

HINTON ST GEORGE CHURCH of ENGLAND PRIMARY SCHOOL

'Let Your Light Shine'



Fire Evacuation Procedures in the event of a Fire

Review Date: January 2023
Frequency of Review: Annually
Next Review Date: January 2024

Signed _____
on behalf of the Governing Body

HINTON ST GEORGE CE PRIMARY SCHOOL

SCHOOL EVACUATION PROCEDURES IN THE EVENT OF FIRE

In the event of a fire, the school's alarm system may be triggered through smoke detection or through a member of the school community raising the alarm at a fire alarm call point. On hearing the alarm, staff and children will evacuate the building through one of the two front exits as follows:

- Children/staff in office, staffroom, or lobby area – through main front entrance near Sprout Class *or via the nearest safe fire exit.*
- Children/staff in Sprout Class (Reception, Year 1 and Year 2) – through main front entrance leading from Sprout Class *or via the nearest safe fire exit.*
- Children/staff in Sapling Class (Years 3 and 4) – through old front entrance via their cloakroom *or via the nearest safe fire exit.*
- Children/staff in Oak Class (Years 5 and 6), playground, or school hall – through side playground gate next to decking area *or via the nearest safe fire exit.*

Staff will instruct children to evacuate the premises calmly and to leave belongings behind. The school will have a fire drill to practice these procedures at least termly, so that members of the school are familiar with the routines for school evacuation.

The Headteacher (Fire Warden) will stand in the road to stop the traffic, to ensure that evacuating children can cross the road safely. In the absence of the Headteacher, class teachers will be responsible for the supervision of children crossing the road.

Children and staff will walk directly to the school field and assemble at the Fire Meeting Point, just inside the field gate, to the right-hand side near the 'Fire Meeting Point' notice attached to the inside of the school field fence. One child has a PEEP (Personal Emergency Evacuation Plan) which all staff are aware of – this child will be escorted to the fire evacuation point (school field) by wheelchair by a designated adult.

Individual Responsibilities:

Office Staff	<ul style="list-style-type: none"> • Contact emergency services • Wait at front of school to greet fire brigade ('the Greeter') • Collect visitor book / signing out book, registers and grab bag and give to Headteacher. In the absence of the Headteacher, the office staff will ensure registers are given to any member of staff during the evacuation. Office staff to ensure that all visitors are safely evacuated
Headteacher / Most senior teacher	<ul style="list-style-type: none"> • Make sure emergency services have been called • Ensure member of staff is deployed to meet fire brigade • Check that grab bag has been taken • To be aware of any additional people on site in the absence of Office Staff • Following registration, ensure all adults and children are present (including the pre-school) - as the Fire Warden, join the greeter and inform the Fire Brigade if any people are not accounted for
Sprout Class Teacher	<ul style="list-style-type: none"> • Ensure that children present in Sprout Class evacuate the building calmly and safely through the main front entrance. • Once assembled at the school field, register Sprout Class children and inform the Headteacher/most senior teacher if anyone is missing.
Sapling Class Teacher	<ul style="list-style-type: none"> • To delegate a member of the support staff to check the toilets and playground for children and instruct them to leave the premises via the side playground gate next to the decking area • Ensure that children present in Sapling Class evacuate the building calmly and safely via their cloakroom through the old front entrance • Once assembled at the school field, register Sapling Class children and inform the Headteacher/most senior teacher if anyone missing.
Oak Class Teacher	<ul style="list-style-type: none"> • Ensure that children present in Oak Class evacuate the building calmly and safely through the side gate next to the decking area • Once assembled at the school field, register Oak Class children, and inform the Headteacher/most senior teacher if anyone missing.
Support Staff	<ul style="list-style-type: none"> • If outside of classroom, to ensure that the children they are working with, evacuate the building calmly and safely through the nearest exit • Support teaching staff with the calm and safe evacuation of children • To follow instructions of the class teacher if tasks can be delegated • To collect any medicines, medical equipment for the children e.g., Inhalers
Peripatetic Teachers	<ul style="list-style-type: none"> • To ensure that children they are working with evacuate the building calmly and safely through the nearest exit.