

## FIRE EVACUATION PROCEDURE (Keston Primary)

**AIM: To ensure the safety of all pupils, staff and visitors.**

<b>KEY OBJECTIVES</b>	(1)	To evacuate the building <b>PROMPTLY</b> in a <b>SAFE</b> manner.
	(2)	To account for all people in the building at the time.
	(3)	To contact the relevant services.
	(4)	To return to occupancy of the building <b>ONLY</b> when safe to do so.

**LEAVE THE BUILDING BY THE SHORTEST SAFE ROUTE TO THE NEAREST EXIT (PLEASE REFER TO ROUTE PLAN). GO TO THE ASSEMBLY POINTS:**

<b>Nursery:</b>	<b>Infant Playground by wire fencing</b>
<b>All other areas:</b>	<b>Junior Playground</b>

**IF YOU DISCOVER A FIRE:**

- Immediately operate the nearest fire alarm call point and evacuate the building
- Office will call the Fire Brigade immediately.
- Only attack the fire with appliances provided after raising alarm and if no other way to leave the building.

**AT THE SOUND OF THE ALARM:**

**STAFF with pupils in classroom or other teaching areas:** STOP all activities: INSTRUCT pupils how to leave and start the evacuation, (time MUST NOT be spent collecting up coats, books, bags etc., this represents an unnecessary delay and hazard): ESCORT all pupils from area, ensuring no one remains, by the safest available route. ENSURE THE CLASSROOM DOOR IS CLOSED.

**Other Teachers and Support Staff not working with children:** Leave the building. En-route to the assembly point: CHECK areas ensuring no one remains behind as you pass through building: CLOSE DOORS.

**PUPILS: STOP** activity: LISTEN to instructions: OBEY instructions to leave the building.

**Office Team:** Call the emergency service

The following members of staff will check specific areas:

- **Year 5 and 6 staff to check quad is empty as exiting their classrooms**
- **Support staff from upper juniors to check year 5 & 6 cloakroom and toilets**
- **Support staff from lower juniors to check year 3 & 4 cloakroom, toilets and disabled toilet near site manager entrance**
- **Year 1 and 2 support staff to check year group toilets**
- **If swimming pool is in use staff and parents present to check all changing and toilet areas**
- **Site Manager/member of office staff will meet the fire brigade at [Main Entrance](#)**

In the absence of these staff, those present should quickly allocate roles

**OFFICE STAFF:** Leave the building collecting sign in books and class registration sheets and proceed to the junior playground to distribute list to teaching staff and check visitors.

**KITCHEN STAFF:** Leave the building and assemble at the meeting point, report to Office Team.

**VISITORS:** Leave the building and assemble in the junior playground and report to the Office Team

**AT THE ASSEMBLY POINT:**

**Head Teacher (OR DEPUTY)** remains at the entrance to the junior playground until information received from staff that all are accounted for

**PUPILS:** LINE UP starting at the fence, with own teacher: BE STILL and QUIET: Answer name clearly when asked.

**TEACHING STAFF:** Collect register from office staff and call register, advise HT or DHT if missing pupils.

**SUPPORT STAFF:** remain with allocated class and support the teaching staff in the management of pupils

**OFFICE STAFF:** CHECK absentees against late attendance/absence books. CHECK visitors against sign on book. **REPORT status of personnel to Head Teacher/Deputy Head Teacher.**

**KITCHEN STAFF:** Head Cook to report personnel status to Office Team

**VISITORS:** Report to OFFICE STAFF.

**AFTER SCHOOL CLUB** – Evacuate to the Junior Playground through the emergency exit door on to the grassed area.

**SWIMMING POOL** – Foil jackets are located in the labelled bag by the pool.

**HEAD TEACHER/SITE MANAGER:** Proceed to main gate to receive fire officers and relay information.

**THE DECISION TO RE-OCCUPY THE BUILDING TO BE TAKEN BY THE HEAD TEACHER (OR DEPUTY) – IN CONJUNCTION WITH EMERGENCY SERVICES.**

**PLEASE REMEMBER CONTINUOUS RINGING OF BELLS MEANS WE MUST ACT AT ALL TIMES ACCORDING TO THE SCHOOL'S FIRE DRILL PROCEDURES.**