

ESTCOTS PRIMARY SCHOOL



Fire Drill & Emergency Evacuation Policy

FIRE DRILL/EMERGENCY EVACUATION POLICY

ON DISCOVERING A FIRE

- Raise the alarm.
- Make sure you know where the alarm points are.
- 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

Designated person will check the Year 5/6 toilets and group rooms

Designated person will check the year 3/4 toilets.

Designated person will check the staff room and Group room

Designated person will check the art room, music room and medical room

Designated person will check KS1 toilets

Designated person will check the studio

The list of the designated persons is available in the staff room and every classroom – this is changed every September depending on the staff and where they are placed.

PUPILS MUST WALK IN SILENCE

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

Children using toilets or delivering messages should leave by the nearest exit and report to their class teacher at their assembly point.

A suggested route will be found on the Fire Drill 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.

Gates around school may need to be opened and staff should all be aware of the combination number.

Outside the building walk across the grass/playground to your Fire Assembly Point – **FRONT OF SCHOOL.**

See map on the Fire Drill notice in your room.

ASSEMBLY POINT

From September 2020 upon return to school following lockdown due to Coronavirus the assembly points will temporarily change as follows:

- **EYFS – Warhol will muster on the Plaza**
- **EYFS – Matisse will muster on the Plaza**
- **Year 2 - Riley will muster on the Plaza**
- **The remainder of the school will muster at the assembly points on the MUGA**

The area at the **FRONT OF SCHOOL – THE PLAZA** is designated as the Fire Assembly Point

2nd ASSEMBLY POINT

In the event of the Main Fire Assembly Point being unavailable the school should use the field as a way of an escape route and walk the short distance to Sackville School and assemble at their Fire Assembly Point.

ON REACHING ASSEMBLY POINT

- The class teachers will stand with the children and hold the register a loft when all children have been counted
- The TA's will muster under the canopy on the plaza to be checked off by a member of the office team
- Any TA who is attached to a child will remain with that child in the class line
- Check that all helpers/visitors are out of the building and checked off by the admin team
- Missing children's names should be given to the Headteacher (or person acting for them) 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 senior members of staff or fire officers.

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

REGISTERS

It is important that registers 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 sent down to the offices by 8.50 am and 1.15 pm.

The office staff will bring out the class registers, visitor book, staff book, padlock numbers and signing out sheets and distribute them accordingly.

Classes which have been dispersed around the school should stay with the teacher responsible until told otherwise.

FIRST AID BOX

The first aid box will be taken out by the school office staff.

EMERGENCY SERVICES

The emergency services will enter the school via the main entrance to the car park.

BREAKTIMES

Playground.

Duty teacher will blow the whistle and tell the children to line up at the assembly point.

Field

Duty teacher will blow the whistle and tell the children to line up in classes following lunchtime arrangements.

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.

LUNCHTIME

Playground

Dinner supervisor to blow the whistle and children to line up at their assembly point.

Office Staff to bring out registers and distribute them.

Field/MUGA pitch

Dinner supervisor to blow the whistle and children to line up in classes.

Office staff to bring out registers and distribute them.

Class teachers at lunchtime should join their class immediately unless they have been given other duties such as checking the building.

If you are supervising a group of children lead them out of the building safely in the usual way.

Dinner supervisors and members of staff present at lunchtime will check the classes with their registers.

AFTER SCHOOL CLUBS

Proceed out of school by the nearest exits and lead children to area at the FRONT OF SCHOOL 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 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 Premises Officer or a named responsible person should wait at the front of the school to advise the Fire Brigade Services if needed. In addition ensuring that no other persons enter the building.

RECORDING AND REPORTING

It is the responsibility of the SBM to record the events of any fire evacuation including drills. These reports are to be filed in the Health and Safety file in the premises room in the fire section. The reports are to be presented to the Governors at the appropriate meetings and any reports from unplanned evacuations must be emailed to the Governing Body after the event. The detailed report form can be found in the Health and Safety file.

APPENDIX 1

FIRE EVACUATION – FIRE MARSHAL TEAM

September 2020

FIRE MARSHAL CO-ORDINATOR - Helen Farren (Out of school hours Lin Back)

To go to the fire panel to check which zone has triggered the alarm and to be the person to decide to call '999' or to call the monitoring centre to 'stand down' the fire service. All instructions, school plan and contacts can be found in the fire panel cabinet.

All of the appointed year group staff will report to the fire marshal co-ordinator who will liaise with the fire service upon their arrival.

