



FIRE SAFETY AND EVACUATION PROCEDURE

EMERGENCY EVACUATION PROCEDURE

Alarm

- In the event of an emergency such as a fire, the nearest alarm should be activated. This will trigger the Fire Alarms.
- All incoming telephone calls to be left unanswered by the staff member on Reception, or explain that the alarms are ringing and you must evacuate immediately.
- The control panel will indicate which fire alarm has been triggered and the School Manager will report to the panel to check where the alarm is sounding.
- The School Manager will communicate the issue to the Site team for further investigation.
- It is the responsibility of the class teacher to ensure each child leaves the classroom and evacuates to the designated Evacuation Area as soon as possible. **Do not stop to collect belongings.** Each room has the 'Emergency Evacuation' signpost, telling you which area to evacuate to, so please make yourself familiar with this as soon as possible.
- Close the classroom door behind you where possible.
- The School Manager will check the area to which the fire alarm has been raised and call 999 if necessary, keeping regular communication with SLT via radio.

Fire Marshalls

The following members of staff are required to do a sweep of their area, to ensure all children and staff members have evacuated, before joining their own group:

- Sarah Manning – Early Years building
- Rebecca Boorer – KS1 building
- Sharon Price – Main Offices, staff rooms and staff toilets, Main Hall
- Colette Corbett – KS2 areas including toilets
- Deniro Maunder – Kites after school club (3pm to 6pm only)

Evacuation

- If the alarm sounds, the building should be immediately evacuated by the quickest possible route, to the assembly point allocated to each room.
- The class teacher will take responsibility for all children in their care. A member of staff will be the last person to leave the room.
- **The most senior member of staff at each assembly point will take control** and check the presence of staff and children. The person who has taken control of the assembly point will ensure that children and staff line up and wait in an orderly manner.
- Once the alarm has been cleared, the SLT member of staff will instruct both staff and children that it is safe to enter the building.

Resetting the Fire Panel

- The SLT member of staff will need to reset the Fire Panel.
- Turn the key to the 'I' position.
- Press Silence
- Press Reset
- Turn the key back to the 'O' position.

Evacuation Practice

At appropriate times, an evacuation practice will take place. Staff will be given advance warning and the procedure above will be followed as if it were a genuine emergency.

Break/Lunch times

If the alarm sounds at break time and lunchtime, staff should continue to evacuate the building as above. Members of staff on duty and break and lunch will need to ensure Children on the school field and playground line up appropriately on the playground until a member of SLT arrives to take over.

Signing In/Out

Please ensure you sign in and out using your ID badge on the machine in the Foyer, outside of the Main Office. This is so we can easily recognize who is on the school site at all times, specifically during a fire.