

# Honley CE (VC) Junior, Infant and Nursery School



## EMERGENCY EVACUATION OF THE SCHOOL POLICY

Reviewed and approved by governors	Nov 2017
Next Review Date	Sept 2018

# Honley CE (VC) Junior, Infant and Nursery School

## Discovering a fire and evacuating the building on hearing the alarm:

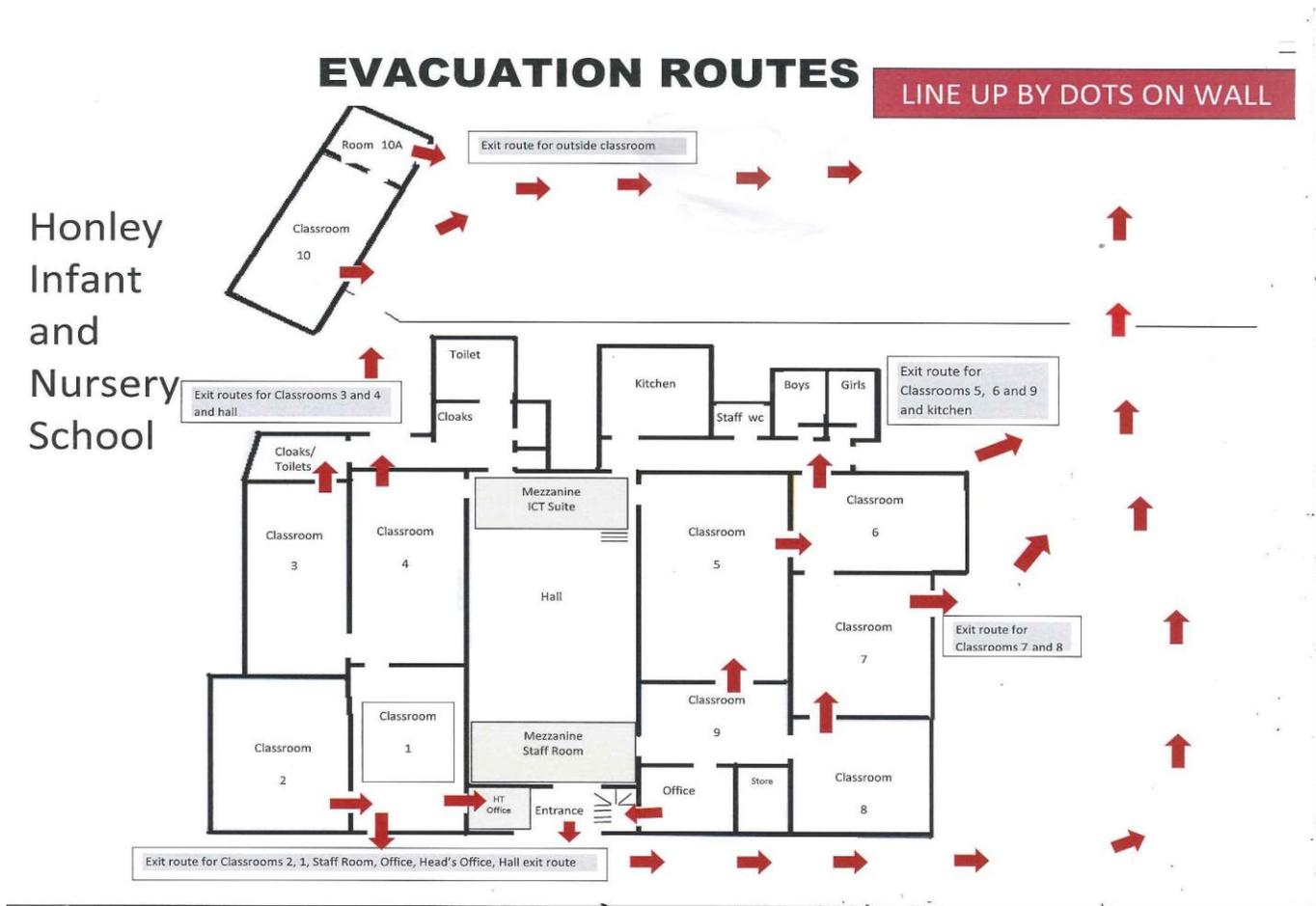
1. The fire alarm signals the need to evacuate. We are connected to the Fire Service. The office staff will collect the evacuation report, signing in and out sheets, cut off switch keys and the emergency plan. The member of SLT in charge or designated person in charge will call 9 999 to ensure the fire service are informed.
2. If a fire is discovered before the alarm sounds the alarm should be activated using the nearest call point. The member of SLT in charge or designated person in charge should be informed as soon as possible.
3. Fire fighting is secondary to personal safety. Fire Fighting Equipment can be used if a person deems it safe and they are confident to do so. Fire Fighting Equipment is listed on attached sheet.

Occupants should leave the building by the nearest fire exit (see attached plan) and assemble in the yard. When leaving a room all doors are to be shut – this should be done by the last adult leaving the classroom. The collection of bags, coats and other items of personal property is **not** allowed. The Site Manager/Caretaker (if on duty), Senior Leader in charge or designated member of staff will sweep the school building shouting for people left behind as they go.

- Honley School Daycare children will be led from the building by the supporting adults to their allocated position in the KS2 playground against the ball wall in the Y5/6 area. If necessary the woodland path can be used to avoid close proximity to the main building.
  - EYS and KS1 line up at the top of the playground by the dots on the wall.
  - Y1 exit via the front Y1 class door and main door. Responsible adults need to collect the EYS gate key from their classroom and unlock the gate into the EYS playground, close it behind the last person and assembly at their designated assembly point dot.
  - Y2 exit school via the back doors.
  - Years 3 and 4 against the grass line of the playground their doors exit to.
  - Years 5 and 6 against the wall to the right of the playground they exit into.
  - When evacuating the Barn the TA upstairs will sweep the building and the teachers will lead the classes to the playground.
4. School Street catering staff to exit by the EYS unit bottom door and assembly at the top of the playground.  
Jaggar Lane Catering staff exit via the kitchen and make their way to the assembly point near the trim trail ball wall.
  5. If the alarm sounds before or after school the Site Manager/Caretaker (having swept the building) and cleaners will leave by the nearest door and make their way to the assembly point.
  6. Contractors are advised to exit by the nearest door and make their way to the assembly point.