EYFS – Jemma Black or Caroline Hamilton - To check the EYFS toilets

YEAR 1 — Siobhan Clark or Camilla Bowers - To check the studio

YEAR 2 – Hayley Pilate or Julie Pearson - To check the Year1/2 toilets, music, art, uniform rooms and visitor's toilet

YEARS 3/4– Claudia Brown/Lola White or Janice Williams - To check the Year 3/4 toilets, staff toilets and all rooms in the corridor, staffroom, PPA room and the library

YEARS 5/6 –Tracey Roberts/Jill Howson or Nikki Harris – The 5/6 boys and girls toilets and all group rooms at the rear of the school

Fire extinguisher trained staff are: Helen Farren - Lin Back

FIRST AID TRAINED STAFF ARE:

Full First Aid at work:

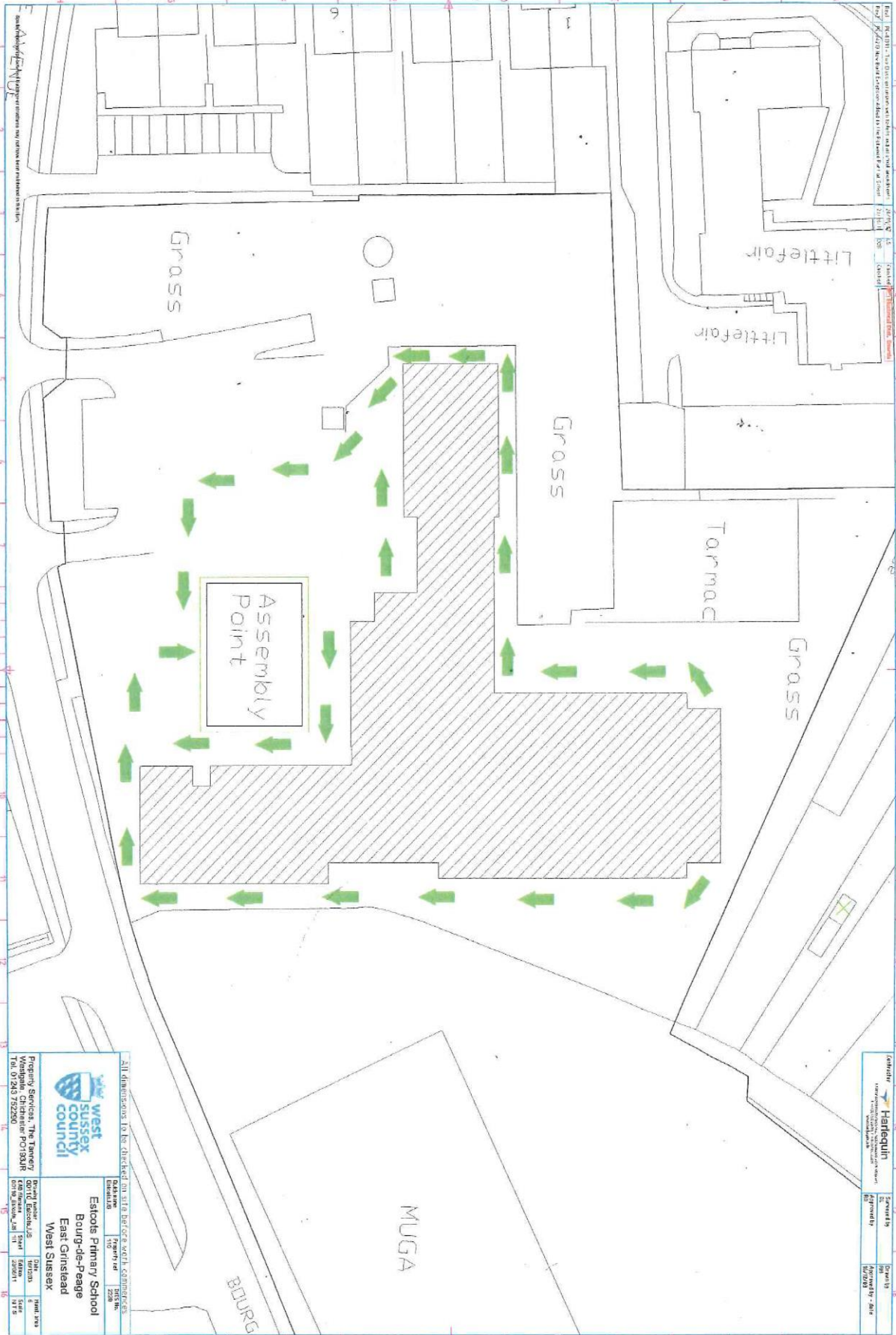
Pippa Murfet, Sally Sommerville, and Helen Farren

Paediatric and Early Years:

Jemma Black, Georgina Chadd, Claudia Brown and Angie Grainger

Appointed persons:

Jill Howson, Megan Meek, Julie Pearson and Jenny Chambers



All dimensions to be checked on site before each commences.

West Sussex County Council
 Planning Services, The Tannery
 Westgate, Chichester PO139UR
 Tel: 01243 752500

Estcofts Primary School
 Bourg-de-Peage
 East Grinstead
 West Sussex

Contractor: [Name]
Project Ref: [Number]
Date: [Date]

Handquin
 [Address]
 [Phone Number]

Details:
 [Information]