



Coatham Church of England School EVACUATION Policy

**Written
Review
Chair of Governors.....**

Date.....

Head Teacher.....

Date.....

“Learn not for school, but for life”

Our school is tolerant and caring; it is a place where everyone is accepted. We believe in working together as a real school community, and using our different abilities to support each other and to succeed. Friendship, respect, and fairness are the values that lead us.

Through the learning experiences and opportunities which we offer, we want our children to believe in themselves, deal with set-backs and have clear aspirations for their futures. We want them to realise their potential in all areas of their lives.

We want our children to understand both what their community has to offer them as they grow up, and, what they have to offer it.

We hope that all of our children learn that, whatever they do, they should work at it with all of their heart.

EVACUATION PROCEDURES

COATHAM C of E PRIMARY SCHOOL

In the event of a fire or any other emergency that requires everyone to leave the building, please follow these evacuation procedures immediately.

All keys for outside gates must be in every classroom. If you lose one you must inform HT/DHT immediately.

Position of keys must be clearly marked and be easily accessed. Each key will be kept on the notice board by the fire door.

All keys and locks will be checked by the site supervisor each week.

When you hear a continuous siren you must LEAVE THE BUILDING AS QUICKLY AS POSSIBLE.

Fire Evacuation

While everyone is leaving the building the fire wardens check zones.

FIRE WARDENS

Office, Hall; including Visitor book and staff board J Eltherington/M Allen

KS1 and 2 P Maudsley, or S Wilkinson/S Greer in his absence

EYFS S Greer, or EYFS staff member in her absence

Kitchen – School Cook

School Main entrance (visitors during alarm) School Cook

Where fire wardens have classroom responsibility they must make arrangements for their class to be evacuated by another member of staff in case they have overall responsibility for whole school evacuation.

All Teachers and TAs received Fire Warden Training 5/16

Office staff check the fire panel locating which zone, ring 999, collect the visitors book and leave the building by the nearest exit.

All Classrooms

- Children stop, stand behind their chairs and wait in **silence**.
- The teacher or other responsible adult directs the children into a line **AND CHECKS THE CLASS LIST**.
- The line moves **quickly and silently** to the nearest fire exit.
- Teacher/TA collect the gate key - teacher or TA open gate to school field. (define roles at the beginning of the year).
- Children in the ALC leave by the designated fire door. If not they leave the suite by unlocking the door to the ALC and leave by their main entrance (the door to the ALC is locked unless in community use)
- In lines move **quickly and silently** away from the building then join the lines moving to the designated assembly point (middle of the school field)
- At the top of the field the children line up facing the school in their class groups **in SILENCE**.
- Teachers check their registers
- Office STAFF check the visitors book.
- Designate fire warden from ALC will report to person responsible for procedures (HT/DHT)
- PEPs for vulnerable children are planned and understood by staff and child. All staff know the Children with Personal evacuation plans and how to put them into practise where necessary.
- Every member of staff is responsible for the safe evacuation of all children.

OUT OF SCHOOL HOURS EVENTS

AFTER school clubs, governor meetings etc, parents events

Assembly point for all out of school events are KS1 and KS2 playground and or car park.

Once in the assembly points wait for a fire warden to give the all clear.

These events are planned with Risk Assessments

BEFORE school clubs, governor meetings etc, parents events

Breakfast club go to designated area. (school field)

Staff go to designated area (school field)

Fire Marshall (P Maudsley, S Wilkinson, S Greer) check yard for pupils and escort to field

At the beginning and end of each day the fire wardens are Mr

Rowcroft (site supervisor) and the HT/DHT

Zone 1 and 2 HT/DHT and visitors book

Zone 3 and 4 Mr Rowcroft

LUNCH TIME EVACUATION

When you hear a continuous siren you must follow these procedures

DINING HALL DURING LUNCHTIME

- In the dining hall the lunchtime assistant blows a whistle then all children..... **stop and stand behind their chair, in SILENCE.** (if any child is not sat down they go and line up immediately at the fire exit from the hall into KS2 playground, leaving their tray on the floor or hatch entrance)
- One Dinner Supervisor begins to take the children out of the fire exit at KS2
- The other 1/2 Supervisors (one from the corridor) send the other children to follow the lines in the playground, a row of tables at a time. (at the far end of the playing field / line up in their class groups).
- One Supervisor from the KS1 and KS2 playground open the gates leading to the field.
- Teaching Staff on Duty go to KS1 Yard
- SLT member goes to KS2 yard
- Nursery leave by usual route to field
- Staff meet their classes on the yard

1 Fire wardens check their zones

2 Office staff check fire panel and ring 999

3 One member of staff collects the registers from the office

5 One member of staff collects the key from the staff room

4 All other staff supervise evacuation once they have left the building from the nearest exit.

CHILDREN MUST WALK IN SILENCE AT ALL TIMES.

PLAYGROUNDS DURING LUNCHTIME

- The whistle is blown in the playgrounds and or field, and the children..... **stop then stand in SILENCE.**
- One adult calls a class at a time to walk in a line **in SILENCE** to the assembly point (middle of the playing field / line up in their class group.)

The kitchen staff will leave the building and go into the car park. The Cook will check her zone before leaving. Then report to the HT at the assembly point

(ASSEMBLY POINT – MIDDLE OF THE FIELD IN FRONT OF THE BUILDING.)