

## ST. ANNE'S C.E.(C) PRIMARY SCHOOL

### FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for St Anne's C.E. Primary School premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

#### 1. ACTION ON DISCOVERING A FIRE

- Staff to break glass and sound alarm.
- Staff in classes - have responsibility for children
- Staff elsewhere - check area, evacuate
- **Office Staff** -Unlock gate on evacuation route. The office staff check the office area and take registers, signing in/ out books, First Aid kits, Emergency Inhaler and visitor book to fire assembly points.
- The Headteacher or in their absence the Deputy or a member of the Senior Leadership Team will go to the fire panel so as to discover the location of the fire.

#### 2. SUMMONING THE FIRE & RESCUE SERVICE

- The Headteacher or Deputy Headteacher or a member of the Senior Leadership Team will decide whether to telephone the fire and rescue services. If there is clearly a fire, office staff will telephone the fire service immediately.

#### 3. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Evacuation Notices are displayed in all areas of school and emergency lighting and arrows are provided to help indicate escape routes.

- RECEPTION exit via ramp to KS2 yard
- Year 1 exit via fire exit, via the ramp to KS2 yard
- Year 2 exit via Y2 door and assemble on car park. A member of SLT to accompany.
- Year 3 exit via fire exit to KS2 yard
- Year 4 exit via main entrance to KS2 yard
- Year 5 exit via fire exit to KS2 yard
- Year 6 exit via fire exit in Year 5 to KS2 yard

#### 4. FIRE ASSEMBLY POINTS

- Whole school to assemble on KS2 yard as far away from building as possible facing away from the building.
- Year 2 to assemble outside their classroom.

## 5. ACTION WHEN THE FIRE ALARM SOUNDS

When the alarm sounds immediate evacuation of the premises must take place.

In all applicable cases below any **DISABLED PERSON** will be taken or shown by a member of staff to the appropriate fire assembly point.

### Staff and pupils in classroom lessons

- Immediately instruct pupils to be silent, and listen to the instructions.
- Teacher takes laminated register from classroom wall (marked only with absent pupils at registration) and leads pupils to fire assembly point on main yards.
- Children should be lined up on the playgrounds as far away from the buildings as possible and facing away from the building.
- Office staff to check toilets. Each class has evacuation procedures to follow.
- Teachers receive a print out of the register from the office staff which is printed out at 9:20am. **STAFF MUST SUBMIT THE REGISTERS BEFORE 9:10AM and 1:30PM**
- Office staff also takes the pupil signing in and out booklets onto the playground and the visitors signing in book.
- Names are called followed by a head count.

### Staff and pupils in ICT room/ hall lessons

- Immediately instruct pupils to be silent and listen to the instructions.
- Staff lead pupils to fire assembly point via Reception / KS1 ramp on KS2 yard
- Staff then follow the same procedures as stated in the classroom lesson section.
- Head count takes place followed by register.

## 6. PROCEDURE FOR ASSEMBLY

**ALL CLASSES IN THE HALL ASSEMBLE ON KS2 PLAYGROUND.**

- All children to be completely silent and listen to instructions on hearing the bell.
- Arrangements for wheel chair users/pupils or adults with a disability - These people should exit via the disabled exit and hence sit at the front left of the hall.
- Children will be evacuated **IMMEDIATELY** through the rear door and front door in the following order: -
  - Front door - Reception, Year 1 and Year 2 children Teachers to lead children out.
  - Rear door - Year 3, Year 4, Year 5 and Year 6 children Teachers to lead children out. All children are to line up and follow the remainder of the procedure where registers are taken and names called.
- Teaching Assistants who are in classroom should check the rooms and toilets and evacuate building and join classes, bringing the laminated register on the wall with them.
- Any children/classes not in assembly should go immediately to their usual designated fire assembly point with their supervising adult.

## 7. ROLL CALL

- Registers, Pupil Signing In and Out books and the Visitor book will be brought to yard by Office Manager. Staff will take the register. Head count takes place followed by register. Any missing adults or children will be **immediately** reported to the Headteacher or their deputy via the Red card system.

## 8. PROCEDURE FOR LUNCH TIME

**ALL CHILDREN IN THE HALL SHOULD GO TO THE KS2 PLAYGROUND.**

- In the dining hall, immediately instruct pupils to be silent and listen to the instructions.
- Arrangements for wheel chair users/pupils or adults with a disability - These people should exit via the disabled exit and hence sit near front left of the hall.
- All lunchtime supervisors present in the hall should lead children out of the two fire exits and onto the **KS2 PLAYGROUND**.

