



September 2022

Wyton on the Hill Fire Safety Policy Appendix A School Emergency Evacuation Procedures

PLEASE NOTE:

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g. fire, gas leak, bomb alert
- Up to date fire routine notices are placed at every exit; designated fire exits are clearly marked
- Only attempt to tackle fire extinguishers on small fires if you are trained or confident to do so
- In the event of a missing person, report immediately to the Senior Fire Warden (Office Staff), who will report to the Fire Safety Manager (Head teacher or person in charge)
- DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / Staff in charge **	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Close the doors and windows on leaving 3. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 4. Lead all pupils to the designated assembly point on the school field via the quickest / safest route and line up 5. Call the register, which the Senior Fire Warden (Office Staff) will distribute (conduct a head count while registers are being distributed) 6. Raise hand in air to notify Office Staff immediately that all children are accounted for. Hand down indicates to Office Staff you have missing children and require a search to be initiated. Inform Office staff who will alert the Fire Safety Manager. 7. Wait for further instruction from the Senior Fire Warden (Office Staff)
Designated Senior Fire Warden(s)	<ol style="list-style-type: none"> 1. Pick up registers, visitors inventory log & fire bag. 2. Leave the building through the nearest exit. 3. Distribute registers to Class Teachers. 4. Check visitors against visitors' inventory log. 5. Ensure all classes present by checking hands are raised. If any teachers' hands are not raised ask them who is missing. 6. Notify Fire Safety Manager by telephone immediately of any missing children / classes / staff /visitors for a search to be initiated. 7. Wait for further instruction from the Fire Safety Manager.
Fire Wardens	<ol style="list-style-type: none"> 1. Upon hearing the fire alarm, thoroughly check the areas you move through, ensuring all fire doors are closed. 2. Checks on toilet areas should include a check on individual cubicles. 3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one. 4. Never open a door if you suspect that there may be a fire beyond it.
Kitchen Staff	<ol style="list-style-type: none"> 1. Switch off power. 2. Evacuate the building through the nearest / most appropriate exit. 3. Go to the designated assembly point via the quickest / safest route.
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest / most appropriate exit. 2. Go to the designated assembly point via the quickest route.
Fire Safety Manager (SBM / Head)	<ol style="list-style-type: none"> 1. Go to lobby, check fire panel and check area indicated on the panel. 2. Respond to a call from the alarm monitoring company or in the event this is not received, call the Fire and Rescue Service (999), giving name and postcode of location. 3. Liaise with Senior Fire Warden (Office Staff) to establish that everyone is accounted for at assembly point – remain by office phone as long as is safe until everyone is accounted for at assembly point. 4. Leave by the nearest fire exit and then 5. Meet Fire Brigade and appraise them of the situation – report any unaccounted for persons and detail from the fire panel.



DESIGNATED FIRE ASSEMBLY POINT

All classes	Exit the building the nearest door to the assembly point.	Main fire assembly point for classes: far end of the field in any order. Visitors' assembly point: (gate nearest the carpark & nursery). Remember that the gate has a COMBINATION LOCK (know the code!)
Visitors	Exit via the nearest fire exit with the class they are with or via the front office exit.	
Hall: Pupils and Class Teachers; Breakfast & After School Club	Exit via nearest doors, then out through gates to main assembly point.	
Office Staff	Exit via the nearest fire exit, then out through gates to main assembly point.	
Fire Wardens	Check designated area & close doors and windows as long as it is safe to do so. Exit via nearest fire exit to the assembly point.	
Kitchen Staff	Exit via kitchen fire exit, then onto the school playing field as long as it is safe to do so.	

****Lunchtime Procedure**

If the fire alarm sounds at lunchtime, all staff on duty at lunchtime will assume responsibility as teacher in charge of their assigned classes and guide pupils out to Fire Evacuation Point 1 (the playing field), where they will instruct the children to line up in any class order. Once there, they will and take the register and wait until the class teacher joins. Staff are assigned to classes as follows:

- Chipmunk (Nursery) Class – Carole Sanderson
- Firefly (Reception) Class – Emma Chiocci
- Stirling (Y1) Class – Anne Fisher
- Hawk (Y2) Class – Claire Larking
- Spitfire (Y3) Class – Carole Sanderson
- Lancaster (Y4) Class – Hayley Goodwin
- Phantom (Y5) Class – Vicki Faulkner
- Valiant (Y6) Class – Joanna Domska-Paluch (with J&J)

