

St. John's C.E Primary School

Fire Evacuation Policy

- In the event of fire, raise the alarm by breaking the glass cover of the nearest fire break point.
- When alarm sounds the children should be silent and follow the precise directions of the teacher or accompanying member of staff. The Head Teacher/ Deputy Head Teacher, or a member of the admin team, will call the emergency services.
- Pupils and staff will leave the building in a silent and orderly manner, exiting via the nearest safe exit. All possessions should be left behind to ensure that the building is evacuated as quickly as possible. No-one should return to the building until it is declared safe.
- Children and staff should proceed in orderly lines to the designated assembly area on the school playground. If the fire is close to the playground children and adults will proceed to the school field. Adults should be the last to leave the classroom/teaching space, closing the door behind them. Visiting adults should leave the building by the nearest available fire exit.
- Children using the swimming pool or swimming pool changing rooms exit via the nearest escape route, assembling with their classmates on the school playground or field as directed. Children leave immediately with their towels (they will be provided with foil body warmers by the swimming teacher). Staff accompanying children from other schools who use our pool follow the same instructions. They should be made aware of the fire evacuation policy from the outset.
- Pool or hall hirers should be provided with a fire evacuation policy.
- The gates from the Foundation Stage to the playground will be unlocked by a member of the EYFS team, or school caretaker (whoever appears first). Additional keys are to be held by a member of the admin team.
- The school secretary or class teacher (depending on time of day) will take the class registers and signing in book to the assembly point. Teachers will call the register reporting any missing pupils to the Head Teacher/DHT, or in their absence to a member of the Senior Management Team.
- No teacher or other adult should place themselves at undue risk when attempting to extinguish a fire.

This policy should be read in conjunction with the school Health and Safety policy.

Next review: Autumn 2017