



Coatham Church of England Primary School Evacuation Policy

Reviewed September 2013
Next review September 2015

Chair of Governors.....
Date.....

Head Teacher.....
Date.....

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 bell you must LEAVE THE BUILDING AS QUICKLY AS POSSIBLE.

Fire Evacuation

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

FIRE WARDENS

Zone 1 and 2 - admin. block and hall Foundation Stage – HT – (in her absence Mr Maudsley or the allocated fire warden for the day.)

See entrance for list.

Zone 3 – centre manager

Zone 4 – classrooms KS1 and KS2, extended school room – Mrs Wilkinson Black (in her absence Miss Pajak)

Zone 5 – Kitchen – Mrs Maher (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.

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)

OUT OF SCHOOL HOURS EVENTS (after school clubs, governor meetings etc.)

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.

Breakfast club go to designated area. (school field)

Every member of staff is responsible for the safe evacuation of all children. All staff know the Children with Personal evacuation plans and how to put them into practise where necessary.

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

Zone 4 Mr Maher

Everyone makes their way to the assembly point

LUNCH TIME EVACUATION



When you hear a continuous bell 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 adult begins to take the children out of the fire exit at KS2
- The other 1/2 adults (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 assistant from the KS1 and KS2 playground open the gates leading to the field.

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.)