Class Teachers / Staff in charge **	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Close the doors and windows on leaving 3. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 4. Lead all pupils to the designated assembly point on the school field via the quickest / safest route and line up 5. Call the register, which the Senior Fire Warden (Office Staff) will distribute (conduct a head count while registers are being distributed) 6. Raise hand in air to notify Office Staff immediately that all children are accounted for. Hand down indicates to Office Staff you have missing children and require a search to be initiated. Inform Office staff who will alert the Fire Safety Manager. 7. Wait for further instruction from the Senior Fire Warden (Office Staff)
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NB: On hearing the fire alarm, class teachers will go to the designated Fire Assembly Point to join their classes immediately, while any Fire Wardens not supervising a class will undertake their usual duties as outlined in this Appendix.



Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person(s) responsible	In case of absence (1)	In case of absence both
Fire Safety Manager (FSM) - Go to lobby and check fire panel - Check with Senior Fire Warden that all children, staff and visitors / contractors are all accounted for - Meet fire brigade and appraise them of any information from the fire panel - Report any missing children / staff / visitors so that a search may be initiated	- Jason Tuxworth (SBM) (Check downstairs)	Jo Phillips (Head) (Check upstairs)	Tracey Green (Deputy)
Senior Fire Wardens - Take Office mobile phone out with fire bag - Inform FSM immediately of any missing person by telephone (in the fire bag) - Take printed fire register out to all teachers	- Caroline Treston AM - Emily McDermott PM		
Fire Warden 1 - Zone 1: Valiant classroom, art room and staff room - Remember to close doors in checked areas - Report to Senior Fire Warden on evacuation to assembly point	- Jan Doig (Y6 Valiant TA)		
Fire Warden 2 - Zone 2: Spitfire classroom, music room and Lower KS2 toilets - Remember to close doors in checked areas - Report to Senior Fire Warden on evacuation to assembly point	- Sue Best (Y3 Spitfire TA)		
Fire Warden 3 - Zone 3: Lancaster classroom & The Snug and Upper KS2 toilets - Remember to close doors in checked areas - Report to Head / Senior Fire Warden on evacuation to assembly point	- Vreli Hefferan (Y4 Lancaster Class & Snug TA)		
Fire Warden 4 - Zone 3: Phantom classrooms, access toilet and Upper KS2 toilets - Remember to close doors in checked areas - Report to Head / Senior Fire Warden on evacuation to assembly point	- Vicki Faulkner (Y5 Lancaster Class & Snug TA) -		
Fire Warden 5 - Zone 5: Stirling Classroom, cloakroom and toilets - Remember to close doors in checked areas - Report to Senior Fire Warden on evacuation to assembly point	- Danielle Gowler (Y1 Stirling TA)		
Fire Warden 6 - Zone 6: Hawk Classroom, cloakroom and toilets - Remember to close doors in checked areas - Report to Senior Fire Warden	- Faye Buckenham (Y2 / 3 TA)		
Fire Warden 7 - Zone 7: Reception Class & KS1 library ('middle room'), cloakroom & toilets (girls and boys) - Remember to close doors in checked areas - Report to Senior Fire Warden	- Bianca Ellis (Firefly Reception based TA)		
Fire Warden 8 - Zone 8: Nursery Class, cloakroom & toilets (girls and boys) - Remember to close doors in checked areas Report to Senior Fire Warden	- Laura Benwell (Nursery based TA)		
Calling the fire brigade: fire discovered by individual	Person discovering the fire, after breaking glass at nearest alarm point		



Responding to call from alarm monitoring company or calling the fire brigade: automated fire detection alarm	Caroline Treston / Jason Tuxworth (Office Staff)		
Distributing Class registers, visitors log, keys etc	Senior Fire Wardens: Caroline Treston / Emily McDermott		
Holding & checking visitors / contractors log	Senior Fire Wardens: Caroline Treston / Emily McDermott		
Meeting the fire brigade	Jason Tuxworth (Fire Safety Manager)	Jo Phillips (Head)	Tracey Green (Deputy)

Learning points and reminders from the last fire evacuation / walk through:

- **Classes no longer line up on the field in age order as this causes hold-ups / cross-overs**
- **Staff and visitors are reminded to sign out as well as in to avoid additional people being included on the fire register**
- **Staff are reminded to close windows and doors in shared areas such as the Art and Music rooms once they have finished with their groups**
- **Staff are reminded to close all fire doors**
- **Teaching staff should be aware that if a child arrives after registration, they will appear on BromCom's late list, but may also appear on the class register (to avoid double accounting)**