



Fire Evacuation procedures

Date of version: October 2020

Covid 19

Staff to wear face coverings/face guards and keep socially distant where possible during the Evacuation procedure.

Evacuation

All staff are responsible for a safe transit from their location to the fire evacuation points, it is essential we work as a team ensuring both children and staff move calmly and quickly out of the building. To aid this there is a detailed procedural document below, which outlines individual staff responsibilities as well as routes of transit for both children and staff. If during the alarm you are at all disorientated or need guidance then please ask; there will be high visible presence from SLG throughout the process as well as Fire Marshalls whose job it is to ensure you move safely from the building.

Immediately on the sound of the fire alarm leave the room and proceed to the assembly points, Nursery to the KS1 playground, KS1 to the (KS1 playground) and KS2 to the (KS2 playground). Windows and doors should be closed but not locked, and bags should be left behind. Staff should escort children and ensure they proceed calmly to the assembly point. Children should be advised of the correct route highlighting the location of the closest fire exit and route to the assembly point. If there is a fire or obstruction to the designated exit route, we advise staff to use common sense and use the nearest and most suitable exit in this instance.

If in unforeseen circumstances any of the fire doors are not accessible, please use the safest and nearest other available fire exit.

Nursery area

Exit via the doors into the nursery playground, then make your way to KS1 assembly point playground

EYFS area - Reception Ash, Reception Alder

Use the Reception class Exit/Entrance door, then proceed to the KS1 playground.

KS1 area – Year 1 Birch, Year 2 Hawthorn, Year 2 Elm, Year 2 Library Area, CP/SEN Office

Use the exit door that leads to the forest school, proceed to the KS1 playground.

Hall, Staffroom, Kitchen

Exit via the Hall fire exit doors into the carpark, then proceed to KS1/2 playground – depending on year group.

Year 6 additional classroom, Focus, PPA room

Exit via door at rear of PPA room via the car park, proceed to the KS2 playground via the footpath on Rawson Street North.

KS2 area -Year 3 Hazel, Year 3 Holly, Library, Year 4 Linden

Exit via the doors leading to KS1 playground, proceed to KS2 playground.

KS2 area - Year 5 Maple and Year 5 Oak

Exit via the Year 5 doors leading to the KS2 playground.

KS2 area – Year 4 Juniper, Year 6 Willow, Year 6 Yew and Open Teaching Space

Exit via the doors near the open learning area leading to the KS2 playground.

Admin and Principal's office

Admin offices and Principal to exit via the Main entrance door or the Year 3 exit door. DOP to exit via Year 3 door.

Forest School

Any class in forest school should make their way to either the KS1/2 playground depending on the year group.

Informing the Health and Safety Officer

The Health and Safety Officer **AMY (Principal)** will be positioned centrally between the playgrounds to be able to co-ordinate and receive messages regarding children and staff attendance/absence. This person is also responsible to make the decision (when safe to do so) to proceed back into the building. In this situation, either **SFR/LTE will deputise (whoever is not teaching the class)**.

In the absence of **AMY – SFR or LTE (Assistant Principals)** will collate all the required information, providing cover and full responsibility in the absence of **AMY**. In this situation if **both SFR and LTE are teaching, ASN** will collate all required information.

Lining up for registration

All class groups need to assemble at their designated (fire assembly point) in the playground area.

Teachers should ensure that children are silent and lined up in alphabetical order until the decision to return to the building is announced. Any classroom assistants without any evacuation responsibility are to help teachers supervise the children throughout the procedure.

Registers will be provided by the admin team along with a red and green card. When all children have been accounted for from the register provided, the green card will be held aloft. If any children are missing, please raise the red card to alert a member of staff who will come to assist.

Registration of children

Admin member of staff to bring student registers, signing in and out sheets, and staff/visitor report and hand student registers to class teachers, signing in and out sheets to **Pastoral Team**. Admin staff to bring separate KS1 & KS2 registers and cards.

Teachers should stand with their forms until they receive registers, and then teachers are expected to double check the registers by doing a head count.

Teachers should report any children **registered but missing** to **ASE (KS2) and RMN (KS1)**. **JGD** to cover either of these if absent.

ASE/RMN/JGD should note if missing children are accounted for in the signing out book and then return all Class Registers to **AMY (SFR/LTE if AMY absent)**, **advising of the names of any children still not accounted for**.

