

**FIRE AND EMERGENCY EVACUATION POLICY**

**OVERVIEW**

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school and centre to be evacuated. It is designed to ensure that everyone within the school and centre leaves the building in an orderly and speedy manner to assemble in safe places.

**OBJECTIVES**

1. To keep everyone safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take everyone to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

**AGREED PLACES OF SAFETY**

1. Willow room – Willow Outdoor area
2. Lavender room – Willow Outdoor area
3. Kitchen – Exit through car park and walk round to outside the main entrance
4. Blossom room – Willow Outdoor area
5. Palm room – Willow Outdoor area
6. Hall – Children and adults to designated room areas (see above)/Community users to - Outside the main entrance
7. Sensory room – Outside the main entrance
8. Crèche room & family areas – Crèche Outdoor area
9. Training unit – Outside the main entrance
10. Reception and offices – Outside the main entrance

In the event of a fire, if you are unable to vacate the building via your designated exit, you must leave via the next nearest fire exit.

**ALTERNATIVE AGREED ROUTES AND PLACES OF SAFETY FOR CHILDREN IN PALM AND BLOSSOM**

1. Palm and Blossom children to go through to the crèche outdoor area via the outdoor front side gate next to Palm Room.

**STRATEGIES**

1. Everyone accessing the school and centre must sign in and out.
2. It is the responsibility of all staff to ensure that fire exits are free from obstructions, inside and outside, at all times.
3. Evacuation cots will always be ready with evacuation bags near the fire exits in Palm and Blossom room.
4. The first member of staff to discover the danger will sound the alarm.
5. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Head Teacher (or Deputy in her absence), senior staff or school office staff.

6. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
7. The Fire Marshall's (all SLT and SMT members) will carry out a check of their designated areas to ensure everyone has left the building (including toilets) and no child or adult is left behind.
8. Staff will take their registers with them. If the registers are kept in the school office, office staff will distribute them at the assembly points. Senior managers will carry out a roll call.
9. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
10. Once rooms are empty, doors should be closed to prevent the spread of fire.
11. Each member of the leadership/management team has keys/code to access gates at the side of the staffroom, Blossom room and the double Aquarius gates, this will enable them to access all assembly points without having to re-enter the building.
12. The Headteacher (or Deputy in her absence) will check all the assembly points and check class registers have been taken and ensure that all children are accounted for and safe.
13. Office staff will take the emergency contact lists, Staff register and visitor signing in sheet to their assembly points.
14. The Head Teacher must be informed immediately if a child or member of staff cannot be accounted for.
15. No one must return to the building once it has been evacuated without the Head Teacher's permission.
16. The Head Teacher (or Deputy in her absence) will inform staff when it is safe to return to the building.
17. Weekend/evening activities are the responsibility of activity providers.
18. In the event of not being able to return to the building the whole school will gather in the car park -
  - Willow to access the car park via the side gate from the garden.
  - Outside the Crèche area will access through the gate to the car park.

## **OUTCOMES**

All will be safely evacuated during an emergency.

**Revised September 2016**