



SWINDERBY ALL SAINTS CHURCH OF ENGLAND SCHOOL

EMERGENCY EVACUATION PLAN

On hearing the fire alarm; the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point (**The Playground**).

At the assembly point

- Staff will check children against the register and immediately inform a senior staff member of any missing pupils.
- Any staff who have children in a different location point must notify the child's class teacher when they meet together (e.g. the mobile classroom, hall etc.)

Fire Warden: Mrs Sims (Mrs Feast/Miss Loom to act as Fire Warden if Mrs Sims is unavailable).

Unless otherwise informed that a drill is to take place,

- The **Fire Warden** (or senior member of staff, in the event of no administrator) will, on hearing the alarm, immediately contact the Fire Brigade on the emergency 999 number (unless a fire drill).
- The school registers will immediately be taken to the assembly point on the playground
- The visitor's, staff and volunteer signing in books must also be taken out and checked. (Any persons missing must be reported to the **Fire Control Officer** for the assembly point.)
- Unlock the inner green gate

The Fire Control Officer will be the senior member of staff in school at that time.

- **The Fire Control Officer** will monitor the evacuation of the premises by doing a sweep of the building from the kitchens down the corridor, checking offices and all toilets, to the downstairs classrooms. The upstairs classrooms will be checked by staff teaching upstairs and they will report directly to the **Fire Control Officer**. When the headcount has been completed the
- **Fire Control Officer** will proceed to the assembly point to check all pupils, staff and visitors are accounted for.
- **The Fire Control Officer** will then unlock and then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises. The Fire Officer will identify the access points at the side of bungalow at the end of the layby.