



Emergency and Fire Evacuation

In the event of a fire or emergency situation:

1. The first member of staff to discover the danger will sound the alarm. Office to send message via walkie talkie to all staff and particularly for attention of staff in playgrounds and Well-Being Centre.
2. At the sound of the alarm, all staff responsible for children at that time will escort them quickly, and in an orderly manner, from the building to the agreed assembly point. Any staff member not directly responsible for children at the time, but within the vicinity, will assist with the exit procedures.
3. The nearest safe exit should be used. If that is blocked, then the next nearest exit will be used.
4. All visitors to leave the building via the nearest identified and safe fire exit.
5. The first person exiting from either Oliver Jeffers or Roald Dahl classes will open the blue gate to allow access to the car park.
6. In the event of the alarm being sounded when children are outdoors, a message will be broadcast over the walkie talkies to alert staff of need to evacuate. **ALL STAFF MUST TAKE WALKIE WHEN WITH CHILDREN OUTDOORS IN PLAYGROUNDS, FIELD, FOREST OR SCULPTURE PARK.**
7. All staff to be aware of children with identified needs; each class should have an identified support assistant for children with additional needs, although in an emergency any staff present should help to escort these children safely out of the building.
8. Once rooms are empty, doors and windows should be closed to prevent the spread of fire and security locks released.
9. Staff will take their laminated registers with them. Take a roll call once children are lined up and match numbers against evacuation report. Report any missing persons immediately to Headteacher/Deputy.
10. The Bursar or Office staff (in her absence) will take out the printed Evacuation Report for children and print out of visitors and staff from the Ipad sign-in system, a car park barrier pass and a fire prong. Numbers will be cross-referenced against actual people evacuated.
11. A physical check of all areas to be carried out by Fire Marshals:

Tawheed Shaikh: Reception Corridor, Adult Toilets, Nursery Main room, Storyroom, Disabled Toilet and children's toilets

Heather Child: Key Stage 1 classrooms, shared area and staffroom

Saeeda Hafijji: Pre-school room and toilets

Pat Barker: Hall, Kitchen, adult and children's toilets in corridor from hall to Key Stage One, Reception Classroom and Intervention room and toilets

Key Stage One staff should check their classroom toilet areas as they leave the building.

Reception Class staff should check their classroom toilet area as they leave the building.

12. The main entrance doors to school, Nursery and the hall to be unlocked during the physical checks.

13. The Headteacher/Deputy will inform staff when it is safe to return to the building.

(Secondary Fire Marshal: Pat Barker to cover any absent staff)

AGREED PLACE OF SAFETY: SCHOOL PLAYING FIELDS ADJACENT TO THE WELL-BEING CENTRE

Reviewed: January 2022