

Main School Building

Name of Policy: Fire Drill and Emergency Evacuation	Version/Last Review Date: September 2022(V6)
Statutory documents linked to policy: The regulatory reform (Fire Safety Order 2005)	Previous review date: April 2015 (V1) October 2016 (V2) January 2018 (V3) September 2020(V4) September 2021 (V5)
Other Policies linked to this policy: Safeguarding Policy Health & Safety	Next Review Date: September 2023 (V7)
Governor Committee Responsible	Finance & Premises
Review carried out by:-	Date:-
Authorised by:-	Signed:-
Governor Ratification by:-	Signed:-

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 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.
- Only try to tackle the fire if you have had practical training in the use of fire extinguishers and then only if you are confident you can extinguish the fire safely, if in doubt leave the fire and exit the building.

On Hearing the Alarm – (The alarm is a two tone siren accompanied by red flashing lights on the sounders.)

- Stop all class activity immediately.
- If you are using the telephone when the alarm sounds finish your call immediately
- Give evacuation instructions to those who need it clearly and calmly, in a real emergency children may need reassurance.
- Line Children up by the nearest safe fire exit door.
- Tell them to **calmly and quietly** walk out
- Do not stop to collect personal belonging
- Children using toilets should be escorted by a member of staff to the nearest safe exit and then be re-united with their teacher at their assembly point.
- Close the door after the last person exits the area.
- Lead the children out of the building and go directly to the Fire Assembly Point.
- The Main School assembly point location is adjacent to the main carpark drop off area, movement of vehicles in the main carpark should be strictly prohibited during an evacuation and the entrance to the carpark coned off or blocked by a member of staff wearing a hi viz vest.
- A nominated person will sound the handheld Emergency alarm which will be audible throughout the playground areas to alert any staff outside for the need to muster, with all children in their care, at the Fire Assembly Point.
- Nominated staff should check their allocated areas to ensure no person is left behind; before exiting the building themselves.
- Once the Building is exited do not re-enter even if someone is missing. Instead report the missing person to a responsible person or the Fire and Rescue Services.

Breaks

Duty member of staff 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 the Fire Assembly Point in usual way.

Suggested escape routes can be found on the Fire Evacuation Routes 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 SHOULD ANYONE RE-ENTER THE BUILDING UNLESS AUTHORISED TO DO SO BY A RESPONSIBLE PERSON OR FIRE AND RESCUE SERVICES AND ON NO ACCOUNT SHOULD ANY CHILDREN BE ALLOWED TO RE-ENTER THE BUILDING UNTIL IT HAS BEEN DEEMED SAFE BY FIRE AND RESCUE SERVICES.

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.

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 what form each incident will take. Any problems that arise from following the above 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 briefing to indicate nearby fire exits and evacuation procedures should be given prior to their activity commencing.

MEETING THE FIRE AND RESCUE SERVICE

The emergency services will enter the school via the main entrance Bus Gates into the school grounds and a sign will identify this entrance or a member of staff should be nominated to direct them.

A responsible person should wait at the front of the school to advise the Fire Brigade Services of the location of the fire, the class of fire and if any persons are unaccounted for. In addition, they should ensure that no other persons enter the building.