



BADBY SCHOOL

Governor Policy: Fire Evacuation Policy and Procedure

On discovering a fire

- A staff member should immediately activate the nearest fire call point.

On hearing the fire alarm bells

- Upon hearing the fire alarm the Fire Wardens should take a mobile telephone and should telephone the emergency services:
- The member of staff must inform the **Head of School** where the fire is situated at the fire assembly point **NEW SCHOOL PLAYGROUND**

While

- The **Fire Marshalls** must collect all registers from the collection point (including signing in/out books) located at fire exit 1. (Peter Banks exit) and distribute to a class teacher.

Before leaving the building

- The **Fire Marshalls** will make a sweep of the toilet block and lobby area and verbally notify the occupants of the Sensory rooms AND Staff Room to evacuate that building and move to the assembly point.
- Staff must tell all pupils to
 - Line up in absolute silence
 - Leave immediately by the nearest fire exit*
- The **Class teacher** must lead the line at the front and support staff/other adults bring up the rear, closing doors where possible.
- Pupils working in the hall must evacuate through the side doors and walk along the path to the fire assembly point (**new school playground**).

* Reception leave via fire exit 1 (Peter Banks door).

* Year 1 leave via fire exit 2 (down the steps, across the playground/field).

* Year 2 leave via fire exit 1 (Peter Banks door).

* Year 3 leave via fire exit 3 (through year 4 cloakroom).

* Year 4 leave via fire exit 3 (through year 4 cloakroom).

* Year 5 leave via the girl's toilets.

* Year 6 leave via the boy's toilets.

- Pupils must be assembled in class lines (if a group of pupils is working out of their class, they must immediately leave the group and join their class line on the fire assembly point (**new school playground**)).
- The **Class teacher** is to call the register with pupils raising their hands and clearly saying 'here' to indicate they are present. The class teacher will hold the class list above their head to show their register is taken.
- Each **Class teacher** must notify the **Head of School or member of SLT in the Head's absence**, whether all pupils are present or who is missing.

On arrival of the fire brigade

- The **Head of School or Assistant Head of School** will inform the fire brigade of whether all persons are accounted for or whether any are missing
- The **Head of School or Assistant Head of School** will inform the fire brigade of the location of the fire (if possible)
- The fire brigade officer will alert the **Head of School or Assistant of Head of School** when it is safe for staff and pupils to re-enter the building

If the **Head of School or Assistant Head of School** is not present in school, a member of the **SLT** will act in her/his place.

Fire Marshalls: **Susan Broadhead - School Office Manager**

SLT: Benjamin Edge - Head of School
 Lucy Starmer - Assistant Head of School
 Jane Moss - SLT
 Steph Deane - SLT

It is the responsibility of all those present on the school premises to adhere to this fire evacuation policy.

Date Policy Approved: 23.10.2024

Approved by (name): Mr Ben Edge

Position: Head of School

Signature:

