



Kirk Ireton Church of England Primary School

Evacuation procedures

In the event of a fire or any other emergency requiring the evacuation of school being discovered the following sequence summarises the priority of actions:

Sound the **ALARM**
EVACUATE the building
Take the **ROLL CALL**
CHECK the building
Call the **EMERGENCY SERVICES**

- 1 On discovery of a fire or in the need to evacuate the building, the alarm will sound. **The alarm is a single-high pitched noise and can be activated at any break-glass point**
- 2 On hearing the alarm all staff, children and visitors **MUST EVACUATE** the building. Belongings should not be taken. **Teaching Staff** will collect the attendance registers and take them to the assembly point unless they are in the office, in which case **the administrator** will bring them as well as the Visitors' Signing-In Book.
- 3 When leaving the building, adults should close all doors behind them to help prevent the spread of fire.
- 4 Everyone will leave by the nearest available exit. If this is the rear entrance of the KS2 classroom or they are already on the field, they should make their way directly to the assembly point by using the side path from the field round the side of the school site onto Main Street unless this is blocked in which case the secondary assembly point should be used.
- 5 While escorting their children from the building, the following staff will also check the following areas for "stray" children:

KS2 Teacher – Main block of children's toilets, common room and KS2 sink area

KS1 Teacher – Infant toilet and sensory room

KS2 Teaching Assistant – Accessible Toilet (if required)

- 6 Children and adults will leave the building in a calm and orderly manner and proceed to the assembly point at the **FURTHEST POINT OF THE INFANT PLAYGROUND (NEAR THE SCHOOL GATE/BOUNDARY WALL)**. If an evacuation needs to happen from all school premises or the route to the main assembly point is not safe to use, the **secondary assembly point** is the **HARD COURT AT THE FAR END OF THE VILLAGE FIELD**.
- 7 **NOBODY** should return to the building unless told to do so by the senior member of staff in charge (usually the headteacher).
- 8 On reaching the assembly point children should stand in silence and the **roll call** taken for each class using the attendance registers. Any people who are identified as being **missing** should be reported to the senior member of staff in charge.
- 9 The senior member of staff in charge will check the building for any missing people if it is deemed safe to do so and also to ascertain whether the alarm has been sounded for a real reason.
- 10 **If a real emergency has caused the evacuation, the senior member of staff in charge will call, or arrange to call, the emergency services on 999.**
- 11 Nobody must return into the building until the all clear signal has been given by the senior member of staff in charge.