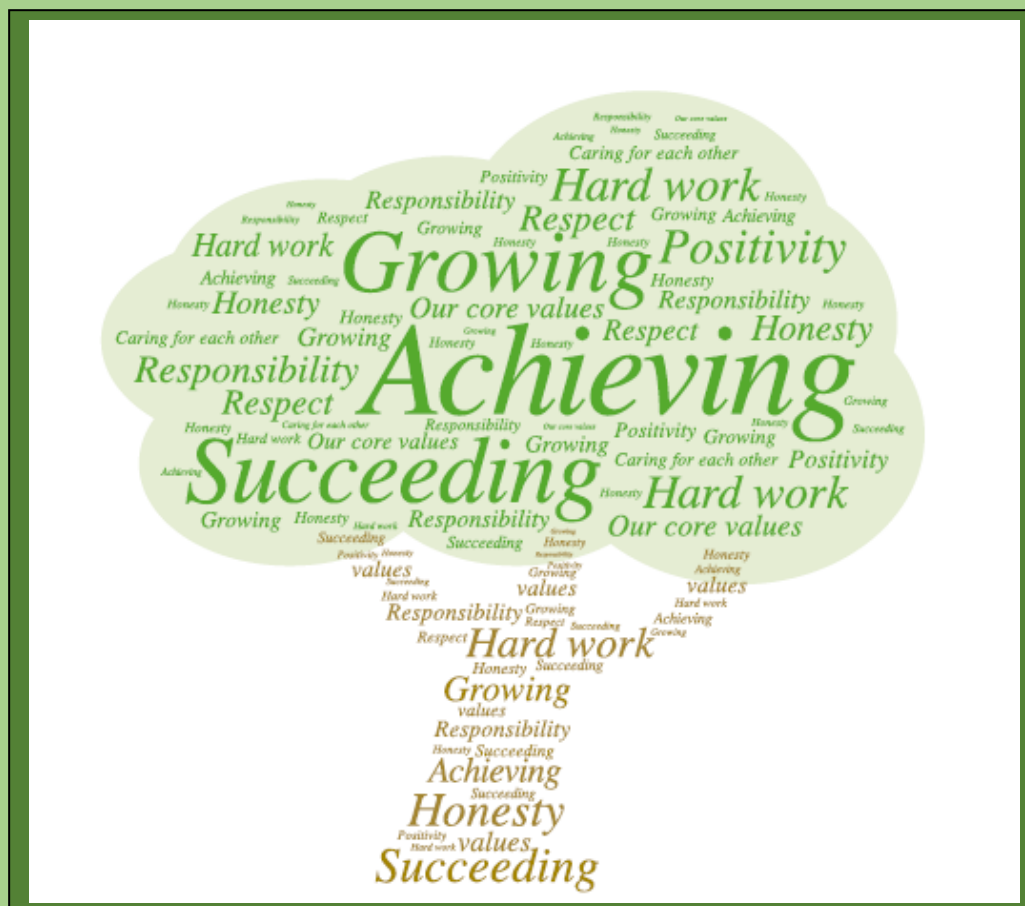


Park End Primary School



Approved By: *D Jackson*

Date: 14/11/22

Emergency Evacuation Procedures Fire

Date of Review	Type of Review	Comments	Initials
Sept 2020	Update	COVID 19 Update	JW
Dec 2021	Update	COVID 19 update	JW
Sept 2022	Update	Review	JR

Evacuation Arrangements

EVACUATION ARRANGEMENTS

1. The evacuation arrangements outline the procedures at Park End Primary School for:
 - Fire tests and checks
 - Staff and pupil training
 - Evacuation procedures

Responsibilities

2. The responsibilities of staff are as follows:-
 - Supervisor of evacuation, evaluation of procedures: **Headteacher**
 - Sweep of building:
 - ❖ **Designated Fire Wardens** - HT, DHT, ASS HT's, SBM, PSA will ensure that the whole school is cleared providing it is safe to do so.
 - ❖ Classrooms – the class teacher.
 - ❖ Two Year Old Nursery – the nursery teachers assistance to be given by anyone in the Headteacher's office.
 - ❖ Other areas – Fire Wardens
 - ❖ Distribution of registers, accounting for visitors: **Office Staff**
 - ❖ Roll call: **Class teacher**
 - ❖ Return of Registers: **Teaching Staff**

Staff and pupil training

3. During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:
 - Fire exit to be used
 - Assembly point
 - Action on discovering a fire
 - Keeping gangways clear

Means of escape

4. The means of escape is the nearest available fire exit as indicated on the Fire Notice in each room.
5. In the upstairs KS2 classrooms , the means of escape is via the nearest fire exit leading onto the staircase. However, if the staircase is blocked then the means of escape is through the adjoining classroom or the classroom opposite.

Assembly points

5. The assembly points are standing in registration groups in the playgrounds away from the building as follows:
- Acorns – Acorns Playground
 - Foundation Phase, and KS1 on KS1 playground
 - Classrooms on KS2 ground floor corridor facing KS1 building and field – Y6 Football Court
 - KS2 classrooms upstairs – KS2 playground
 - KS2 classrooms ground floor facing yard – KS2 playground
 - Hub – KS2 playground
 - Sports Hall –Y6 Football Court
 - Overdale Hall – Car Park / KS1 Yard
 - Office – Car Park in front of building
 - Kitchen – Car Park in front of building
 - Visitors – as indicated on the Fire Notice in the room they are in.
 - Where children are working outside of the classroom they should exit via the nearest designated fire exit as indicated on the Fire Notice in that area.

