6Wa & 6M staircase to left of 6Wa and down to the bottom of the staircase. 6C & 6Wk central staircase and door at bottom of staircase. | On the field in lining up position. |
| 6M | | | |
| 6Wk | | | |
| 6C | | | |

Children in toilets/work areas – Children who are out of class, but inside the building, when the fire bell rings should leave quickly and quietly by nearest external exit. Once on the field, they should report immediately to their teacher, or the teacher currently responsible for their class.

Classes /children in upstairs ICT suite/upstairs Library – Classes/children in these rooms, when the fire bell rings, should leave quickly and quietly going down the central

staircase accompanied by a teacher or LSA and out of the nearest exit into the playground.

Classes/children in Practical Room/Music Room /downstairs group room - Classes/children in these rooms, when the fire bell rings, should leave quickly and quietly through the back external exit accompanied by a teacher or LSA and out of the nearest exit on to the field.

Classes in the Hall – Classes in the hall when the fire bell rings will leave the building via the front exit doors accompanied by a teacher or LSA and proceed to the car park.

Sick Rooms, Staff Room, Staff Study Room and School Office – Sick children (accompanied by staff), teachers and staff in these areas when the fire bell rings will leave the building via the front exit doors and proceed to the car park

Car Park

The School Office/Site Manager will ensure that playground gates are open when the fire alarm sounds in order for evacuation. All personnel and children to make their way to the playground, when indicated. A member of staff will ensure a walkie talkie is taken to the car park to open a line of communication between the evacuation areas.

Procedures at Lunchtime – *The Senior Leadership Team* will be responsible for checking that the dining room areas and hall are clear. Children and staff in these areas will exit on to the car park. A member of SLT or office staff will escort the children from the car park to either the field or playground. Gate keys are kept in the office or SLT. There is an additional key in a marked box in the hall. *Midday Assistants* on duty within the building should instruct all children to leave the premises and go to the playground/field with them. *Midday Assistants on duty on the field/playground* should remain on the field/playground and should assist in the process of gathering the children in class groups for register checks. *Children already on the field/playground area* should, on no account, return to the building. They should remain in the playground/field and join their teacher /Learning Support Assistant/Midday Assistant and class group for register check. *A Supply Teacher or other Teacher temporarily taking a class* should, when the alarm bell rings, assume responsibility and proceed as outlined above.

Class Teachers are responsible for ensuring their classes are familiar with the procedures above.

Disabled Children and Visitors to the Site – Any disabled children or visitors should leave by the nearest exit or remain in the refuge at the end of the corridor and await rescue.

Breakfast/morning/after school clubs – Should follow the guidelines above for the area of the school that they are in.

Kitchen staff – Should assemble in the car park.

Your Health and Safety Representatives are: Rosette Doxon and Rebecca Emeny

Staff must report any hazards to the Health and Safety Representative and warn visitors of any potential hazards.

Should any member of staff need further clarification, please speak to a member of the SLT.