

**PLEASE NOTE:**

- **ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE**  
e.g. fire, gas leak, bomb alert
- **In the event of a missing person, report immediately to the Head teacher or person in charge. DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.**

**GUIDANCE ON FIRE EVACUATIONS**

**Alarm Operation**

Anyone discovering a fire must, without hesitation, sound the fire alarm by operating the nearest fire alarm call point.

**Calling the fire Service**

All outbreaks of fire, or suspected fire should be reported immediately to the fire service by the quickest means available. This task is the responsibility of the Admin team, as they have telephones with outside lines available at their location.

**Evacuation**

On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner via the nearest fire exit.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to their designated assembly point.

Where applicable, special arrangements must be made for pupils with physical or mental disabilities, to ensure that they are assisted during an evacuation.

- **No running is permitted, as this can cause panic;**
- **Anyone not in class when the fire alarm sounds must go immediately to their assembly point;**
- **No one must re-enter the building until told to do so by the fire service in attendance, or in the case of a fire evacuation drill this will be either the Head teacher, Deputy Head teacher or the School Business Manager.**

**Assembly Points**

The assembly points are located in the school field, and have clearly marked areas on the fence for all years and visitors. The location of the assembly points is so that they are far enough from the school building to give protection from the heat and smoke given off by a fire. And that they do not put pupils and staff at risk from emergency vehicles responding to the incident.

**Roll call**

The Admin team have overall responsibility to ensure that a roll call is conducted in the event of a fire evacuation. They should use the following instructions.

- **Evacuation reports, emergency pack, visitor's book and first aid kits to be collected before leaving the building;**

- Immediately after classes have assembled at their assembly points, a roll call or count must be made to check that no one is still inside;
- All visitors or contractors on site at the time have to be included;
- The count at the assembly points must be checked with the registers and visitors book to verify that everyone is out of the building;
- Fire Wardens must report to the Admin team to verify that everyone in their charge is accounted for or to inform them of the number of people missing, which must be relayed immediately to the Head teacher or in their absence the named SLT member on duty.

### **Meeting the fire service in the event of a real emergency**

The Fire Safety Manager, a member of the senior management Team and Admin Team member to identify themselves to the fire service on their arrival. This will allow the fire officer to decide the necessary actions to be carried out by the fire service.

Typical information the fire service will want to know:

- **Is everyone accounted for?**
- **If anyone is missing: how many? What is their usual location? Where were they last seen?**
- **Where is the fire? What is on the fire?**
- **Are there any hazardous substances involved in the fire or stored within the building (e.g. chemicals, solvents, petrol or gas cylinders. (information within the emergency pack)**