

# St. John's C.E. Primary School



**Policy:** Fire Drill & Evacuation

**Reviewed:** March 2017

**Future Review:** March 2018

## **Raising the Alarm**

On discovering a fire, raise the alarm immediately using the nearest call point. When the alarm is raised a 2 tone klaxon will sound throughout the building.

- Evacuate the building immediately.
- The office staff will call the Emergency Services
- A fire drill will be carried out once a term.
- Where it is necessary to call the Emergency Services the Civic Centre Control room must also be advised by telephoning 020 8379 2222 (Note this does not apply when carrying out a fire drill)
- The Fire Warden or the deputy will inspect all areas of the school to ensure no one remains in the building. The fire warden is named as Mr. Gary Hutchby and his deputy is Mr Joe Law.

## **Evacuation Procedure**

### **Emerald Class**

Pupils will be required to leave the class room in an orderly fashion via the exit door through Diamond class until the building work is completed. The pupils will make their way to the assembly point in Mr. Harrold's field via the pedestrian gate at the front of the school. The pupils will line up and a teacher will take the register.

### **Diamond Class**

Pupils will be required to leave the classroom in an orderly fashion via the side door. The pupils will make their way to the assembly point in Mr. Harrold's field via pedestrian gate at the front of the school. The pupils will line up and a teacher will take the register.

### **Sapphire Class**

Pupils will be required to leave the classroom in an orderly fashion via the external doors opposite the class door. The pupils will make their way to the assembly point in Mr. Harrold's field via the emergency exit gate in the rear playground next to the external door to Ruby class, or through the main entrance doors and the pedestrian gate at the front of the school. The pupils will line up and a teacher will take the register.

### **Ruby Class**

Pupils will be required to leave the classroom in an orderly fashion via the rear external door. The pupils will make their way to the assembly point in Mr. Harrold's field via the emergency exit gate in the rear playground next to the external door to Ruby class, or through the main entrance doors and the pedestrian gate at the front of the school. The pupils will line up and a teacher will take the register.

### **Individual groups working outside classrooms (such as in school hall or library)**

Pupils will be required to leave the building in an orderly fashion via the closest exit. The pupils will make their way to the assembly point in Mr. Harrold's field via the emergency exit gate in the rear playground next to the external door to Ruby class, or through the main entrance doors and the pedestrian gate at the front of the school. The pupils will line up and a teacher will call the register.

### **Evacuation procedure during breaks or group gatherings such as assembly**

In the event of the fire alarm sounding during these times, ALL pupils will make their way in an orderly fashion to the assembly point in Mr. Harrold's field via the emergency exit gate in the rear playground next to the external door to Ruby class. The pupils should join their class, line up and a teacher will call the register for each class.

**A member of the administrative staff will issue all class teachers with class registers at the assembly point.**

### **Lunchtime Procedures**

The children should immediately line up in the playground in their usual class lines where they will be collected and escorted to Mr. Harrold's field via the emergency exit gate. Any pupils in the hall or Catriona's Garden should line up on the instruction of the adults present. They will then be escorted to Mr. Harrold's field via the most appropriate route.

### **Breakfast Club and After School Evacuation Procedures**

This must follow the same procedure as above taking into account staffing levels and pupil numbers.

### **Staff, other helpers and visitors**

Staff working in other areas of the school should evacuate the building by the nearest safe exit and report to the Head Teacher.

Classroom helpers should assist in the safe evacuation of the children and then report to the Head Teacher. Any visitors should evacuate the building by the nearest safe exit and report to the Head Teacher.

### **Procedure at Emergency Exit Gate**

The emergency exit gate will be opened by the office manager (or whoever is covering the office at that time) with the key, which is located in the key box in the staffroom. There is a spare key kept in a control panel on Ruby class wall adjacent to the emergency exit gate. The panel can be opened by breaking the glass.

The **first** teacher or member of staff to pass through the emergency exit gate will lead the pupils to the assembly point.

The **second** teacher or member of staff to pass through the emergency exit gate will remain at the access road and be responsible for supervising all remaining pupils across this road.

The use of fire extinguishers is limited to the fire warden or Emergency Services only.

1. On successful completion of a fire drill or where the school is safe to return the Headteacher will instruct each Class Teacher to lead the pupils back into school.
2. In the event of a fire the following will apply:
  - a) Where the building is safe to return the Headteacher will instruct the Class Teacher to lead the pupils back into school.
  - b) Where the building is unsafe to return to school parents will be contacted to collect their children from the Harrold's Field adjacent to Theobalds Park Road.
  - c) In the event of bad weather children will be escorted to St. John's Church to await collection by their parent.