

William de Yaxley C of E Academy



Fire Evacuation Policy
Emergency Evacuation

“May our love of God, of each other and of learning make this school a happy, safe place full of faith, hope and high expectations.”

- How people will be warned if there is a fire:
On discovery of a fire, the person doing so should alert all personnel and children by raising the alarm at the nearest alarm call point.
If a child discovers a fire they should alert the nearest adult who will follow the instruction above
The warning will be the sound of the Fire Alarm
- If a visitor discovers a fire they should follow the procedure outlined above
- The evacuation of the premises is outlined in the Fire Safety Policy. However the shortest route to the lower hard playground should always be taken. If an obstruction makes this impossible, they should evacuate the building through the nearest fire exit and gather on the grass at the front of the building and wait to be registered by a fire marshal.
- Individual PEEP's are available for staff or children requiring assistance to leave the building
- Key escape routes are highlighted on maps within the school and situated near to all alarm points
- Arrangements for fighting fires are:
Call 999/112 AND WAIT FOR THE FIRE BRIGADE
- Specific duties are outlined on the Fire Safety Policy detailed as below:
Role Person Responsible: Ivan Roberts (Supervised by Kay Corley –Headteacher/ Shona Milne DHT))
In case of absence: Kay Corley (Headteacher) Shona Milne (Deputy Head)
Evacuation Controller: Kay Corley (Headteacher)
Fire Marshalls: Laura Underwood/Ivan Roberts
Sweep Team: Lucia Bevilacqua, Kay Corley, Ivan Roberts, Shona Milne
Calling the Fire Service: Laura Underwood (in her absence – Admin Assistant)
Meeting the Fire Service: Ivan Roberts/Laura Underwood (in her absence Linda Nelder) Should any machinery/power supplies need to be isolated: The Site Supervisor will be responsible for doing so
- Contingency for if Alarms are out of action – Senior Leaders would alert classes, buy use of In-Vac whistles.

- Office staff would alert the kitchen; Site Supervisor would alert the Breakfast/After School Club/New Build rooms during school hours (including the ICT Suite). Fire Marshalls would make a visual sweep of the building before exiting the building themselves.

To be approved by Governors on: 18th December 2024

Chair of Governors:

Review Date: September 2025



Evacuation Procedures

The overall aim is to save life; therefore, evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded on the Smartlog system

On hearing the alarm:

- *Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.*
- *Children will line up in register order.*
- *Ensure that the classroom is empty before leaving.*
- *Everyone on site, children and adults, must leave by the nearest exit.*
- *Office Administrator or Admin Assistant will call the fire brigade*
- *Designated members of staff REPORT TO THE ALARM PANEL AND will carry out a sweep of the building.*
- *If cause of fire alarm is located and there is a real fire, Fire and Rescue Services to be called and evacuation continues.*
- *If cause of alarm cannot be ascertained – Fire and Rescue called as a precaution and evacuation continues.*
- ***If cause of alarm can be ascertained and it is judged to be a false alarm – Evacuation procedures cancelled and Fire and Rescue are not to be called***
- *The administration staff will issue registers and check the signing in book for roll call by class teachers at the assembly points. Administration staff will also unlock the playground gate to allow access for the fire brigade.*
- *The Headteacher, or designated members of staff will check that all adults and children are accounted for.*
- *The Senior Office Administrator will remain at the school entrance to prevent anyone from entering the building.*
- *Classes should stand still and quiet until asked to re-enter the building.*

NB: As the attendance register reflects the true number of children in the school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office.

Please ensure that children arriving after registration has taken place are signed in through the school office.

Teachers should be mindful of any child who is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

- *Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.*
- *Children will line up in register order.*
- *Everyone on site, children and adults, must leave by the nearest exit:*
- *Any midday staff on duty in the main hall will sweep years 3,4,5 and 6*
- *All midday supervisors to take responsibility for ensuring all children are taken to the assembly point and stay with them whilst registers are being taken*
- *Admin staff will call the fire brigade*
- *The Admin staff will issue registers, check Inventory signing in system and unlock the playground gate. Staff with the help of the Midday Supervisors will carry out roll call at the assembly point on the lower playground.*
- *The Headteacher or designated members of staff will check that all adults and children are accounted for.*
- *The Senior Office Administrator will remain at the school entrance to prevent anyone from entering the building.*

Bomb threat / terrorist threat / explosion

Any warning William de Yaxley Academy receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.

Postal Bomb

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away.

The package should not be immersed in water, nor should anything be placed on top of it. Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

Bomb Threat

This should be taken seriously and the building evacuated as for a fire drill. No attempt should be made to close windows.

Staff should follow a strict procedure in all of the above emergency scenarios:

- Alert everyone in the school by using the fire alarm system (except in incidents of suspected gas or chemical leak, where electricity may trigger an explosion) and evacuate the building.
- All staff and pupils should assemble at the bottom of the school field, well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the police declare that it is safe.
- Critical Incident Policy will be followed should an explosion/serious event occur

Intruder on site during school opening times who may carry a potential danger to the school

In the event of the above occurring, the safety of the pupils and staff will be the overriding priority. Entrance to the school building is through the white doors only opened from inside the office, which minimises such a situation arising in the interior. However, access to the playground and field is, as with all schools, more accessible. All gates are closed during the day although main access gates need to be unlocked for delivery and emergency service access.

If the intruder does not appear to show any visible signs of physically endangering anyone, he or she (at a distance) should be asked to leave by the Headteacher / Deputy Head and the Site Manager (together).

If a response is not immediate, a further request will be made and the Senior Office Administrator should make immediate contact with the police.

If an intruder presents any physical danger, or there is any slight concern, he or she should not be approached by staff unless it is in direct protection of a pupil. The police will be contacted immediately.

The Invacuation process will be instigated.

In any case, all children should immediately be removed to the interior of the school where they should remain until safe to be outside again.