**Policy and Procedure: Fire and Evacuation Procedure**

Date of Board Approval: February 2023

Review date: September 2024

 **Introduction**

Each adult working at the school will familiarise themselves with a copy of the detailed fire and evacuation procedure for the school.

The location for evacuation is marked on the upper playground known as the Upper Playground Assembly Point. In the case of a major fire or incident ensure that children and staff are moved from the Upper Playground Assembly Point as soon as the headcount is complete, our emergency centre is The Marshall Arts Hut, Fir Tree Lane.

In case of a bomb threat or gas leak, the school personnel will escort the children to the Upper Playground Assembly Point where a headcount will be completed before taking the children to The Marshall Arts Hut, Fir Tree Lane.

Teachers will lead the class out, with teaching assistants following at the back. Any adult who primarily supports children with SEN should direct their attention towards that child(ren) before carrying out other duties. Whenever leaving an area, the last person should ensure that windows and doors are closed, if safe to do so.

Once assembled, use the pupil numbers card to carry out a head count.

**Procedure**

The Fire Drill will be practised once each term, one during the morning session, one during the afternoon session and one during lunchtime period. Occasionally, the drill will take place during before and after school club.

The fire alarm will be linked directly to the Fire Brigade who will respond to all activations unless the alarm has been put on test for drill purposes.

**Nursery**

The staff in Nursery will take their children directly out through their classroom exit and green gate to the playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Reception**

The staff in Reception will take their children directly out through their classroom exit and green gate to the Upper Playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 1**

The staff in Year 1 will take their children directly out through their classroom exit and lead them to the Upper Playground Assembly Point. Staff to ensure they have the pupil numbers card and the key to unlock the padlocks should the children need to be moved further from the building. **Dimple Mawji to check the provisions room and toilets – if there are any children, bring into Y1 classroom.**

Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 2**

The staff in Year 2/3 will take their children directly outside through their classroom exit to the Upper Playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. **Vin to check toilets in Y2 and Y2/3**. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 2 / 3**

The staff in Year 2 will take their children directly outside through their classroom exit to the Upper Playground Assembly Point. Staff to ensure they have the pupil number card and the key to unlock the padlocks should the children need to be moved further from the building. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 3**

The staff in Year 3 will take their children out of the classroom and down the Year 3/4 stairwell and exit through the Hall. They will take the stairs on the left and walk along the playground to the Upper Playground Assembly Point. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 4**

The staff in Year 4 will take their children out of the classroom and down the Year 3/4 stairwell and exit through the Hall. They will take the stairs on the left and walk along the playground to the Upper Playground Assembly Point. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Year 5 / 6 / 6A**

The staff in Year 5 / 6 / 6A / will take their children out of the classroom and down the Year 5/6 exit stairwell and exit by the Year 2 classroom emergency exit double doors and walk along the playground to the Upper Playground Assembly Point. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you.

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Inclusion Team**

If working with a pupil/parent, ensure they are escorted to the Upper Playground Assembly Point, or re-united with their class on route. Inclusion staff will make their way to the Upper Playground Assembly Point and support with children with additional needs.

**Breakfast & After School Club**

The staff will take children directly out of the hall and through the top playground to the Upper Playground Assembly Point.

The staff member who is last to leave must undertake a second visual check of the hall and toilets in that area.

Please ensure all windows and doors are closed behind you.

Once assembled, use the register to carry out a head count.

**Main Hall**

The staff will take children directly out of the hall and through the top playground to the Upper Playground Assembly Point. The staff member who is last to leave must undertake a second visual check of the hall and toilets in that area.

Please ensure all doors are closed behind you.

**Library, Resource room, Training room and Nurture room**

Staff to take their children out of the room and take them down the Year 5/6 exit stairwell and exit by the Year 2 classroom emergency exit double doors and walk along the playground to the Upper Playground Assembly Point. The staff member who is last to leave must undertake a second visual check of their classroom area. Please ensure all windows and doors are closed behind you

Once assembled, use the pupil numbers card to carry out a head count. Once all children are accounted for, raise the register in the air.

**Staff Room**

All staff members to exit the staff room and leave the building through the main hall entrance doors to the Upper Playground Assembly Point. Staff should ensure all doors are closed on exit.

**SBM**

The SBM ensures that the Fire Brigade has been called first and then checks all rooms are clear on the ground floor (windows and doors closed) and check if the lift is open, before coming back to the office, collecting the school dog and exiting the via main school entrance. Put the school dog into either the HOS’s car or SBM’s car and wait by the bin yard (Secondary Assembly point) for the fire brigade. Check if any visitors are assembled there and send to the Upper Playground Assembly Point.

