

<p><b>Name of Policy:</b> Fire Drill and Emergency Evacuation</p>	<p><b>Version/Last Review Date:</b> January 2018</p>
<p><b>Statutory documents linked to policy:</b> <b>The regulatory reform (Fire Safety Order 2005)</b></p>	<p><b>Previous review date:</b> April 2015 (V1) October 2016 (V2)</p>
<p><b>Other Policies linked to this policy:</b> Safeguarding Policy Health &amp; Safety</p>	<p><b>Next Review Date:</b> January 2021</p>
<p><b>Governor Committee Responsible</b></p>	<p>Finance &amp; Premises</p>

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

### Fire Drill and Emergency Evacuation Policy

On Discovering a Fire:

- Raise the alarm
- The headteacher or person acting for her will call the fire service
- If you are using the telephone when the alarm sounds finish your call immediately
- If you are uncertain about whether anyone has called the fire service (for example; before or after school when not all staff will be present) then do it yourself
- Remember if you have children in your care then ensure that they are out of danger first

### On Hearing the Alarm - The alarm is a continuous bell

- Stop all class activity
- Children line up by door
- Tell them to lead out
- Close the door
- Lead the children out of the building and go directly to the Fire Assembly Point.
- **Nature Park** near the pedestrian gate, a further point is on the grass along Pipe Track Lane.
- **Main school entrance** (Hatched yellow lines) a further point is located on the path in the turning circle.

- The School Business Manager will sound the manual Emergency Fire Horn throughout the Nature Park to alert any staff outside for the need to muster, with all children in their care, at the Fire Assembly Point.

### **PUPILS MUST WALK IN SILENCE**

Give instructions clearly and calmly, in a real emergency children will need reassurance.

Children using toilets will be escorted by a member of staff to the nearest exit and report to their teacher at their assembly point.

### **A suggested is found on the Fire Evacuation notice in each room**

Please make sure you are familiar with the route for each room you use. Using these routes should ensure an efficient and safe exit of the building. You may not be able to use the route suggested if the fire has affected your part of the building, in which case seek a safe alternative.

### **On Reaching the Fire Assembly Point**

- Ensure children face away from the building and are silent and orderly so that they can be counted and checked by calling the register
- Missing children's names should be given to the headteacher who will take the necessary action. The headteacher will check with each teacher once the register has been taken
- Please maintain order and calm whilst awaiting further instructions from the headteacher or fire officers.

### **ON NO ACCOUNT ALLOW ANY CHILDREN TO RE-ENTER THE BUILDING**

### **Registers**

It is important that registers on Scholar pack are kept accurately and up to date.

Children leaving early for such things as dental appointments should be signed out at the office.

Children who arrive late should be marked in the register by the office staff.

It is necessary for registers to be finalised with the offices by 9.00 am and 1.20 pm

The Administrator or School Business Manager will bring out the class registers, visitor book, staff book, first aid box padlock numbers and signing out sheets and distribute them accordingly.

### **Emergency Services**

The emergency services will enter the school via the **main entrance to the car park and a sign will identify this entrance.**

### **Breaks**

Duty teacher/lunch supervisor will blow the whistle and tell the children to line up at the assembly point

In each of the above staff should leave whatever they are doing and join their classes.

Some staff, will have been asked by the headteacher to check the buildings and playground in such an emergency.

### **After School Clubs/Wrap Around Care.**

Proceed out of school by the nearest exits and lead children to area at the Fire Assembly Point in usual way.

## **THE SAFETY OF THE CHILDREN IN OUR CARE IS PARAMOUNT**

The above is an attempt to ensure a swift and safe evacuation in an emergency.

A degree of flexibility is necessary as it is impossible to anticipate the form that every single incident will take.

Any problems that arise from the following of the fire drill procedures should be brought to the attention of the Safety Representative (School Business Manager) and the headteacher.

## **MEMBERS OF THE PUBLIC USING THE SCHOOL**

When members of the public (including parents) are using the building a fire safety notice stating the nearby fire exits will be given prior to the activity commencing.

## **MEETING THE FIRE AND RESCUE SERVICE**

The School Business Manager should wait at the front of the school to advise the Fire Brigade Services if needed. In addition, they should ensure that no other persons enter the building.