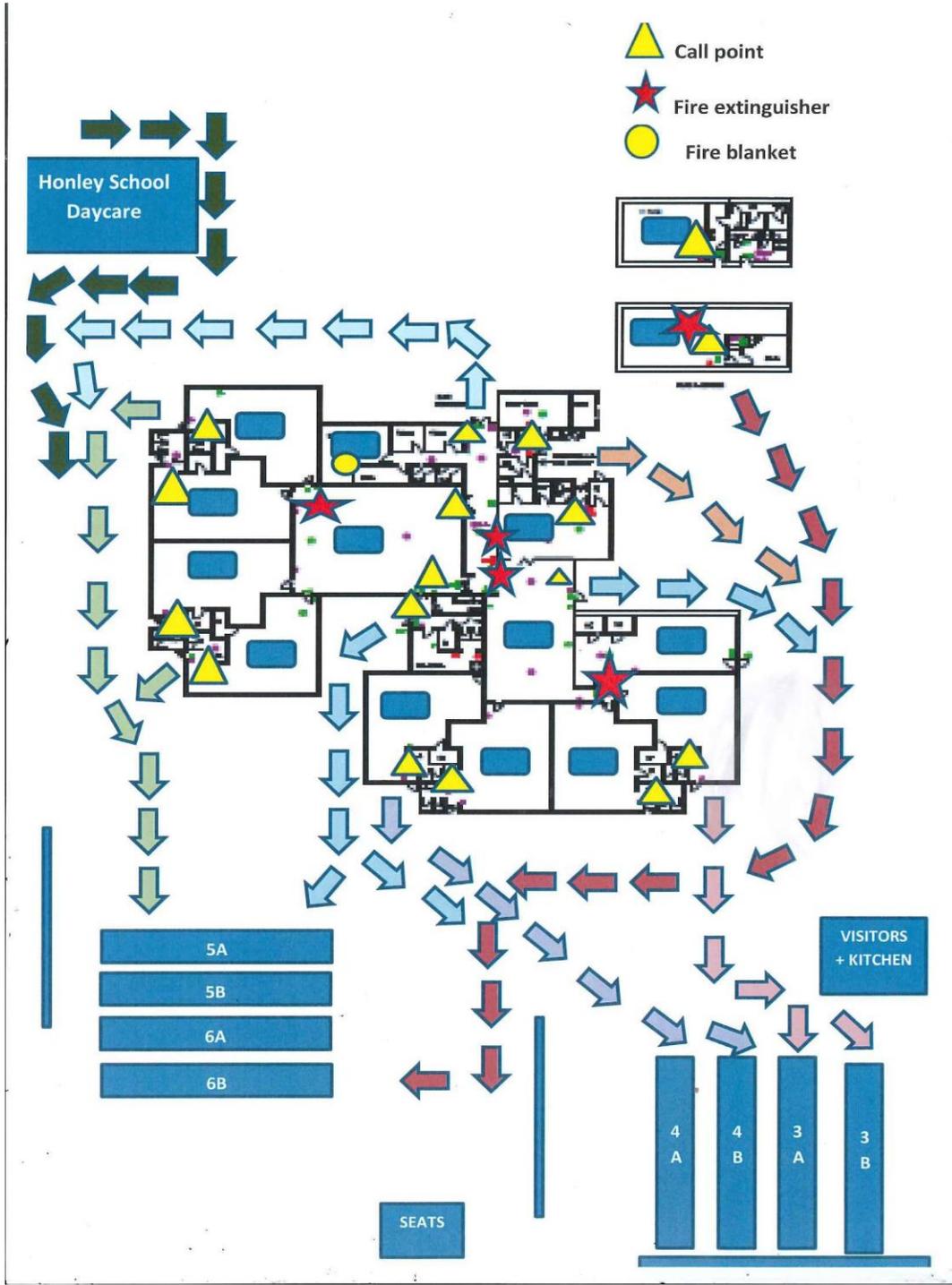
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## School Street Assembly Point



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## Jaggar Lane Assembly Point



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## Once everyone is evacuated

7. The evacuation report is taken out by the Admin Officers and then distributed to teaching staff for them to check numbers.
8. Teachers check all pupils against the evacuation report by **calling their name** and raise their register to show everyone is accounted for.
9. Visitors, kitchen, caretaker and cleaning staff are checked by the Office Staff.
10. Once this is completed the Admin Officers relay this information to the member of SLT in charge or designated person in charge so that they can be at the main entrance ready to inform the Fire Service that the building has been evacuated. The Fire Service will also need to know any information that will help them determine the risks involved and aid their response.

## Assembly / Collective Worship Procedure in the Hall

If the alarm sounds during assembly children should remain seated and stand as directed by staff members.

### **School Street**

The teacher in charge direct classes to leave by the nearest exit. Classes will assembly at their designated point in the playground.

### **Jaggar Lane**

Years 3 and 4 to exit through the classroom doors at the front of the hall. Years 5 and 6 will exit through the pond area doors and if necessary the fire escape in the dining room. If an exit is blocked or there is congestion at the pond area door then the Y5 and Y 6 classroom exits can be used by any class. Children will be directed by the member of staff leading the assembly.

## Lunchtime Evacuation

If a member of staff leaves the premises at lunchtime, they must sign out and back in again.

### **School Street**

The senior lunchtime supervisor, LTS and TAs to check all toilets in KS1 and ensure all external doors are closed. In the absence of the Senior Lunchtime Supervisor, a member of the SLT will check all KS1 toilets.