**Administrators**

The Senior Administrator **(Judith)** will take the class registers, pupil signing in/out sheet and medical box and leave via the main hall entrance doors to the Upper Playground Assembly Point. Staff should ensure all doors are closed on exit. Hand the teachers the registers and explain if anyone has been signed out. Once the teachers have registered the children, they will raise their hands. Collect registers from them. Once the Head of School is outside, meet with him to provide an update.

The Administrator **(Cath)** will take both visitor and staff signing in/out sheets as well as the diabetes medicine box and will check the:

Waiting room, visitor toilet, staff toilet, staffroom including server room, both hall cupboards and kitchen before leaving through the hall doors and heading to the Upper Playground Assembly Point. A headcount is then carried out using the printed list from the ‘Entry sign’ system. Staff should ensure all doors are closed on exit. Once at the Upper Ground Assembly Point, tick off both visitors and staff. When the Head of School is at the assembly point, provide him an update.

**Head of School**

Primary role is to ensure all rooms are clear upstairs. Make the way up the Y3/4 staircase and check all rooms and toilets along the corridor. Then make the way down the Y5/6 stairs and exit by the Y2 Emergency Exit.

Must ensure the staff are aware of roles. Also, must cover staff that are ill or need support.

**Visitors**

Any visitors in school should be instructed how to evacuate the building in the event of the fire alarm being activated.

Visitors need to read the fire signs nearest to where they are working and make themselves aware of their nearest emergency exit and Assembly Point, in the first instance, the Upper Playground Assembly Point – secondary . This is part of the visitors signing in procedures.

Before entering or exiting the school building, **ALL** visitors must use the school signing in/out system to record persons present on site at any given time. In the event of a fire this system provides a printed record of who is on the school site at any given time.

All members of staff must sign in and out at reception before entering or exiting the school building**.**

All staff should ensure the padlock key is always on their lanyard, the first person to approach a padlocked gate must open it for everyone else.

**After a Fire Drill**

The time and date are recorded including accurate evacuation timing. Once everyone is assembled a check must be made to ensure all staff had a padlock key with them. Record this as a risk if staff have not carried keys with them.

##### Abnormal Circumstances

In the absence of the HOS, the SBM will undertake these duties**. (Jordan & Alex)**

In the absence of the SBM, the HOS will undertake these duties. **(Alex & Jordan)**

In the absence of the administrator, the HOS will undertake these duties. **(Judith & Jordan)**

In the absence of the administrator, the HOS will undertake these duties. **(Cath & Jordan)**

##### NO ONE MUST PUT THEMSELVES IN PERSONAL DANGER AND IF SAFE TO DO SO, CLOSE ALL DOORS WHEN PASSED. DO NOT RE-ENTER THE BUILDING UNTIL THE PRINCIPAL OR ASSISTANT PRINCIPAL HAS SAID IT IS SAFE TO DO SO.

**IF THE FIRE ALARM SOUNDS:**

1. Staff should commence the evacuation procedure for their area.
2. Staff should make sure the usual fire exit route from their area is safe before using it.
3. Do not collect possessions.
4. Do not allow children to collect possessions from trays or other storage. Remember that people carrying items move more slowly than people who are unencumbered.
5. Staff should make sure they have seen, read and understood the checklist for evacuation, take the roll- call as soon as possible when they reach the Assembly Point and inform the person in charge, usually the principal, as soon as the rollcall is complete, giving details of anyone missing. Staff should hold their arm up to indicate that everyone is present.
6. Follow any additional instructions on evacuation if the incident is serious.
7. Until the emergency is over, and the Fire Brigade has told the person in charge (usually the principal) it is safe to do so, no one should re-enter the school.

##### Do You Know What to do in Case of Fire?

Be sure that you know: -

* how to operate the fire alarm call points?
* the kind of sound made by the fire alarm.
* the escape routes for your area.
* the location of the Assembly Point.
* the emergency and evacuation procedure for your area.

**It is crucial to the Health and Safety of everyone on site that ALL staff have their padlock key attached to their staff lanyard which they should always wear. Checks will be made periodically to ensure staff are following H&S (and safeguarding) requirements to always have their padlock key and lanyard with them.**

Signed by: Date:

Mrs Seetle Kaur

Signed by: Date:

Harnek Singh, Chair of Trustees