

# Manor Park Primary School



## Fire Evacuation Procedures Policy

Date of last review: May 2021  
Agreed by Governors: May 2021  
Shared with all staff: May 2021  
Frequency of review: Annual  
Date of next review: May 2022  
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## EVACUATION PROCEDURES IN THE EVENT OF FIRE

### Classrooms

Children and staff evacuate the room as expediently as possible, either through the patio doors or the nearest exit, and to proceed to:

Nursery, Years 1, 2 & 3 - lower phase playground

Y4, 5 & 6 - Main upper phase playground

Reception - please make your way out of your classroom & head towards the main gate at the top of the exit for the school

Teachers line the children up and take them out. Learning Support Assistants, acting as fire marshals, support staff should be last out of the classroom, close doors and sweep toilets and corridors.

Grab bags are currently located at the end of the KS1 corridor exit, KS2 top door by Y6 & reception by current class3 and must be taken out by the first member of staff to leave the building.

Line children up by class order, spreading classes out as far as possible. Children to get into register order for all classes from Class 6 upwards when on the playground. Teacher carries out initial head count.

When head counts have been done a member of SLT or MLT will relay the numbers to the office staff using the mobile phone. Any unaccounted for children must be reported to the admin team & they will verify their whereabouts.

In the event that a class is in the other part of the building, e.g. the Hub, they should proceed to the nearest playground.

### Halls

#### Individual classes for P.E./Games etc.:

**Lower Hall** - Children and staff evacuate hall as expediently as possible through outside door by main entrance and assemble on front lawn as far away from buildings as possible.

**Upper Hall** - Children and staff evacuate hall as expediently as possible through the fire exit by door leading to car park and assemble on front lawn as far away from buildings as possible.

#### Assemblies:

**Both Halls** - Children and staff evacuate hall as expediently as possible through exits as identified above and assemble on the grass at front of school. If staff have not been in the hall, they are to make their way out of the building by the nearest exit.

## Dining Rooms

Fire evacuation at lunchtime:

From Upper Dining room onto playground or front lawn

Lower Dining room to front lawn.

Children and staff to evacuate rooms as expediently as possible. Any children inside in any other part of the school are to exit building onto nearest playground. If staff are on site when a fire alarm sounds they will be expected to take responsibility for their class when they join them on the playground. If a member of staff has left the site, the lunchtime staff will be expected to take responsibility for the class under the direction of available teaching staff. Where possible, staff going off-site at lunchtime, should always notify another member of staff.

## Office

Staff to print off Inventory Register and evacuate rooms as expediently as possible through the front entrance taking with them; the grab bag, which includes the mobile phone and Inventory Registers.

The office staff will reconcile the numbers using the registers in the grab bags which are updated every morning to reflect the number of children in each class at registration that day.

**N.B.** It is important that class registers are always completed accurately at the correct time of day - beginning of morning and afternoon school - and that they are then returned to the Office by 9.10 a.m. in the morning and straight after registration in the afternoon.

Children who arrive late for registration should go to the office to be marked in the register or signed in by a parent on the Inventory system located in the entrance vestibule by the main school office.

Once the office staff collating the numbers through confirmation with SLT/MLT are satisfied that all children and staff at each assembly point are accounted for, the most senior person in school will advise when it is safe to return to the building.

### **Catering Staff**

Catering staff should exit via their main entrance door & make their way to the top of the car park area, remaining there until advised they can return to the building.

**IN THE EVENT OF THE FIRE ALARM SOUNDING, ALL STAFF MUST ENSURE THAT THEY AND THEIR CLASS EVACUATE THE BUILDINGS AS OUTLINED ABOVE. THEY SHOULD NOT RETURN TO THE BUILDING UNTIL NOTIFIED BY THE HEAD TEACHER OR DEPUTY HEAD.**

If the source of the fire is in one of the identified exits, staff should use an alternative safe exit by which to leave the building.