### KEY STAGE TWO

- Outdoor KS2 Lunchtime supervisors to stand in designated places ready for classes to line up, far away from the building and facing away from the buildings.
  - They are responsible for the children until the class teacher is present. A Lunchtime Supervisor is allocated to each individual class.

### KEY STAGE ONE

- If KS1 and Reception children are still in the hall with the lunchtime supervisors, all lunchtime supervisors present in the hall to lead children out of the two fire exits and onto the **KS2 PLAYGROUND**
- KS1/ EYFS lunchtime supervisors to stand in designated places ready for classes to line up. However, if only a few children from EY and Y1 and Year 2 are in the hall and there are no EY/KS supervisors in the hall, the KS2 supervisors should take them to the KS2 playground and line them up in their class.
- If KS1 and Reception children and lunchtime supervisors have left the hall and are outdoors, they go to the **KS2 PLAYGROUND**

### INDOOR (WET) LUNCHTIME

Year 2 to go to staff car park. All classes to go to the **KS2 PLAYGROUND**

- All teachers and non-teaching staff to report to their class on the appropriate playground. Head count takes place followed by register.
- Office Staff -The office staff check the office area and take registers, signing in/ out books and visitor book to fire assembly points.

- Staff take register. If teacher is not in school, lunchtime supervisor should take register. The main priority is that registers and head count are taken by an adult as soon as possible.
- Staff elsewhere - check area, evacuate
- The Headteacher or in their absence the Deputy or a member of the Senior Leadership Team will go to the fire panel so as to discover the location of the fire.

#### **9. PROCEDURE FOR PERFORMANCE IN HALL**

In the event of a fire in the hall/main building during a performance, supporting staff to man the doors, open exits instructions given for orderly evacuation.

- Performance staff to take responsibility for all children in the performance and evacuate using the front entrance onto the **KS2 PLAYGROUND**. They will take a register onto the playground and carry out a check.
- Parents will be evacuated using the back entrance onto the **KS2 PLAYGROUND**.
- Parents will be informed of evaluation procedures prior to any performance by a member of staff.

#### **10. PROCEDURE FOR KIDS CLUB**

**ALL CHILDREN IN THE HALL ASSEMBLE ON KS2 PLAYGROUND.**

- All children to be completely silent and listen to instructions on hearing the bell.
- Arrangements for wheel chair users/pupils or adults with a disability - These people should exit via the disabled exit and hence sit at the front left of the hall.
- Children will be evacuated **IMMEDIATELY** through the rear door.
- Staff take register. Head count followed by register. If teacher is not in school, lunchtime supervisor should take register. The main priority is that registers and head count are taken by an adult as soon as possible.

#### **11. FIRE DRILLS**

- At least termly.
- Observed by Governors from Business Resource Committee on some occasions
- Timed and issues recorded. Any issues that arise are discussed with staff at the earliest opportunity.
- Reported and recorded at next full Governors Meeting.

#### **12. FIRE MARSHAL PERSONNEL**

All staff have received fire extinguisher training. HT is trained Fire Marshall.

#### **13. STAFF ABSENCES**

The only pre-determined duties are in the absence of both of the office staff the head teacher would bring the registers.

#### **14. FIRE ALARM TEST**

Responsibility of caretaker to test alarms regularly and record in book which is kept next to the main office. The fire alarm and emergency lighting are serviced by Trinity.

**15. FIRE FIGHTING EQUIPMENT**

Fire fighting equipment is examined annually through a contract with Chubb.

**16. STAFF AWARENESS**

All staff should locate the fire points and extinguishers in their working area.

**17. VISITORS & CONTRACTORS**

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. All visitors when signing in would have read the fire instructions.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors shall be informed of the fire and emergency procedures that apply including: -

- Action to be taken on hearing the fire alarm or discovering a fire;
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- The location of fire fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g., at night or weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire and rescue service. The risk of fire arising out of the work of any contractor at the premises must be assessed and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

**18. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS**

Person(s) who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or hearing the fire alarm sounded.

Discuss fire plan and arrangements with any out of school clubs.

**This document should be brought to the attention of staff, volunteers and any temporary workers at the school premises.**

**Reviewed:**                    **SPRING 2024**  
**Next review date:**        **SPRING 2025**