

# TREETON C of E PRIMARY SCHOOL

## EVACUATION POLICY 2024-25

Reviewed by: Mrs Emma Minhas

Reviewed: September 2024

To be reviewed: September 2025

### Fire Drill

- A fire practice takes place once every term.
- In the event of a fire, the person who discovers the fire should break the fire glass that is nearest to them.
- When the alarm sounds, each class should proceed immediately to the nearest exit in an orderly manner and should line up.
- Staff should ensure that any electrical items that are likely to cause a fire, if unattended, (other than computers) should be switched off at the mains.
- Children and staff should go to the designated fire evacuation point – the large (KS2 yard) for Y1-Y6 (Elm, Hazel, Willow, Birch, Beech, Maple, Poplar and Sycamore) and the small (KS1 yard) for EYFS classes (Acorn, Oak and Ash)
- If you have a visitor with you in your classroom please ensure they also leave the building with you and they should line up near the gate to the large (KS2) yard.
- Teachers and teaching assistants should check their classroom toilets as they leave the classroom to ensure all children are exiting the building. **Apprentices that are under the age of 18 must be treated as a child in school and is not to be responsible for taking children out of school.**
- All classroom and exit doors should be closed.
- If the yard is inaccessible then staff should walk up to the playing field with the children.
- In the event of classes being in the Hall or Library they should leave by the nearest safest exit and proceed if safe to do so to the large (KS2) yard. Children should take out door shoes into the hall each lesson.
- The Admin Team will bring a mobile phone, the Fire Risk Assessment File and the registers – of children and adults on premises and give registers to each class once they are lined up on the yard. Each child should be asked to answer to his/her name and the number present for the session should be checked. The Admin Team will check all adults and visitors.
- Mrs S Patton (Executive Headteacher), Mrs E Minhas (Head of school) or next Senior teacher (A.Brooks Assistant headteacher) will establish that all children and adults are accounted for.

### Procedure for the Nurture Room – This room has a stand alone Fire Alarm

- Whoever is in the room should break the fire glass in the nurture room, leave the room by the nearest exit.
- They should bring the children down towards the School playground ready to meet up with their class, if it is safe to do so.
- The person in charge in the Nurture Room as they reach the bottom steps, they should then break the glass which is in the entrance of the Library and continue to the Junior School Yard with the children, this will then start the evacuation of the whole school.

- With regards to a potential fire in the main school or annexes then the fire alarm would be sounded and a member of staff from the Admin Team would go to the Nurture Room to alert them of the evacuation.

### **Procedure for the SMSA's and kitchen staff to follow.**

#### **In the event of a fire at lunch time**

- ~ The Admin Team will bring registers and a mobile phone.
- ~ Mrs Patton EHT / Mrs Minhas HOS will establish that registers are taken and all children are accounted for.
- ~ The indoor SMSAs will help evacuate the children from the building.
- ~ Class teachers should go to the junior yard to meet their classes.
- ~ Teaching Assistants and SMSA's should support the children to move to their class groups on the yard from their play areas around the school or from the dining hall.
- ~ Once the registers have been taken, Mrs Patton (EHT) or Mrs Minhas (HOS) will deploy staff as necessary to ensure that every child is accounted for.
- ~ Outdoor SMSAs will help line up the children in class order.

#### **Procedures for Cleaners**

To leave by the nearest fire exit and assemble in the large (KS2) School Yard – G.Hinchcliffe to take the register.

#### **Signing In & Out**

**All Staff must** sign in and out even when leaving the building at lunch time etc.

#### **Fire Service**

As per LA guidance, the Head Teacher or next Senior Teacher will establish if the fire service is required.

Fire evacuation times are recorded in the log and the log kept in the main entrance to the school.

#### **In the event of a Fire in the School Kitchen**

- Staff should immediately break the 'break fire glass'
- The main electric switch must be switched off
- Staff should ensure that the Admin Team (0114 269 2677) are informed of a fire so that fire services can be called as necessary
- Staff should leave by the nearest fire exit and meet at the School Yard ready to be checked as present.

#### **Evacuation to St. Helen's Church**

If an evacuation has to take place from the school site then all staff and children should register on the school field and then be prepared to walk calmly and carefully to St. Helen's Church. They would take the route going through the parents' gate from the infant yard, make way down Rother Crescent onto Church Lane and to the Church. There is a key in the Grab box for the church which will be taken out by the Admin Team

**Under no circumstances must staff or children go back into the building until told to do so by the Head Teacher/Senior Teacher/Fire Officer.**