Reporting registers

6. The manual register held in the classroom will be taken out by the teacher. Registers will be taken by the teacher.

Visitors

7. Visitors should evacuate by the nearest fire exit. The office staff take the signing in sheets for visitors and staff.

Evacuation Procedure

8. The evacuation procedure can be found in Appendix A

Fire tests and checks

9. Routine tests will take place as follows:

- DAILY:**
- Exits and routes to remain unobstructed (on arrival)
 - Exit doors unlocked (on arrival)
 - Electrical equipment not in use either disconnected or switched off (on leaving)
 - Exit and windows adequately secured (on leaving)
 - All fire doors closed (on leaving)
 - Check door closers all in order

These checks are the responsibility of the caretaker

- WEEKLY:**
- Test fire alarm systems (record in caretaker's log) –one alarm each week on a rota (responsibility of the caretaker). This occurs at 3.30pm on Fridays.

- MONTHLY:**
- Check extinguishers are in the correct place and in appropriate order (responsibility of the caretaker) check emergency lighting (fire log book)

- TERMLY:**
- Fire drill (Headteacher) - on occasions this will include lunchtime evacuation and/or removal of an escape route / child to check that procedures work effectively (logged in fire log book)

QUARTERLY:

- Fire alarm system (cyclic maintenance) & emergency lighting system (cyclic maintenance) fire extinguishers (cyclic maintenance) fire instruction for staff (School Business Manager to organise and record in fire log book)

Appendix A

Evacuation Procedure

1. All Fire Alarm activation will be treated as real until the all clear has been given by the Headteacher/ Fire Wardens or the Fire Brigade.
- Action on discovering a fire**
2. If you discover a fire press the nearest fire alarm point – only if it is safe to do so - and leave the building by the nearest fire exit. **School staff should ensure that they are aware of the location of fire alarm points and in particular the nearest alarm point to their normal place of work.**
3. When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest fire exit and go to an assembly point.
4. Children in the Overdale Hall will evacuate through the nearest available fire exit and assemble on the KS1 playground.
5. Children in Sandringham Hall will evacuate through the breakfast club exit and assemble in the KS2 yard.
6. Children in the upstairs KS2 classrooms will evacuate via the nearest fire exit leading onto the staircase. However, if the nearest staircase is blocked then the means of escape is through the adjoining classroom or the classroom opposite.
7. The register held in the classroom will be taken out by the by the class teacher., together with the emergency grab bag. Registers will be taken by the teacher
8. The School Business Manager or responsible person will check the fire panel to identify the location of the activation.
9. The Headteacher (or nominated deputy/Admin Staff) will raise the alarm by calling the fire brigade. (
10. Note : Cleveland Fire Brigade will not attend an alarm activation to low and medium risk premises (this includes schools) covering a full 24 hour period , 7 days a week, unless a backup call is received from the premises via the 999 system , confirming there is a fire , or that physical signs of a fire exist. (letter dated 11/08/2020 from Cleveland Fire Brigade).Telephone points are available in other parts of the building should the Headteacher's room/Office be the location of the fire. School has arrangements in place with Complete Security to respond to alarm calls out of hours
11. Classrooms and nearby toilets should be checked by class teachers/ teaching assistants. The Sandringham Hall and Hub should be checked by the staff member using those facilities. Office Staff will check the staff room, PPA room, Overdale Hall, Headteacher's Office Leadership Office and School Business Manager's office.

12. In the case of an alarm activation when the Headteacher is off site , a nominated deputy from the Senior Leadership Team will undertake the above duties.
13. The nominated fire wardens will undertake a sweep of the building to ensure that it has been fully evacuated, providing it is safe to do so.
14. Where practicable, the office staff will account for all staff, volunteers and visitors using the manual signing sheets.

Assembling in the Yards

15. Children should assemble in the yards as far away from the building as possible.
16. When children assemble in the yards during a fire evacuation social distancing should be observed where possible and practicable.

Lunch-time alarm activation

17. All children will evacuate through the nearest available fire exit and assemble on the relevant playground. They will be escorted by the lunchtime supervisory staff /teacher.
18. Children on the playground will assemble on that playground under the supervision of the lunchtime supervisors/teacher.
19. All available teaching/support staff should exit via nearest safe fire exit and should join their registration groups on the relevant playgrounds if it is safe to do so.
20. The Fire Wardens and Office Staff will check their designated areas for children and fire as they evacuate. The registers will be checked and the results of the registration reported to the Headteacher.
21. The School Business Manager, Caretaker or Headteacher will reset fire alarms as soon as possible following an activation when it is safe to do so.

After School Activation

22. If the fire alarm is activated after school hours, staff, volunteers and visitors should evacuate by the nearest fire exit and assemble in either KS2 playground, KS1 playground, Acorns playground or the car park depending on their location at the time of the alarm sounding.