



De Bohun Primary School and Children's Centre

Fire Safety Procedure 2019

Date of Policy	September 2019
Next Policy Review	
Policy Created By	Danny Rowell
Signed by Chair of Governors	
Signed by Headteacher	



The purpose of this procedure is to ensure that all staff know what to do in the event of a fire and to ensure that everybody leaves the building in a safe and ordered manner, in a well-rehearsed procedure that is easy to follow.

Assembly point – Main field to the side of the school

EVACUATION PROCEDURE WHEN THE FIRE BELL SOUNDS:

Anybody inside the Main building, nursery or Preschool during lesson time:

- Everyone will stop what they are doing immediately
- Move quietly and file out through your nearest safest exit
- All children, adults, visitors and contractors will assemble on the main field – the assembly point is clearly marked with a large, green sign.
- **Class Teachers** or **Teaching assistants** will close their classroom doors behind them. Once on the field, teachers will line their children up and carry out a quick head count. After this, the teachers and teaching assistants of their class will stand **at the front of the line** and wait for the class register to be handed to them. It is important that teachers and TA's are with their class at all times and are clearly visible at the front of the line – The co-ordinator will need to see you so that they can check you off as present.
- The **fire evacuation co-ordinator** will collect the emergency grab bag, registers and file out through the nearest safest exit, heading to the assembly

point. The grab bag contains the master key for the side gate to open if necessary, and the nursery gate. From there, they will hand over the registers to the class teachers, and report to the fire marshals as to the situation in the building. If all rooms are clear, this should be ticked off. If there are any concerns, this should also be noted.

- The assigned **fire marshals** will put their orange hi-vis vest on, go to their assigned route, working back towards the nearest safest exit, checking the rooms on their route by opening the door and shouting, 'is anyone there?' Once the room is clear, close the door and move on, reaching the exit and assembling on the main field in a line. If there are any concerns while on their route, they should be reported when the evacuation co-ordinator asks them if the rooms are clear.
- The assigned **fire wardens** will go to the fire control panel and check which zone is activated. From there, they will go to the zone in question and visually check for signs of a fire. If nothing is found, they will assemble in the usual way. If there are signs of a fire or smoke, this can be tackled if safe to do so. In any circumstance, the warden has a mobile phone always on him, and can contact the fire brigade if the fire is not safe to be tackled.
- **Class teachers** will then conduct a register check of their class while they are lined up in the playground.
- All classes may only return to the building when a decision has been made by the most senior teacher present.

If children are in the ks1 or ks2 playground:

- All children will make their way to the main field via the nursery/pre-school pathway, which will be opened by attendants on duty, all of which will have a key that can be collected from the main office at the beginning of the shift – including the lunchtime staff. Staff members on the field will guide the children to the correct pathway and follow them to the main field, where they will line up in their class order at the assembly point.

If children are on the main field:

- Children in the playground will stand still when the bell sounds. Children will line up in their class order at the assembly point with the support of whoever is on duty at the time. They will wait for their class teacher and roll call will be completed in the usual way.

Breakfast clubs and afterschool project/clubs:

- The **breakfast club** and **afterschool project/club** leaders will be responsible for escorting the children in these clubs to the fire assembly point. They will line up in the club order and will be accounted for by their respective leads.
- **Site manager** and **SLT** will check the building, closing doors and leaving the building via the nearest available exit, assembling on the main field.

APPENDIX :Lining up Procedure:

- Every class will line up in a separate line, with the class teacher and all teaching assistants/visitors/temps in that class **at the front of the line.**
- **Children's centre** children will line up in a separate line, with the Children's centre staff/visitors/temps **at the front of the line.**
- **Fire Marshals** will line up together in a separate line **regardless of whether they were part of a class or not.** This is so that the evacuation co-ordinator can clearly see you and debrief you.
- **Any other visitors or contractors** will line up in a separate line and will be directed by the SLT or head teacher/deputy head. This will include kitchen staff, visitors of the senior leadership team etc. - Anybody who is not linked to a class.