



De Bohun Primary School and Children's Centre

Fire Evacuation Procedure 2022

Date of Policy	June 2022
Next Policy Review	July 2023
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Policy authorised By	Dominic Smart (Head teacher)



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 **Learning Support assistants** will close their classroom doors behind them, before leading their class out through the nearest safest exit and heading to the assembly point on the main field. Once on the field, teachers will line their children up and carry out a quick head count. If a child/adult is missing, it should be brought to the immediate attention of the fire evacuation co-ordinator so it can be cross checked. After this, the teachers and Learning Support assistants of their class will stand **at the front of the line** and wait for the class register to be handed to them. On receipt of the class register, Class Teachers will conduct a register check of their class while they are lined up in the main field. It is important that teachers and support staff are with their class at all times and are clearly visible at the front of the line – the fire evacuation 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 and class registers, before filing out through the nearest safest exit and heading to the assembly point. 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 fire 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 on the main field 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, each fire warden should have a mobile phone always on them, and can contact the fire brigade if the fire is not safe to be tackled.
- All classes may only return to the building when a decision has been made by a member of the head ship team 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 automatically opened if there is a fire activation. 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 on the field will await instruction when the bell sounds, but should not move off the field. 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 the rest of the school to assemble and roll call will be completed in the usual way.

If Fire Marshals/wardens are on the field, or outside:

- In this instance, they **should not** re-enter the building. They should report directly to the assembly point, where they will line up in the usual way and report this to the fire evacuation co-ordinator.

Breakfast clubs, afterschool project/clubs private lettings and contractors;

- 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. If there is a **private letting** on site, they should designate a fire safety lead to guide the children in their care to the main field. As with lettings, private contractors will assign a lead to roll call their respective staff members in the building.
- **Site manager** and/or **SLT** will check the building, closing doors and leaving the building via the nearest available exit, assembling on the main field.
- **If there is no site presence within the building** Roll call will be made in the usual way, however, the fire safety lead should contact the site team on the designated phone number that will be provided, to assist and deactivate the alarm if necessary.

Lining up Procedure:

- Every class will line up in a separate line, with the class teacher and all Learning Support assistants/visitors/temporary employees in that class **at the front of the line**. This is essential as the fire evacuation co-ordinator needs to be able to see what class is in each line.
- **Children's Centre** children will line up in a separate line, with the Children's Centre staff/visitors/temporary employees **at the front of the line**.
- **Fire Marshals and Fire wardens** will line up together in a separate group **regardless of whether they were part of a class or not**. This is so that the fire 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.
- **Private lettings** will line up in an individual line for every individual letting. For out of normal working hours lettings and whole school lettings, the lining up procedure can change depending on individual risk assessment – designated fire lead should stand at the front.