



Kirkoswald Cof E School

Evacuation procedures policy

Issue No	Author	Date written	Date approved	Review date	Position	Authorised signature
1	Governing Board	2008	7 November 2013	February 2014	Chair	<i>M. J Jervis</i>
2	Governing Board		18 January 2017	January 2019	Chair	<i>M M Bowman</i>
3	Governing Board		Nov 2018	Nov 2020	Chair	<i>M M Bowman</i>
4	Governing Board		24 th Jan 2022	24 th Jan 2024	Vice Chair	<i>A Farish</i>
4	Governing Board		27 th February 2024	February 2026	Vice Chair	<i>A Hodgkinson</i>
5	Governing Board		February 2026	February 2028	Chair	

KIRKOSWALD C of E SCHOOL EMERGENCY EVACUATION PROCEDURES

FIRE ASSEMBLY POINT: SCHOOL PLAYGROUND

FIRE PROCEDURES

OUR RESPONSIBILITIES

It is the responsibility of everyone working in, or visiting school, to know their role in relation to Emergency Evacuation Procedures. This includes staff, pupils, governors, Out of School Club staff, members of School Support Group and Out of School Club committees, volunteers, students (including placements and work experience), members from outside organisations who are invited into school, contractors and day to day visitors.

- **Every visitor to school must be signed in and out** of the building each time they enter or leave, otherwise during an evacuation we may search for them unnecessarily and risk others' lives in doing so. **All staff have responsibility** for ensuring they sign their visitors in and out of the school and that they are given a badge and asked to read the fire action procedures on the reverse of the badge. If a visitor will require additional assistance in the event of an evacuation, please ensure that a Personal Emergency Evacuation Plan (PEEP) is completed (available in the front of the visitors' book in reception area – sign on the wall)
- All staff, governors, Out of School Club staff, members of both Out of School Club and School Support Group committees who meet in school on a regular basis, volunteers, students (including placements and work experience), members from outside organisations who are invited into school to work on a regular basis will receive induction training in Emergency Evacuation Procedures.

It is the responsibility of **those managing the work or duties of those listed above to organise with the Health & Safety Co-ordinator for induction training to take place**. Training will include location of break glass points, fire-fighting equipment, and fire evacuation procedures including escape routes.

Beyond initial induction training, the Health & Safety Co-ordinator will provide re-fresher training periodically.

- **The Headteacher is responsible for ensuring a complete fire risk-assessment is undertaken of the school**, taking into account all people who may be affected by fire in the school and giving consideration to those with disabilities or special needs. The results of these findings will be circulated to all employees and non-employees as indicated above to inform them of the risks identified and the measures taken to prevent a fire.
The Headteacher will also ensure that the risk assessment is regularly reviewed.
- The Headteacher is responsible for ensuring that the premises and any firefighting equipment, fire detection/warning systems and emergency exit doors are maintained by a competent person and that they are in an efficient working order and in good repair.
The Health & Safety Co-ordinator will assist the Headteacher with ensuring regular monitoring and maintenance of the school premises including all equipment.
- **Everyone working in school has a responsibility to ensure that:**
 - Their visitors have been signed in, asked to read the fire action summary on the back of the visitor's badge and have signed out on leaving the building

- all fire exits are unlocked in the area they are working
- all fire exit routes are unobstructed, and fire exits kept clear
- all fire doors are kept shut and NOT wedged open – these are the doors labelled “fire door – keep shut” and are fitted with self-closing devices
- wherever possible, the use of multi point adapters are avoided to ensure sockets do not become overloaded
- any portable electrical appliances brought into school by staff, pupils, parents or anyone else are PAT tested by a competent person - the Health & Safety Co-ordinator can commission someone to do this to ensure testing is carried out prior to use in school
- Temporary heating appliances are avoided other than the electrical convection heaters owned by the school, which are inspected annually as part of the portable appliance testing
- any concerns relating to fire safety are reported to the Headteacher or Health & Safety Co-ordinator and entered into the school's Defect Book
- a Personal Emergency Evacuation Plan (PEEP) has been completed for any visitors or pupils who may require temporary or long-term additional assistance in an emergency evacuation

Ultimately, everyone has a responsibility to ensure that Kirkoswald School remains safe from fire and does not do anything that will place themselves or others at risk.

FINDING A FIRE

Upon discovering a fire:

1. **Sound the fire alarm** by pressing the nearest wall mounted BREAKGLASS point to activate it
2. **Report the fire to a member of staff in the school office** who will dial 999 to call out the fire brigade
3. **Leave the building** by the nearest available exit
4. **Close all doors behind you** as you go
5. **Report to the person in charge at the assembly point – SCHOOL PLAYGROUND**

DO NOT – take risks

DO NOT – stop to collect your personal belongings

DO NOT – try to tackle the fire yourself

DO NOT – open a door if smoke is seen coming from under the door

DO NOT - re-enter the building until told it is safe to do so

EVACUATION PROCEDURES

All class teachers will adopt the role of fire wardens and will have responsibility for checking and undertaking a controlled evacuation of the following areas:

- **their own classroom**
- **the toilets immediately adjoining their classroom**
- **the corridor and foyer areas immediately adjoining their classrooms**

CLASS 3 TEACHER

- **Evacuation Route 1** – Use door immediately out onto playground
 - **Evacuation Route 2** – Use door from classroom into class 3 cloakroom area next to toilets
1. Check fire exit is clear and safe to use
 2. Check toilets and corridor/foyer area located immediately next to class 3 and close doors behind you
 3. Evacuate pupils from the classroom out to the assembly area in the playground and close the fire exit door behind you as you go
 4. Assemble pupils in line at the assembly point in the playground
 5. Begin roll-call, checking off pupil's names against the register
 6. Report the status of your roll call to the Fire Marshall (member of office staff on duty that day)
 7. Follow any instruction the Fire Officer or Fire Marshall may issue

8. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
9. Do not re-enter the building until the Fire Officer gives you permission

CLASS 2 TEACHER

- **Evacuation Route 1** – Use door adjacent to class 2 cloakroom
 - **Evacuation Route 2** – Use door from classroom into class 3 cloakroom area next to toilets
1. Check fire exit is clear and safe to use
 2. Check toilets and cloakroom area located immediately next to class 2 and close doors behind you
 3. Evacuate pupils from the classroom out to the assembly area in the playground and close the fire exit door behind you as you go
 4. Assemble pupils in line at the assembly point in the playground
 5. Begin roll-call, checking off pupil's names against the register
 6. Report the status of your roll call to the Fire Marshall (member of office staff on duty that day)
 7. Follow any instruction the Fire Officer or Fire Marshall may issue
 8. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field- code 4568**)
 9. Do not re-enter the building until the Fire Officer gives you permission

CLASS TEACHER IN “THE BOUDOIR”

- **Evacuation Route 1** – Use door adjacent to top of staircase and out through class 2 cloakroom area
 - **Evacuation Route 2** – Use narrow staircase from “The Boudoir” into class 1 and evacuate using fire exit door out into playground area
1. Check fire exit is clear and safe to use
 2. Evacuate pupils from the classroom out to the assembly area in the playground and close the fire exit door behind you as you go
 3. Assemble pupils in line at the assembly point in the playground
 4. Begin roll-call, checking off pupil's names against the register
 5. Report the status of your roll call to the Fire Marshall (member of office staff on duty that day)
 6. Follow any instruction the Fire Officer or Fire Marshall may issue
 7. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
 8. Do not re-enter the building until the Fire Officer gives you permission

CLASS 1 TEACHER

- **Evacuation Route 1** – Use fire exits from classroom directly out into playground area
 - **Evacuation Route 2** – use door from classroom out into entrance foyer and evacuate round past offices and out into playground
1. Check fire exit is clear and safe to use
 2. Check toilets, wet play/cloakroom area and store cupboard located in class 1 are clear
 3. Evacuate pupils from the classroom out to the assembly area in the playground and close the fire exit door behind you as you go
 4. Assemble pupils in line at the assembly point in the playground
 5. Begin roll-call, checking off pupil's names against the register
 6. Report the status of your roll call to the Fire Marshall (member of office staff on duty that day)
 7. Follow any instructions the Fire Officer or Fire Marshall may issue
 8. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
 9. Do not re-enter the building until the Fire Officer gives you permission

CLASSTEACHER / CLASSROOM ASSISTANT SUPERVISING PUPILS IN ICT SUITE/LIBRARY

- **Evacuation Route 1** – Use door from ICT Suite up the staircase into cloakroom area for class 2
 - **Evacuation Route 2** – use door from ICT Suite through the staffroom and out onto the garden area. Access field through next door property which will bring you round to playground area at the back of the school
1. Check fire exit is clear and safe to use
 2. Evacuate pupils from the ICT Suite out and up/round to the assembly area in the playground
 3. Close the fire exit doors behind you as you go
 4. Assemble pupils in their class line at the assembly point in the playground
 5. Begin roll-call, checking off pupil's names against the register
 6. Report the status of your roll call to the Fire Marshall (member of office staff on duty that day)
 7. Follow any instructions the Fire Officer or Fire Marshall may issue
 8. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
 9. Do not re-enter the building until the Fire Officer gives you permission

OFFICE STAFF

Office staff will adopt the role of Fire Marshall, and will have responsibility for:

- **Dialling 999 to call out the fire brigade upon being informed of a fire**
 - **checking and evacuating the office and reception areas**
 - **taking the visitors book and registers out to the assembly point and doing a roll call for visitors at the school**
 - **undertaking a roll call of staff**
 - **establishing the location of the fire (if safe to do so)**
 - **waiting at the front of the school building for the fire brigade to arrive**
- **Evacuation Route 1** – via fire exit door immediately out onto playground
 - **Evacuation Route 2** – via class 1 and out onto playground
 - **Evacuation Route 3** – via next-door property round to back of playground and through gate onto playground.
1. On hearing the fire alarm or being informed by another member of staff of a fire, call the fire brigade dialling **999**
 2. Pick up the visitor's book in main reception area and the fire file on the safe in the school office which contain the fire plans
 3. Check and evacuate the office and reception areas and close all doors behind you as you go
 4. Make your way out to the main assembly point in the playground and carry out a roll call for any visitors and of staff working in the school at the time of the alarm
 5. Ensure each class teacher has reported the status of their roll call to you
 6. Make your way, using a safe route, to the front of the building and wait for the fire brigade to arrive
 7. On arrival follow the Fire Officer's instructions (the officer in charge will normally be wearing a white hat or a yellow hat with a band across it). The first information the Fire Officer will want to know is **HOW MANY PEOPLE ARE STILL IN THE BUILDING & THEIR LOCATION**
 8. The Fire Officer will:
 - silence the alarm
 - investigate and put out the fire
 - re-set the fire alarm panel
 9. Do not re-enter the building until the Fire Officer gives you permission to
 10. Make a record of the incident in the school's Fire Safety File following conclusion of the evacuation.

ALL OTHER EMPLOYEES & NON-EMPLOYEES:

STAFF	VOLUNTEERS	GOVERNORS
PARENTS	VISITORS	CONTRACTORS
OUT OF SCHOOL CLUB STAFF	STUDENT PLACEMENTS & WORK EXPERIENCE	

1. Leave your work area immediately upon hearing the fire alarm
2. Do not take any personal belongings with you
3. Check the nearest fire exit is clear
4. Make your way out and round to the fire assembly point at the playground
5. Make yourself known to the Fire Marshall who is doing the staff roll call
6. Follow any instructions the Fire Officer or Fire Marshall may issue
7. If a further evacuation is required away from the school building, children will assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
8. Do not re-enter the building until the Fire Officer gives you permission

OUT OF SCHOOL HOURS – EMERGENCY EVACUATION PROCEDURES

During out of hour's use of the school (i.e. during the hours prior to 8.30am and after 3.30pm), those in charge of:

- Managing/leading the Breakfast Club, After School Clubs or Holiday Club
- Chairs of full governing board meetings and committee meetings where the headteacher or another member of school staff is not in attendance
- Chairs of Kirkoswald School Support Group and Out of School Club meetings where a member of school staff is not in attendance
- Staff working alone in the building e.g. Cleaner, member of staff working in school beyond normal hours

will be expected to adopt the role of Fire Marshall and will have responsibility for:

- **Dialling 999 to call out the fire brigade upon hearing the fire alarm or being informed of a fire**
- **checking and evacuating the areas of the school in use at that time**
- **taking the register of attendance out to the assembly point and doing a roll call**
- **waiting at the front of the school building for the fire brigade to arrive**

1. On hearing the fire alarm or being informed by another person of a fire, call the fire brigade dialling **999**
2. Pick up the register of attendance for the meeting or out of school club, keys/fob) and copy of the fire plans
3. Check and evacuate the area in use and close all doors behind you as you leave
4. Make your way out to the main assembly point in the playground and carry out a roll call for any pupils, staff or colleagues in the school at the time of the alarm
5. Make your way, using a safe route, to the front of the building and wait for the fire brigade to arrive
6. On arrival, follow the Fire Officer's instructions (the officer in charge will normally be wearing a white hat or a yellow hat with a band across it). The first information the Fire Officer will want to know is **HOW MANY PEOPLE ARE STILL IN THE BUILDING & THEIR LOCATION**
7. The Fire Officer will:
 - silence the alarm
 - investigate and put out the fire
 - re-set the fire alarm panel
8. Do not re-enter the building until the Fire Officer gives you permission to

9. If a further evacuation is required away from the school building, you should assemble in the field at the top of the bank behind the school playground (**access via gate onto field – code 4568**)
10. Inform a member of the Crisis Management Team by phone of the incident

Leigh Andrews 07717 887927 Catherine Reding 07817 599379

11. Make a record of the incident in the schools Fire Safety File (on the safe in the school office) following conclusion of the evacuation.

EMERGENCY “IN” PROCEDURES

In the event of a reverse evacuation, one long blast of the whistle will serve as the signal for all children and staff to immediately return to the building. Staff will calmly and quickly direct children through the nearest safe entrance, ensuring close supervision at all times. Children are expected to go straight to their assigned classroom safe place, away from external walls, to allow for quick and accurate attendance checks. Teachers and assigned staff will account for all children once inside, secure doors as appropriate, and report any missing or injured individuals to the site administrator without delay. Staff will continue to provide reassurance and follow further instructions until the emergency situation has been resolved.

**Kirkoswald C of E School
Emergency Evacuation – Staff Roll Call**

Name	√ Tick to Confirm Present and Accounted for Type U if in school but unaccounted for Type A not in school at time of evacuation
Leigh Andrews	
Catherine Reding	
Martin Jervis	
Jill Thompson	
Lindsay Little	
Gayle Crollman	
Danielle Stoyanov	
Alison Birtle	
Dawn Smart	
Stephen Swinglehurst	
Naomi Matby	
Kirsty Fox	
Lee Brown	
April Farish	
Tim Jackson	
Ruth Clough	
Caroline Raine	
Libby Clark	

