



FIRE & EMERGENCY EVACUATION PROCEDURES

In the event of a fire, a continuous alarm is sounded. Both blocks are simultaneously evacuated.

Emergency Services should be rung from the nearest telephone point on 999

ASSEMBLY POINT Everyone in the building will assemble on the playground. On discovering a fire, raise the alarm by the nearest call point. The Office staff will be responsible for calling the fire brigade. In their absence this responsibility will fall to the deputy in the office, failing that to the named person in charge.

The Office staff /SLT will collect the school registers, visitor log, emergency contact lists, Fire Log Book and Premises Log, Hi-Vis jacket and take them to the assembly point. The nearest fire hydrant is located in the street outside the Carpark Gates on Bayswater Road. The Principal will point this out to the fire service.

FIRE ALARM TESTING The alarm system is tested each week on a Monday. The alarm will ring for a few seconds only. If the alarm rings continuously **IT IS NOT A TEST AND YOU SHOULD EVACUATE THE BUILDING**. Any changes to these arrangements will be communicated accordingly.

Children will proceed in a calm and orderly fashion out of the nearest safe exit to the playground following the EXIT PROCEDURE displayed in their room.

Fire Procedures If Alarm Goes Off During Assembly

- All adults (except adult in charge in Hall) to leave by nearest exit
- SLT to check toilets if possible, but all staff should double check if passing a toilet when leaving: confirm if toilet checked to BSS/office staff in playground
- KS2 pupils and adults to leave by Hall Door by the Art Cupboard, row by row – remind to walk and stay calm
- KS1 pupils to be led by Staff out of rear fire exit and via FY and out to the assembly point on the playground.
- Teacher to stay in Hall until all children evacuated
- Staff to meet classes and escort to playground
- Staff to register on class list from Office staff
- TA to register class of the teacher taking assembly if applicable
- Staff to ensure visiting adults do not attempt to get coats/bags
- Do not make any assumptions where fire is – could be in loft and ceiling may collapse or in Hall – leave by nearest exit without attempting to reach children
- Make sure all doors are closed to Hall.

Lunchtime Fire Procedures

- The person discovering the fire will sound the alarm. Alarms are located at each fire door.
- On hearing the alarm, supervisors should escort (if children are inside) or assemble (if children are outside, using a whistle / bell to alert children if necessary) the children at the assembly point at the far side of the playground.
- Staff and pupils should not take belongings or coats.
- Office staff will inform the Senior Lunchtime Supervisor / Cook in the dinner hall / kitchen.
- Senior Lunchtime Supervisor will clear the dinner hall and send them to rejoin their classes at the assembly point.
- Office staff will ensure the dinner registers with attendance for the day are in the office for each year group. Office staff / SLT will collect the registers and take them into the playground. They will also collect the visitor log and the late book, premises and fire logs, emergency contact details.
- Principal and SLT will check all classrooms and toilets and the Office.
- Registers will be taken.

Fire and Emergency Plan – Before, After School & Lunchtime Activities

- All staff running extended school's activities should receive a copy of evacuation and health and safety procedures for the school on their first session and should familiarize him/herself with them, ensuring they know the nearest fire exit.
- Fire exits for each room are also displayed on the wall of each room.
- The member of staff in charge of the activity will take control of proceedings and responsibility for giving instructions.
- They should sound the fire alarm, shout fire or any other warning to alert all staff and pupils to the emergency.

- They should evacuate all pupils from the nearest Fire Exit, taking with them the register and assemble in the playground where children should be registered.
- Other staff in the building should ensure emergency services are called and check toilets/store rooms on their route out of the building.
- The BSS or in his absence the most senior member of staff still in the building at the time should ensure the emergency services have been called and that no staff pupils are known to be in the building.

Other emergencies.

In the case of any non-fire emergency, a child should be sent to find the nearest member of staff taking the laminated Yellow hand which can be found inside the room near the door. A member of staff will respond immediately and take over in deciding on the appropriate course of action, giving any required instructions.

Non-fire emergencies

If there is any other emergency, the member of staff in charge should decide whether evacuation is needed in which case fire evacuation procedures should be followed.

If evacuation is not required, children should be moved away from the emergency with a member of staff if available. The person in charge should allocate the most suitable person to deal with the emergency e.g. First Aider may be required. The mobile phone/staff or pupil messenger should be used to summon help from the main building and call emergency services if required.

This could be done by sending the laminated Yellow hand to alert staff in the main building of an emergency.

Emergency Evacuation of entire site, including outside area

If a situation occurred where it is necessary to evacuate the entire site e.g. unexploded bomb discovered, terrorist threat, serious gas leak in area all adults and children to evacuate to Sacred Heart Catholic Church, Witton Road.

1. Each class to assemble with class adults, leaving school site by safest gate.
2. Staff to leave site with school keys and church keys.
3. Children & Staff to remain in church building until given the all clear to return to school or to be collected from the church by parents/carers.

IN ALL CASES OF EMERGENCY EVACUATION, SETS OF KEYS FOR THE SECURITY GATES AND THE SECURITY DOORS WILL BE BROUGHT OUT BY THE FOLLOWING PERSONNEL:

Mrs. Ali, Mr O'Hara, Mrs Elliott, Mr Watchorn

Policy reviewed: JULY 2021

It is the intention to review these Procedures annually.