

Emergency Evacuation

It is important that all persons who use the building are aware of the evacuation procedure.

All classrooms are equipped with a fire alarm, a guide to the procedure beside the alarm and a fire extinguisher in or adjacent to the room. Mobiles are not fitted with alarms, therefore the Secretary warns the mobiles at the front of the school and the Caretaker warns Gem's Room and the Staffroom.

The emergency exits are clearly marked.

Additional emergency exits, alarms in the form of glass break points and fire extinguishers are situated throughout the building in accordance with the recommendations of the fire authority.

The alarm is a continuous bell. On hearing it all occupants of the building should leave by the nearest emergency exit in an orderly fashion. Teachers & assistants will ensure that pupils are escorted to the assembly point, and will control emergency exits from each classroom. To ensure that individual exit doors from classrooms are useable, where they are lockable for pupil safety purposes, in the event of an alarm being raised, each teacher/assistant will check to ensure that keys/locks etc are available and in working order each day.

The Class Fire Register, class mobile phone, emergency medication and care plans should be taken by a member of the classroom staff to the assembly point. The assembly point for each class is the grassy area beside the front gates of the school. **The first member of staff to reach the front gates should close them until the emergency is over.** Classroom staff will stay with their group and will call the register on arriving at the assembly point. All Therapists or other staff should leave the building by the nearest exit and bring pupils/students in their company to the assembly point.

The Principal/Vice Principal/Secretary/Building Supervisor will take the visitor and staff books, the fire map and the critical incident file and go to the assembly point to collect registers

No-one may return to the building until the all clear has been given.

Statistically it has been shown that the majority of fires in school are started maliciously whilst the building is not in use. If a fire should be discovered by someone in the building, they should sound the alarm immediately and proceed to the nearest exit.

The persons nominated to phone 999 are the Principal/Secretary/Caretaker.

Fire drill procedures will be carried out during the year.

Signed: _____ Date: _____