

Sunning Hill Primary School



Evacuation Policy

May 2024

Governing Body Review date: May 2027

POLICY

Procedures in the event of a fire/emergency evacuation:

Fire Drill and Precautions – Outlined below are the procedures to be taken:

- In the event of a fire during normal school hours
- When there are special arrangements.
 - Procedures outside normal school contact hours
 - Procedure when using the playgrounds for lessons
 - Procedure during 'playtime'
 - Procedure during 'dinnertime'
 - Procedure during assemblies
 - Procedure when parents are in the building
 - Absences
 - Personal Evacuation Plans (PEPs)
 - Visitors
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Fire Drill and Precautions:

- A fire drill will take place at least once every term. Depending on circumstances, staff may or may not be given warning prior to this drill. At least once a year a fire drill will take place without warning. The orchestration of these drills is the responsibility of the Headteacher in liaison with the School Site Manager.
- After each fire drill, staff will be asked to feedback any problems/possible improvements they can see during the evacuation process. All issues should be conveyed to the Headteacher.
- The fire alarms will be tested regularly (Friday 4.30p.m). The alarms will be tested from a different fire point each time to ensure that each break point is working satisfactorily. This duty is the responsibility of the School Site Manager.
- The fire alarm system will be checked daily to ensure it is in effective working order. This duty is the responsibility of the School Site Manager.
- The fire alarm is linked directly to the fire station and will be put on test by the Site Manager for all drills. If the alarm is triggered accidentally the fire brigade should be notified immediately so additional costs are not incurred.
- An authorised firm (Automatic Alarms) will test fire extinguishers once a year. In the event of a fire do not attempt to put it out yourself. Staff will ensure their own safety, and the safety of the pupils in their care, by raising the alarm (via the fire alarms located at various points around the building), collecting the pupils together and leaving by the nearest fire exit.
- All pupils will be regularly reminded of the fire procedure and reminded of the importance of remaining calm in the event of an emergency evacuation. **All staff and pupils will understand the need to walk and never run out of the buildings, to leave all belongings and to stay out of the buildings until they are told it is safe to return.**

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Procedure to be followed in the event of a fire during normal school hours:

- On hearing the fire alarm the pupils in each classroom will be collected together and taken out of the nearest fire exit. The class teacher will be responsible for leading the children out of the building.
- Each classroom has a personalised set of instructions for evacuation, depending on their location within the school. These are displayed clearly in each classroom.
- Each class will then line up at their agreed assembly point. All pupils will remain calm and orderly so a head count can be conducted immediately. A register must be taken as soon as the appropriate one arrives.
- It is the responsibility of class teachers to ensure pupils evacuate the classrooms in an orderly fashion and to control the flow of children, particularly when more than one class follows similar procedures i.e. use the same stairs or corridors.
- Upon evacuating the building, admin staff will ensure all class registers have been taken from the building and will give these to relevant class teachers upon arrival at the playgrounds.
- All staff members who do not have a class of their own will be responsible for their own safety and will leave the building via the nearest fire exit. At different times, depending on specific circumstances, staff who do not have responsibility for a class may be asked to act as a “buddy” for another child or member of staff (i.e. in the case of an injured or disabled child/colleague). If this is the case then the member of staff should meet the pupil/colleague at the arranged location and leave the building via the nearest fire exit immediately.
- The Head teacher, Deputy Head teacher and allocated fire wardens will have the duty of checking the building for anyone left inside. This should be done quickly and immediately after the pupils have been evacuated. They will leave via the nearest fire exit and will remain outside. Only in the event of the registers identifying a missing person will anyone consider returning to the building.

It is the duty of the Headteacher, Site Manager or a member of the Senior Management Team to call the emergency services (999), using a mobile phone, once she or he has evacuated the building.

- Only the Headteacher, his/her deputy can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
- Once a year the Leadership Team will consider which nearby buildings might be used to hold children in the event of a major fire, and will negotiate with the owners or occupiers of those buildings for the right to bring in children in such an eventuality. For 2023/24, The Olive Tree Primary School will be used.

Special arrangements:

Procedures outside normal school hours

- On hearing the fire alarm the staff must evacuate the building as quickly as possible via the nearest fire exit. Where possible all staff should assemble on the back playground.

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- The teacher(s) leading any extracurricular activity must account for any children involved. Therefore it is very important that a register is taken at the beginning of any activity. It is the responsibility of the teacher(s) to escort the children outside the building via the most appropriate fire exit. The teacher(s) must remain with the pupils until the specific register has been taken and it is safe to re-enter the building.

Procedure when using the 'Dining room' for lessons

- During PE time or whilst using the 'Dining room' for any other activity the class teacher must stop all activities immediately and line the children up at the fire exit doors. The class can then easily evacuate onto the front or back playground. If the class involved usually convenes on a different playground, a member of staff will need to notify teachers and admin staff in order to ensure the register is handed out as quickly as possible.

*(Please note that it is acceptable for children involved in PE activities to ensure they are wearing footwear **before** evacuating onto the playground.)*

Procedure when using the playgrounds for lessons

- Should the fire alarm sound whilst a class is using the playgrounds during PE lessons the class teacher must stop all activities immediately and, where possible, quickly supervise the clearance of any resources/equipment.
- The class should then assemble in the same playground and remain calm and orderly while awaiting the register.

