**Attenborough School – Fire Evacuation Plan 2017**

1. By Persons Discovering Fire
2. Child: Tell the nearest adult as soon as possible, activate alarm and shout FIRE
3. Any adult in school:

(i) Activate the nearest alarm immediately.

(ii) Shout FIRE

(iii) If prudent, close all doors and windows in vicinity of fire

(iv) Assist with evacuation

(v) Inform Head Teacher, or senior member of staff in charge, of location of fire

1. Action by Headteacher
2. Telephone Civil Fire Service: 0 112 (military 2444)
3. Check all persons are accounted for.
4. Action by Office staff. The office staff will evacuate by Playground Door and proceed to the playground taking the attendance registers, staff list, visitors book and grab box. There the registers are given out to the adults in charge of each class. The bursar will do a roll call of all adults who are employed at the school or visitors to the school and report any absences to the Head Teacher who will take appropriate action to investigate any persons missing if required.
5. Action by Caretakers. The Caretakers will report to the Head teacher or Deputy headteachers that all Kitchen Staff have evacuated from the school and will then be prepared to help fight the fire or be available to assist as necessary.
6. Action by the Remainder of School
7. On hearing the alarm, if it is prudent, teachers will close all classroom windows and doors, collect the class register, if it is still in classroom, and lead the children, walking in an orderly manner, into the playground by the following routes:
8. All classes in KS1 & FS1 Normandy will use their classroom fire exits and gather in the KS1 playground (see map) closing all doors behind them.
9. KS2 classes will use the nearest fire exit in their corridor closing all doors behind them.
10. Any class in the hall should leave by the nearest available exit and proceed to the muster point in the playground.
11. Dempsey FS1 - the **lead teacher** will have the responsibility of collecting registrations, staff lists and the visitor’s book. The lead teacher should also contact the main school office and guard room at Dempsey as soon as possible to report the incident and gain assistance.
12. Children should evacuate through the two main entrances, whichever is nearest at the time of an incident being identified. Evacuation to the rear of the building should occur if either of the main exits are blocked. If children or staff are outside at the time of the fire they should not re-enter the building but instead evacuate through the side gate to the FMP.
13. On exiting Dempsey FS1 setting the **lead teacher + one nominated key worker** should, if prudent to do so, close all windows and doors and check toilets and wash rooms for any children or staff remaining in the building. Once evacuated, all children and staff should make their way to the FMP located across the road in the adjacent parade ground where a role call will be performed as per arrangements set for Attenborough School.
14. The washrooms and lavatories should be checked for children by the teaching assistants or other adults nearest to them if safe to do so.
15. Children should be taken to the far side of the playground, the register called and a report made to the Head Teacher or Deputy.
16. Kitchen workers will evacuate to the through road area and then make their way to the playground.
17. Any school cleaners present will exit by the nearest door and report to the Headteacher or Deputy on the school playground.
18. The Caretakers will ensure that all are evacuated.
19. In the event of one of the exit points being cut off by fire, teachers or domestics will use the nearest alternative way out.
20. Although the teachers’ first responsibility is to the children, they should know where the fire hoses and fire extinguishers are situated and be prepared to use them if the situation warrants it.
21. Kitchen Staff will report to the office Manager, who under the direction of the Headteacher, will instruct you further.
22. All school staff, adult helpers and children are to eventually make their way to the main playground if safe to do so. There, a head count will be taken by the school office manager of all adults present. Appropriate action will be taken to investigate persons missing. The secretary will report to HT or DHT.
23. Fire evacuation practices will take place termly.
24. During the Lunch Hour
25. Children will be evacuated to the nearest outside area and if safe will be escorted to the main playground to join the other children there and line up in classes. The lunchtime supervisors will lead the children in an orderly fashion. They will help to check the inside of the buildings after they have safely placed the children in the playground in the care of the available teachers.
26. Where possible the class teachers will also proceed to the main playground and take a roll call. If any class teachers are missing other adults will be appointed by the Headteacher or senior staff to take a roll call from the registers.
27. The office staff will evacuate by Playground Door and proceed to the main playground checking that any evacuation from the hall has been successful and taking the attendance registers, staff list, visitors book and grab box with them. The registers are to be given to the adults in charge of each class. The bursar will do a roll call of all adults who are employed at the school or visitors to the school and report any absences to the Head Teacher who will take appropriate action to investigate any persons missing
28. The Head Teacher or senior member of staff will take charge and ensure that all persons are accounted for.
29. A roll call will be taken from the registers. If all present and correct the GREEN card is raised, if there is an issue the RED card is raised and further action will be taken.
30. Other procedures will be that of normal times of the day.
31. Lunchtime fire practice will take place once per year.
32. During silent hours

By persons discovering the fire:-

1. Ring the alarm
2. Call the civil Fire service ( 0 112) or Mil 2444
3. Ensure that all persons known to be in school have evacuated the building.
4. Be prepared to use fire fighting equipment if the situation warrants it. (If trained)
5. Wait for the fire service to arrive.
6. Make sure that the Headteacher is informed of the fire as soon as possible (05254-9334208 land / 01525-2691057 mob)
7. Do not re-enter the building until it is declared safe to do so by the senior

Fire Brigade Officer present.