Aberford C of E Primary School

FIRE AND EMERGENCY EVACUATION POLICY

Our school, Aberford C of E Primary School, is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection.

**OVERVIEW**

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in a safe places where they can be checked or accounted for.

**OBJECTIVES**

1. To remove the children and staff to a place safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to an agreed place of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

**STRATEGIES**

1. The first member of staff to discover the danger will sound the alarm.
2. When the fire alarm sounds, the School Business Manager will check the zone activated. In his absence the Headteacher/Senior Staff will carry out the check.
3. Unless it is known to be a pre-arranged ‘practice’ the emergency services will be called by First County Monitoring
4. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
5. Staff will take their registers with them. If the registers have been returned to the school office, office staff will distribute them at the assembly points. If office staff are at lunch, the cover staff will take the registers to the assembly points.
6. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used. All staff will know the combination of the gates.
7. Once rooms are empty, doors should be closed to prevent the spread of fire.
8. At the assembly points, class registers will be taken to ensure that all children are accounted for.
9. Office staff will take the emergency contact lists to the assembly points in case registers have been lost.
10. The headteacher/SLT must be informed immediately if a child or member of staff cannot be accounted for.
11. During the evacuation, the Headteacher and senior staff/nearest support staff will check toilets and other areas to ensure that children have not been left behind.
12. No one must return to the building once it has been evacuated without the headteacher’s/SLT’s permission.
13. The School Business Manager will inform the headteacher and staff when it is safe to return to the building.

**OUTCOMES**

All will be safely evacuated during an emergency.

**Chair of Governors Emma Johnson**

**Date: March 2024**

**Review date: March 2027**