Procedure during 'playtime'

- Should the fire alarm sound during playtime the staff on duty must organise the pupils as quickly and orderly as is possible. Pupils should be lined up in relevant classes.
- Teachers must evacuate the building via the nearest fire exit and make their way to the playground on which their class plays.
- Any children who are not on the playground during playtime must therefore be supervised at all times and escorted out off the building by a member of staff in an emergency.
- Under no circumstances should anyone, staff or pupil, enter the building until cleared to do so.

Procedure during 'dinnertime'

- The main aim is to ensure that the building is completely evacuated. This will involve more thorough checking by staff members.
- Staff who have remained on site for their dinner should make their way onto the playground via the nearest fire exit. They should be prepared to take charge of more than one class since some staff may have left the site during the dinner hour. *Please note that it is important that staff sign out before they go off-site so that they can be accounted for in an emergency.*

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- Where possible the registers will be used to check which children are missing. Admin staff will bring registers to the playground and deliver to the teachers.
- Any extra-curricular clubs will need to be escorted from the building by the staff member(s) leading the group via the most appropriate fire exit. Again, the importance of keeping a register of pupils in attendance is obviously paramount.
- Pupils eating dinner in the dinner hall will be organised by the staff present at the time. The hall will be evacuated via the corridor to the back playground and then out onto the rear playground.

Procedure during assemblies

- During assembly time the members of staff present should ensure all children remain calm and orderly so that the hall can be evacuated efficiently and effectively. Both fire exits (at either end of the hall), leading to both playgrounds, should be used regardless of which playground the individual classes usually assemble on.
- Where possible class teachers should get to the hall, help with the organisation of the evacuation and remain with their classes. If this is not possible, class teachers should evacuate the building via the nearest fire exit and find their own class once out on the playgrounds.
- Any individual or groups of children taking part in other activities during assembly time must be escorted out of the building by the member of staff in charge of them. It is also important that class teachers know if any of their pupils are attending such sessions so that their names can be accounted for when registers are taken.

Procedure when parents are in the building

- In the event of the fire alarm sounding when parents are in the building staff should coordinate the evacuation of parents from the building. They should adhere to the specific procedures for each classroom and organise the assembly of people as best they can on either playground.
- The Head teacher/Senior teacher(s) should complete a check of the building to ensure no parents remain inside before evacuating the building as quickly as possible.

Absences

- It is important that when any member of staff with a specific role during a fire alarm is absent, another person is ready to take over that role. An example of this is when the absence of admin staff may mean registers do not get taken to the playground then another staff member must be available to take over this duty. Also, the absence of the Head teacher/Senior teacher(s) will also mean someone else will be required to make a final sweeping search of the building once evacuation has been completed. These arrangements cannot be effectively documented as they may change with time and are flexible, but arrangements do require organising none-the-less.

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Personal Evacuation Plans (PEPs)

- At various times, and depending on the pupils or staff present at the school, there may be a requirement for a “buddy” system in which a disabled/injured child, child with SEND needs or adults would have a different procedure e.g. the support of an able-bodied person to help escort them from the building. These arrangements would take into account various circumstances and would be agreed with all relevant staff members, pupils and parents. The agreed procedures would be recorded in the PEP. The class teacher, parents and any other relevant staff should be given a copy of this.

Visitors

- Visitors to the building need to be made aware of relevant fire exits (i.e. those closest to where they may be working/operating). Relevant instructions and information will be given by a member of the office team. In the event of the fire alarm sounding they should evacuate and assemble on the most appropriate playground. All visitors should sign in and out using the On Entry sign so that they can be accounted for.

Non-classroom staff:

Dinnertime supervisors/kitchen staff

- If the fire alarm sounds while the dinner time staff/kitchen staff are supervising children then they are responsible for co-ordinating efforts to evacuate the children as quickly as possible (See “Procedure during dinnertime”). Where possible all machinery and kitchen appliances should be turned off before exiting the building. Staff should then evacuate via the nearest/most appropriate fire exit, depending on where they are located at the time.
- Should the fire alarm sound at a time when dinner time staff/kitchen staff are not supervising children then they should simply evacuate the building via the nearest fire exit. Once again, where possible electrical appliances should be disconnected/switched off to prevent further problems.
- Staff should then inform those co-ordinating the fire evacuation that all have left the building.

Cleaning staff

- If the fire alarm sounds at any time, cleaning staff should evacuate the building via the nearest/most appropriate fire exit. Where possible any electrical appliances should be switched off.

Staff should then inform those co-ordinating the fire evacuation that they have left the building.

Checking Procedures

The last member of staff to leave the classroom should close the door. Members of SLT/Fire wardens will sweep the building and close doors behind them.

Admin staff will take copies of the registers to the playground. They should also take the walkie-talkies and keys to the gates.

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Admin staff will hand out the register to each class as quickly as possible. They will then check with each teacher that no children are missing from each class.

Meanwhile other admin staff should check all visitors are accounted for and then assist with identifying the whereabouts of any people (adults or pupils) who may not be with their classes. This may involve using the walkie-talkies to liaise between playgrounds.

SLT and Fire Wardens will make a final sweep of each floor to check everyone is out of the building. SLT will then liaise with the admin staff to check that no one is missing.

Following a practice evacuation, a signal will be given by SLT/Site Manager to signal that classes may re-enter the building.

Please note these procedures relate to school activities within the building. Community groups using the building outside of school hours are responsible for providing their own arrangements as outlined in the lettings policy.

Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual.