



Fire Evacuation Procedures

Teachers must make children aware of procedures, the reason why practices take place and that a strict code of behaviour is required. Staff will not be informed when a practice will take place to keep the event as real as possible.

Children's Code

- If you hear the siren, keep quiet and listen to the grown-ups in your classroom
- Line up quietly and sensibly when you are told to
- Follow your teacher down stairs and out of the building sensibly
- Do not go to the toilet or cloakroom on the way
- Line up where you are told and stay with your class
- Do NOT go back into classrooms at playtime and dinner time

Assembly Points

- **The car park**, playground or on the field/neighbouring footpaths depending on the seat of the fire. NB if assembling in the car park Classes 2 and 6 will assemble at the south end with all other classes in the car park or on the footpath on Lightcliffe Road.
- If children are working out of the classroom but in the building, when reaching the assembly point they should be returned to their class line as soon as possible
- If there are groups of children outside, they should make their way to the assembly point via the emergency gate at the kitchen if possible. If this is not possible and the assembly point is the car park they should assemble on the strip of grass at the end of the car park. The responsible adult will account for their children and liaise with the School Business Manager.

All members of staff will carry out procedures as follows:

- On discovering a fire, activate the fire alarm (a siren) by pushing the fire point firmly in the centre
- On hearing the alarm, assemble the children quickly in a quiet and orderly manner
- Hold the hand of any upset children/SEN children to guide them
- Classes and adults will leave by the **nearest** safe exit
- Movement from classrooms and down stairs will be in a sensible, orderly manner
- Doors will be closed but closing windows is secondary to life safety
- Cloakrooms/toilets will be checked for additional children by an adult on the way out of the building
- If an exit is blocked by fire or smoke, an alternative route away from the hazard will be taken
- The Administrator will collect class registers, staff register and the visitors' book so that a roll can be taken of all visitors on the premises
- The Administrator will hand out registers and each teacher will take a roll call. When all children are accounted for **the teacher will raise their hand.**
- In all outbreaks of fire or suspected fire, the Fire Service will be called by an adult
- On arrival of the Fire Service, the Head of School or SBM/SLT in her absence will inform the officer whether or not all persons have been safely evacuated and the location of the fire
- **No-one** will enter the building to search for people or retrieve possessions and re-entry to the building will only be undertaken by members of the Fire Service.
- **No-one** will enter the building until the alarm has been reactivated by the Head of School/member of SLT/SBM/Administrator/Fire Service **even in the event of a practice.**

Dinnertime

Staff in the hall and playground will evacuate children to an assembly point as above. All three downstairs classrooms should be checked along with the three toilet areas. On reaching the evacuation point children should be lined up in classes, counted and the numbers checked with the registers. Kitchen staff to evacuate via **nearest** exit.