

Policy for Emergency Evacuation

This policy should be read in conjunction with policies for Fire, Health and Safety and Risk Assessments.

Definition

Emergency Evacuation is necessary when every adult or child has to leave the building and assemble outside because of an emergency.

Signal for Emergency Evacuation

The signal is usually the fire bell – which is a continuously ringing bell. However there may be an occasion where the bell is disabled and a verbal message to evacuate may be given by the Headteacher or one of the Fire Wardens.

The Fire Bell can be activated automatically when smoke is present or by someone breaking a red break-glass panel.

On hearing the Fire Bell

- Everyone on the premises should leave the building by the nearest exit. These are clearly labelled on drawings around school. All staff should familiarise themselves with the nearest exit to their work area.
- Staff are responsible for the safe and calm exit of any children they were working with when the fire bell sounded.
- All children should assemble in classes on the playground for registers to be checked. They should exit by the closest playground door.
- Any children working in upstairs rooms should exit by the front door and assemble by the dining hall.
- All foundation stage pupils should assemble on the main playground with the rest of the school.
- Any visitors in school should exit by the nearest exit and assemble on the playground / by the dining hall so that they can be checked against the visitors' book.

Roles and responsibilities

- The 2 fire wardens (Mrs Miller and Mrs Wright) will be the last to leave after checking their corridor, toilets etc.
- The Headteacher will be the last to leave after checking the offices, hall, staff toilets and upstairs rooms.
- The school administrator will collect fire registers, visitors' book, door fob and gate keys before leaving the building. Registers should be distributed and visitors should be checked against the visitors' book.
- The Headteacher will check with Fire Wardens, Administrator and class teachers that everyone is accounted for.

What next

When the building has been safely evacuated and everyone has been accounted for, the Headteacher (in her absence the Deputy Headteacher) will ensure that the fire brigade have been called. The Fire Brigade have the responsibility to make sure the building is safe – no-one should re-enter the building unless instructed to do so by the Fire Brigade.

In the case of a fire drill the Headteacher will instruct everyone to re-enter the building.

If there is an actual fire all children, staff and visitors will then move to the school field to re-assemble. This is to avoid any injury caused by explosion etc.

For Safeguarding reasons, unless there is a danger to life or safety children will remain on the playground where they can be closely supervised.

The headteacher will record details of the evacuation.