



St. Patrick's R.C. Primary School



Evacuation Policy

Date	Review Date	Coordinator
September 2018	September 2019	M Ryan

Evacuation Policy

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 in the fire Certificate Log Book which is kept in the school office.

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 quickly and quietly.

Ensure that the classroom is empty before leaving and close the door on exit. Everyone on site, children and adults must leave by the nearest exit.

School Secretary will call the fire brigade and check that the photocopying room and staff toilet are empty.

Two designated members of staff will check the children's toilets are empty.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

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 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 report to the school office.

Teachers should be mindful of any child that 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.

The Office Staff

On hearing the fire alarm:

The designated member of the office staff (1) is to collect the registers and leave the building with keys to school gates

That member of staff (1) then goes into the playground where the registers are distributed to all the teachers.

The designated member of the office staff (2) rings the Fire Brigade and informs them of the fire before following their escape route out of the building and to the assembly point.

Head Teacher / Senior

Teacher On hearing the fire

alarm:

The Headteacher / Senior Member of Staff checks that the Fire Brigade has been phoned.

The Headteacher / Senior Member of Staff supervises the evacuation from the building before carrying out a sweep of the building to ensure that the building is clear.

The Headteacher / Senior Member of Staff then goes quickly to the assembly point to take charge.

The Fire Brigade

On arrival:

The fire officer in charge should be met by the Headteacher / Senior Member of Staff.

He/she should be informed as to whether or not all persons have been evacuated safely and are accounted for.

Details of the fire should be passed on.

WITH THE EXCEPTION OF A SEARCH FOR A MISSING PERSON BY A COMPETENT PERSON, OR A KNOWN NUMBER OF PERSONS, NO-ONE IS ALLOWED TO RE-ENTER THE BUILDING UNTIL PERMISSION IS GIVEN BY THE FIRE BRIGADE OFFICER IN CHARGE OR, IN THE CASE OF A DRILL, BY THE SENIOR MEMBER OF STAFF.

Headteacher:	M. Ryan	Date:	September 2018
Chair of Governing Body:	G. Wilson	Date:	September 2018