

**Fire and Emergency Evacuation Procedures Policy**

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| **Approved by:** | Local Governing body | | |
| **Responsible department:** | Marsden Junior School | | |
| **Last review date:** | October 2023 | **Last reviewed by:** | Jessica Clow |
| **Last updated:** | October 2023 | **Last updated by:** | Jessica Clow |
| **Next review due :** | October 2024 | | |

It is essential that every member of staff reads and fully understands this procedure and retains it in their school file. Teaching staff should also have this procedure on display in their classrooms. It is also vitally important that the procedure is discussed with the children and all circumstances explained to them.

Fire practice procedures need to be held at least once per term, with various plans of evacuation being checked.

* Fire kills and we must do all we can to prevent it from starting and have clearly defined procedures in place for dealing with hazardous situations.
* Our first priority has to be to evacuate the children from the premises in a safe and secure manner in the event of the fire alarm being activated.
* In order to prevent a fire from occurring it is the responsibility of the Principal to ensure that procedures are in place to conduct regular checks of the premises and for known hazards to be eliminated.
* It is the responsibility of every adult within the building to inform the Principal of any concerns that arise from a Health and Safety issue, so that they can be dealt with in a manner that eliminates risk.
* The Caretaker has the responsibility of checking the alarm system on a weekly basis to ensure that it is in good working order and logging the date and time of the check.
* It is the responsibility of every adult as they move in and around school to raise the alarm, via the breaking of a Fire Alarm glass, if they come across the start of a fire.
* Unless the fire can be extinguished without an individual putting themselves in any danger, the first priority should be to evacuate the children from the building.

Information on emergency evacuation routes and procedures should be given to pupils at the beginning of every term.

**In the event of discovering a fire, sound the nearest fire alarm** (located at each entrance). The system automatically calls the Fire Service.

In the event of the fire alarm being sounded, please ensure that **everyone in your care** leaves quickly and quietly through the nearest exit and make your way to the designated assembly point in the main playground. The classroom door should always be unobstructed and available as an exit.

* Line the pupils up in their class groups.
* If pupils are not in their class groups, only allow them to move to their class designated assembly points **once** they are quiet.
* Check the pupils against the register as soon as you receive it. The registers will be distributed by a member of the admin team.
* **If you suspect someone is missing inform the Principal immediately.**
* Teachers to hold register high in the air once the presence of all pupils is confirmed.
* SM/JC to check numbers against registers **including catering team.**

**Please ensure the evacuation registers are sent to the office after registration, without fail.**

The class teacher must ensure that **all** pupils and adults in their charge at the time are evacuated. If necessary a support assistant will go out with the class.

Able-bodied pupils should leave the classroom before any physically disabled pupil who **must** be accompanied by an adult.

It is vital that everyone is calm and quiet.

**Learning support assistants** will help the class teacher with whom they are working.

**School Business Manager/Business Support Officer** will leave the building taking and distributing the fire registers, pupil evacuation report from Integris, visitor evacuation report from InVentry, staff evacuation report from Net2 and high visibility vests. After 3.10pm the ‘Extra-Curricular Activities’ file must be taken outside. Keys for the car park gate and park gate should also be taken outside.

**Receptionist** will check Classroom 1, staff room including toilet, sluice room, dining hall including toilet and store room, and the school kitchen, and will report to the Principal that the area is clear.

**Principal/Vice-Principal (Evacuation Wardens)** will check Classrooms 2-7, staff work room and toilet, hall, cloakrooms, children’s toilets and exit via the back porch ensuring they have the master key and safe key.

The **Vice-Principal** will check Classroom 8 including the server room, workroom and toilet, exit via the staff car park and report to the Principal that the area is clear. If absent, duties will be taken over by the teacher in Classroom 8.

Once **Mrs Hill** has carried out her duties, she will liaise with the Principal before going to the car park entrance to meet/direct emergency services (wearing her high visibility vest). If Mrs Hill is absent, the duties will be taken over by **Mrs Wood**.

Re-entry to the building to be agreed either at liaison meeting or by Senior Fire Officer if emergency services have been summoned.

**LUNCHTIMES**

Supervisors in the dining room are to ensure safe evacuation using the main entrance. Children must walk quietly to their designated assembly area. If it is a wet lunchtime then supervisors are to ensure children leave the building via the nearest exit.

The member of staff covering reception will leave the building with the attendance registers and evacuation reports.

Any available teachers to assist and check the building has been cleared.

**BOMB THREATS**

Any intimation, no matter how vague, that any explosive device has been planted must be regarded as a threat. Principal to be informed immediately.

In the event of an evacuation due to a bomb threat the children are to **follow the same procedures as for a fire** and assemble at their designated points. They will then be moved via the park gate to Marsden Park and reform in class groups there.

**Nominated Fire Marshals Are:**

Sarah Mansell – Principal

Jessica Clow – School Business Manager

Rachel Hill – SENDCo/ Class Teacher

Michelle Wood (Allison Deighton in her absence) – Vice Principal