



Evacuation Procedures in Event of a Fire

The Fire Alarm is a continuous Alarm.

If you hear this you must evacuate the building immediately by the nearest exit. The exits to be used will depend upon the source of the fire.

Early Years Unit (EYU) exit by the EYU door into their playground.

Year 1 exit by the main door.

In the event of one of these exits being unsafe the other is used by both EYU and Year 1. The above also applies to users of the meeting room.

Class 2 (Year 2) and Class 3/4 (Y3/4) leave by the double red doors opposite the classrooms or the main door.

Year 4/5 and 6 leave by the end door next to the library

Users of the library also use this door

Users of the upstairs classroom use the main school door.

Kitchen staff leave by the main door or the fire door exit onto Mill Lane.

Classes downstairs (dining room) exit by climbing the stairs and the main exit or by the fire exit at the corner of the corridor near the kitchen (this exit should only be used when staircase is unsafe). School staff are responsible for escorting pupils to their allocated meeting point.

Non teaching staff, including Admin Officers and staff on non contact time, ensure that the building is empty before exiting to the playground.

As teachers leave their classrooms they must make sure doors are closed.

The evacuation reports and signing in/out books will be located outside the main office; these will be taken outside by a member of office staff. However, any adult should pick up the books on their way out of the building if they have not already been taken.

Children line up next to the MUGA in classes so they can be accounted for. Class teachers will do a head count in the first instance and then a register check.

Fire exits are identified on plans throughout school.



Events in School

At times when parents are attending school such as for a performance or for fundraising events, the following procedure is adopted:

- At the start of the performance or function the Head teacher will point out the fire exits.
- A clear passageway will be left in the hall, buggies etc will not be allowed to restrict the exits.
- The hall fire door will be used and also the double doors outside year 3 classroom.
- Parents will be asked to allow staff to take the children out safety first.

Out of School Hours

The school building is used by staff before and after school hours. It is school policy that any person working alone in school must follow the lone working policy. In the event of the fire alarm sounding staff must exit the building at the nearest exit and meet in the staff car park.

Fire Alarm Practice

The caretaker in charge tests the alarm once a week. The school has a full fire alarm practice once every term.

Teachers are directed to discuss with pupils what to do if they are on an errand or at the toilet ie not with their class.

Evacuation procedures are reviewed regularly and all staff are made aware of these procedures as part of their induction.

There is a "read me" folder in each classroom for supply staff which contains this policy.

Induction procedures are in place for new staff and volunteers they receive an induction pack which contains a copy of the policy.

Reviewed by Governors November 2014