The School Admin Officer will bring the grab bag and IPAD (evacuation report) and service keys to the assembly point.

When the bell sounds children should wait for instructions from the Lunchtime Supervisory Staff (LTS).

# **Honley CE (VC) Junior, Infant and Nursery School**

The LTS nearest the double doors will lead the children on the top 3 tables to the front door, fasten it open with the hook and lead the children to the assembly point in the playground.

The LTS who is nearest the KS1 cloakroom door will lead the children on the bottom 3 tables to the door, fasten it open with the hook and lead the children to the usual assembly point.

The children must walk in an orderly fashion. There should be no talking amongst the children when they are assembled and behaviour should be closely managed by staff.

Children outside at the time the bell sounds should process immediately to the assembly point and group themselves at the coloured dots on the wall.

EYS toilets will be checked by the last adult to leave the toilet end door.

## **Jaggur Lane**

On hearing the alarm the Senior Lunchtime Supervisor or designated LTS or in their absence the senior leader on duty collects the Evacuation Report/ IPAD ready to distribute these to teachers at the assembly point.

Children and staff to leave the building by the nearest emergency exits and line up at their allocated area supported by lunchtime staff and any other staff available in school.

Members of staff receive the evacuation report from the Senior Lunchtime Supervisor/ designated LTS or SLT and then check off pupils by calling names, for the class they are attending and hold the evacuation register in the air to show all pupils are accounted for. The Senior Lunchtime Supervisor/designated LTS or senior leader checks everyone is accounted for against Evacuation Report. This is relayed to the HT, DHT, AHT or designated member of staff in charge.

The children already outside are advised to line up in their classes by the lunchtime supervisor on duty.

If a child goes home at lunchtime they must be marked absent from the Evacuation Report. These are found in the green tray by the office hatch.

## **Honley School Daycare**

The adults will lead the children outside, carry out a head count and roll call and then lead the children and any visitors to the assembly point in the playground.

## **Other times**

Groups in the evening, eg Governors, Friends of Honley JIN School will usually exit by the main entrance door. The HT (or designated adult in the Head's absence) will lead the exit.

Events such as discos in the evenings, where there are large numbers in the hall, will need people to exit by both hall doors leading to exterior exits. Other exits will be open if they are needed.

# **Honley CE (VC) Junior, Infant and Nursery School**

Lettings are advised in the Guidelines to Lessees by the Site Manager during the booking process, to leave by the nearest exit (probably the main entrance). They are advised to have their own procedures and to practice these.

After school club registers must be taken promptly, sent to the office for absence checks and then returned by the office to allow the adult in charge of the club to carry out evacuation checks if needed.

## **General fire safety**

1. Fire drills will be undertaken termly and results kept in the Fire Log Book.
2. New staff will have these guidelines as part of their induction.
3. Any person with mobility difficulties will be escorted out of the building and Personal Evacuation Plans in place for anyone with mobility issues.
4. Fire Evacuation Plans (plan of exits and key points) are displayed in the classrooms and key areas of school.
5. The Site Manager/H&S officer undertake fire equipment and alarm checks regularly and these are recorded in the Fire Log Book.
6. The member of staff in charge during an evacuation will need to determine that the building is safe before pupils, visitors or staff are allowed back inside – if there is any doubt they should wait for the Fire Service to make this decision.

## **Exceptional circumstances**

When a fire call point has been broken and there is no fire (accidental or on purpose), and the member of staff in charge is sure there is no other reason for the alarm sounding they may admit pupils, visitors and staff back into the building. The Fire Service should be notified that there is no fire and the point mended as soon as possible.

If pupils need to be sent home from an evacuation and it is safe, members of staff will accompany their usual point of departure. If this is unsafe, a safe point will be decided by the senior leader in charge and parents/carers notified by text.

A text will be sent to parents/carers to notify them of the situation ready for the next school day.