



Hasland Infant & Nursery School

Fire evacuation procedures Policy

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HASLAND INFANT SCHOOL

FIRE EVACUATION PROCEDURES

If you discover a fire please operate the nearest alarm point.

Never open a door if you suspect that there may be a fire beyond it. Only tackle a fire if you have been trained to use the equipment, you have a clear means of escape and you feel it's safe to do so.

PROCEDURES DURING THE SCHOOL DAY

Roles and responsibilities on hearing the fire alarm

Classroom Teachers/Teaching Assistants

On hearing the fire alarm immediately evacuate the building, taking all children in your charge through your allocated exit, along with any visitors/helpers/students with you. Please ensure that you also take any children's medication with you. There is a plan in each room showing the nearest exits. **If safe to do so, close all doors and windows on exit.** Do not stop to collect personal belongings and NEVER RE-ENTER the building. Everyone to assemble at their designated spot on the bottom of the playground and immediately take a "roll call". Following the "roll call" please **raise your hand** to confirm that everyone in your care has evacuated safely.

The adult in **Class 7** is responsible for taking the gate key off the hook as they exit the building from Exit G. If Class 7 is empty the adult in **Class 10** should do this.

The adult in **Class 8** is responsible for taking the gate key off the hook as they exit the building at the main entrance. If Class 8 is empty a member of the **school office** should do this.

Teaching Assistants with children in other areas of the school must take the children to meet their class at the assembly point. When the roll call is complete, please raise your hand to indicate this.

- Any missing children are to be immediately reported to the Head Teacher (Charlotte Lavender) in the first instance or the Deputy Head Teacher (Fiona Oliver) in her absence.

Calling the Emergency Services

Charlotte Lavender or in her absence Fiona Oliver will call the Fire and Rescue Service using 9(999). The School Business Assistants (Claire Fern or Jo Coles) will complete the roll call for visitors/students/helpers.

Registers

The office iPad (visitors book) will be taken out by (Claire Fern or Jo Coles). The School Business Manager will also have Passtab on her personal mobile in case of any internet problems. Passwords will not be saved.

Fire Sweep of the premises

School Business Manager – Sweep responsibilities

- Library
- Headteacher Office
- School Office
- Staff Room
- Class 8
- Class 9
- Class 10
- Class 7
- Rainbow Room
- Ladies toilets
- Baking room
- Magic Room
- Class 4

The School Business Manager will then exit through the door opposite class 4 and assemble on the bottom playground.

Caretaker – Sweep responsibilities

- Class 5
- Class 6
- 2 block toilets

The caretaker will then exit through 2block and assemble on the bottom playground.

Nursery Teacher- Sweep responsibilities

- Nursery
- Peacock room

Then exit through the external door onto the nursery turfed area.

Reception Class 3 Teaching Assistant – Sweep responsibilities

- Girls & Boys toilets
- School Hall
- Class 3

The Teaching Assistant will then exit through the exit C and assemble on the bottom playground.

Reception Class 2 Teaching Assistant – Sweep responsibilities

- Class 2

Then exit through exit A and assemble on the bottom playground.

Reception Class 1 Teaching Assistant – Sweep responsibilities

- Quad
- Class 1

Then exit through exit A and assemble on the bottom playground.

Fire Sweep Deputies

If any of the staff above are unavailable, the following staff members will cover.

School Business Manager – Claire Fern

Caretaker – Class 6 Teacher

Nursery Teacher- Julie Boden

Reception Class 3 Teaching Assistant – Class 2 Teaching Assistant

Reception Class 2 Teaching Assistant – Class 3 Teaching Assistant

Reception Class 1 Teaching Assistant – Class 2 Teaching Assistant

In the event of it being impossible to assemble on the school grounds staff will be advised by the Headteacher to make their way to Hasland Junior School with the children in their class. The Headteacher or School Business Manager will contact Hasland Junior School and request for them to open their side gate for easier access. Staff and children will be shown to the school hall by a member of staff at the Junior School. Children should line up in the school hall in their classes.

- The Headteacher, Deputy Headteacher and School Business Manager will take their mobiles phone with them as long as they are to hand.

PROCEDURES BEFORE 9AM AND AFTER 3.15PM

Roles and responsibilities on hearing the fire alarm

School Club Leaders

Any after school club will maintain a separate roll call register for those in attendance at all times. The member of staff or responsible person in charge of any afterschool club will immediately raise the alarm and evacuate the building using the nearest exit. **If safe to do so, they should close all doors and windows on exit.** The group will assemble on the bottom playground and a roll call taken.

Calling the Emergency Services

In the first instance the Caretaker in charge will telephone the Fire and Rescue Service using 9(999). In their absence Charlotte Lavender or Fiona Oliver will telephone.

Fire Sweep of the premises

The caretaker and cleaners on the premises will perform a full sweep of the building to ensure that all occupants have evacuated and to establish if there is actually a fire present.

AFTER SCHOOL EVENTS

Roles and responsibilities on hearing the fire alarm

Fire Marshalls will be allocated for any after-school event and a separate Fire Procedure identified dependant on the activity. The evacuation process will work on a sweep basis only to ensure all occupants have safely left the premises and identify if a fire has occurred. The event organiser must name the responsible person for calling the emergency services.

Calling the Emergency Services

In the first instance the Caretaker in charge will telephone the Fire and Rescue Service using 9(999). In their absence Charlotte Lavender or Fiona Oliver will telephone.

Fire Sweep of the premises

The caretaker and cleaners on the premises will perform a full sweep of the building to ensure that all occupants have evacuated and to establish if there is actually a fire present.
