Fire Evacuation Policy

In cases of a suspected or actual fire or bomb alert, then the building is to be evacuated as safely and quickly as possible, through the nearest accessible exit. These exits will be clearly marked in all areas.

Main School Building

Children in Years 1 to 6 will **WALK** sensibly in lines, following their teacher, and congregate in lines on the KS2 Playground at the far end of school. They will then be counted by their class teacher. A member of the Office Team will bring the Fire Evaluation Report and go along to each teacher to get class numbers, they will then tell the person in charge for the day (normally the Head Teacher).

As the children leave the classroom, TAs will check the toilet and cloakroom areas, and then join their class on the KS2 Playground.

Visitors who are attending meetings in the offices at the front of the school will leave by the front entrance door and assemble in the car park.

Reception will line up by the fence, nearest the field to be counted by staff. They will then tell the person in charge at the front of the school (normally the Assistant Head teacher or School Business Manager) This person will then phone through the numbers to the Head Teacher.

Sparrow's Nest children will remain in the Diamond Building if the fire is in the main building. They will be brought over to the Staff Room if this affects the Diamond Building. A member of SLT (usually the Head Teacher) will come over to them and give further instructions.

Procedure for evacuating the premises will be as follows:

• The continuous ringing of the alarm bell signals an evacuation is necessary.

• Children will leave their desks and equipment and in lines, follow the route to the nearest exit. (In the case of this being blocked, the teacher will advise on the next safest route)

Exit Routes are as follows:

Classroom	Teacher	Exit
Hedgehogs	JT/TP	Nearest exit door and into garden and then onto the KS2 playground
Robins	LO	Exit through the door at the back of the classroom and onto the field opposite Nursery.
Owls	LP / AS	Classroom door then through and out of the hall door (50) and on to the KS2 playground

Classroom	Teacher	Exit
Squirrels	AR	Classroom door and then through door 25 into the KS1 playground, carry on to the KS2 playground
Badgers	RE / RH	Classroom door and then through door 25 into the KS1 playground, carry on to the KS2 playground
SENDCO Office	HM	Door 56 into the Quiet Zone and on to the KS2 playground
Family Support Room	SS	Door 70 into the cloakroom then through door 78 leading to the Quiet Zone and on to the KS2 playground
Rabbits	CH	Door 78 leading to the Quiet Zone and on to the KS2 playground
Woodpeckers	LW	Middle doors leading to the Quiet Zone and on to the KS2 playground
Otters	CH	Through the Year Four cloakroom and out through door 85 onto the KS2 playground
Gallery – working areas, offices		Nearest stairway and external door
Music Room/Lennies	MP	Door 29 and turn left and walk to the KS2 playground
Art Room	CM	Door 27 and turn left and walk to the KS2 playground
Foxes	RL / RH	Door 25 and turn left and walk to the KS2 playground
Falcons	HM / CH	Door 23 and turn left and walk to the KS2 playground
Kingfishers	LN	Door 21 and turn left and walk to the KS2 playground
Resource Areas Yr 5/6 block		Leave through Resource Doors 12 and 19 leading to the Quiet Zone and on to the KS2 playground
Hall		Door 50 leading to the KS1 playground and walk to the KS2 playground
Library		Door 50 leading to the KS1 playground and walk to the KS2 playground
Kitchen		Door 46 leading to the KS1 playground and walk to the KS2 playground
Staff room, lower offices including main School Office		Staff Room door, then external door 8 onto KS1 playground (taking key to unlock gate) and walk to the KS2 playground

Classroom	Teacher	Exit
Head's Office	CD	Door 56 into the Quiet Zone and on to the KS2 playground

• Classes will line and be checked against Fire Evacuation Register once assembled on the playground, by the teacher (or designated adult if at lunchtime or teacher off site)

• No individuals will re-enter the building unless told it is safe by the Fire Office or Head Teacher in charge, in the case of a practice drill.

• All people with a mobility disability using our site will have an Individual Evacuation Plan (PEEP) which will be kept in their SEN folder and a copy kept by all the adults with responsibility for that person.

• All children on site will be the responsibility of the adult-in-charge of the provision they are attending. In the case of parents' events such as assemblies, they must be supervised at all times by their parents or carers.

• All visitors to the school will be made aware of evacuation procedures and be asked to inform the Receptionist, Office Manager and Head Teacher should they require extra assistance in carrying out the plan.

Nursery

If the Fire is in the Main Building the Nursery children stay in their building. However if it is in the Nursery Building then the children will leave by the back exit (closest to the field) and walk over to the Main Building to Reception Class. A member of SLT (usually the Head Teacher) will come over to them and give further instructions.

Procedure for evacuating the premises will be as follows:

• The continuous ringing of the alarm bell signals an evacuation is necessary.

• Teacher in charge will phone reception and ask them to phone the fire brigade – reception staff to inform Head Teacher or Assistant Head if HT not on site.

• Children will leave their activities and follow the route to the nearest exit. (In the case of this being blocked, the teacher will advise on the next safest route)

• One TA/NNEB will be responsible for checking the toilets on exiting the building.

• Classes will be checked against Fire Evacuation Register once assembled in The Main Building (Reception Class), by the teacher (or designated adult if at lunchtime or teacher off site)

• No individuals will re-enter the building unless told it is safe by the Fire Office or Head Teacher in charge, in the case of a practice drill.

• All people with a mobility disability using our site will have an Individual Evacuation Plan (PEEP) which will be kept in their SEN folder and a copy kept by all the adults with responsibility for that person.

Diamond Building

Visitors who are working in the Diamond Building will leave and assemble on the KS1 playground

Outside of School hours;

If a 3rd party rental is taking place the hirer, or person designated by the hirer, must ring the Fire brigade.

Procedure for evacuating the premises will be as follows:

• The continuous ringing of the alarm bell signals an evacuation is necessary.

• Teacher /Adult in charge will phone reception and ask them to phone the fire brigade – reception staff to inform Head Teacher or Assistant Head if HT not on site.

• Children and adults will leave their activities and follow the route to the nearest exit. (In the case of this being blocked, the person in charge will advise on the next safest route)

• An adult will be responsible for checking the toilets on exiting the building.

• Groups will be checked against Fire Evacuation Register once assembled in the Main Building staff room, by the teacher (or designated person in charge)

• No individuals will re-enter the building unless told it is safe by the Fire Office, Head Teacher or other person in charge, in the case of a practice drill.

• All people with a mobility disability must advise the person in charge of their difficulties, to enable a plan to be in place. In the case of pupil they will have an Individual Evacuation Plan (PEEP) which will be kept in their SEN folder and a copy kept by all the adults with responsibility for that person.