



## **Fire Evacuation Policy**

### **Rationale**

The purpose of this plan is to minimise the impact of crises on students, parent/carers, governors and our community in the event of an emergency. It aims to deal with the school's response to all forms of emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies.

### **Procedures**

- In the event of fire, raise the alarm by breaking the glass cover of the nearest fire break point.
- When alarm sounds the children should be silent and follow the precise directions of the teacher or accompanying member of staff. The Headteacher or Business Manager, will call the emergency services.
- Pupils and staff will leave the building in a silent and orderly manner, exiting via the nearest safe exit. All possessions should be left behind to ensure that the building is evacuated as quickly as possible. No-one should return to the building until it is declared safe.
- Children and staff should proceed in orderly lines to the designated assembly area on the school playground. If the fire is close to the playground children and adults will proceed to the Village Hall car park. Adults should be the last to leave the classroom/teaching space, closing the door behind them. Visiting adults should leave the building by the nearest available fire exit.
- All external gates will be automatically unlocked when the fire alarm is sounded. The KS1 gate is unlocked as we have the locked gate at the front of the schoolhouse. All staff are aware of the code.
- If safe to do so, the Business Manager will take the signing in book to the assembly point. Teachers will collect the emergency evacuation folder and register from their classroom if safe to do so. Teachers will call the register reporting any missing pupils to the Headteacher or Business Manager.
- No teacher or other adult should place themselves at undue risk when attempting to extinguish a fire.

**This policy should be read in conjunction with the school Health and Safety policy and Lockdown Policy.**