AMY or SFR/LTE should note **names of missing students from all Class groups** who should then inform the Fire Brigade.

Absent teachers should be reported to **AMY (SFR/LTE if AMY absent)** by the **Admin member of staff**.

Registration of staff/visitors

Those arriving at the evacuation point must report as follows:

All admin staff should report to **SFR/LTE (Assistant Principal)**, who reports to **AMY (Principal)**

Supply staff, Visitors, Contractors and Tradesmen

Should report to the **Admin member of staff**, who reports to **AMY (Principal)** with the staff/visitor report.

Catering staff

Should report to **ARN (Catering Manager)**, who reports to **AMY (Principal)**.

Cleaning staff

Should report to the **NKN (TEN is NKN is absent)** who reports to **AMY (Principal)**.

All other staff, including staff without a class group and Midday Supervisors

Should report to **SFR/LTE (Assistant Principal)**, who reports to **AMY (Principal)**

* In the absence of **SFR/LTE** the above staff should report to **ASN** in the central area of the Playgrounds.

Fire Marshals and Key Roles

The following members of staff are named persons with responsibility for sweeping designated areas; ensuring that no-one is left behind or trapped and that all doors are closed. These named persons are to report that all is satisfactory to **AMY or SFR/LTE** in the event of absence.

P Turner to sweep the Nursery, learning space and toilets within this area.

J Capon to sweep reception classrooms area and toilets.

S Hall to sweep Year 1 Birch classroom, Year 2 Hawthorn classroom and cloakrooms.

M Beaumont to sweep Year 1/ 2 Elm classrooms, Y2 library & toilets, CP and SEN office

A Sloane to sweep Staffroom, hall, Focus, PPA, Y6 Additional classroom

L Lovell to sweep Director of Primary office and staff toilets.

C Armitage (Tia Elkington if absent) to sweep Admin area, including meeting room, lobby and Assistant Principal's Office

S Green to sweep Year 3 area, Library and Study Area including children's toilets.

D Bingley to sweep Year 4, Year 5 and Year 6 area including toilets.

J Dann will be the cover named person for when staff are absent depending on KS.

J Greenwood to unlock the padlock on the Nursery gate.

N Khan to unlock the Small Car Park gate padlock and stand by main reception gate. **(C Chandler if N Khan absent)**

B Broadhead to unlock KS2 Playground gate.

Evacuation support

The following have roles to support an evacuation, and should report to **SFR** once in position.

N Khan/C Chandler to stand at the Main gates awaiting the Fire Brigade.

Louisa King (KS1) and D Kelsey/R Hainsworth (KS2), to assist any person that requires a 'PEEP' and to act as a 'buddy' assisting any person that has a 'PEEP'.

Key holders for gates

Site, F&OM and SLG are key holders will be responsible for opening the school gates in the event of evacuating to the Grantham Road fields. In the event of a Grantham road evacuation **SFR/LTE** will dismiss children in class order across the road, using usual practice when crossing the road. On arrival at the fields, a head count and registers will need to be undertaken.

Duties of staff without fire supervision duties

Certain members of staff have no further responsibilities after reporting themselves present. After registering with the people highlighted above, they should remain with the admin staff and visitors.

Fire alarm at the end of the academy day

If the fire alarm sounds at 3.05pm, then there will be evacuation only and no registration for KS1. In this instance, evacuation will be of children to the assembly point playgrounds. Named persons need to sweep the building as they would at any other time of the day to ensure staff and students taking part in meetings or extra-curricular activities are out of the building. If the fire alarm sounds later than 3.20pm then all staff taking part in an extra-curricular activity should ensure they leave calmly with the group of children they have in their care, taking registers and completing a head count.

Return to the academy building

Return to the academy building will not be announced until **AMY (or SFR/LTE if AMY absent)** are satisfied that it is safe to do so.

Key Stage Leaders will then be asked by **AMY or SFR/LTE** to oversee the slow and controlled return of each of their class groups in turn to the academy building via the appropriate door to their sector.

Key Stage Leaders and named persons (fire and evacuation) are directly responsible for ensuring that they do not contribute to overcrowding at any one door.

Warning

Under no circumstances should any person evacuating from the building assume that the alarm is a false alarm and either stay in the building or return to the building.

They must not advise others that it is a false alarm and persuade them to return to the building.

They must not loiter near their place of work in anticipation of a false announcement.

