

# **PARK HILL PRIMARY SCHOOL**

## **FIRE AND EMERGENCY EVACUATION POLICY**

### **OVERVIEW**

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children, staff and visitors leave the building in an orderly and speedy manner to assemble in safe places.

### **OBJECTIVES**

1. To keep the learners, staff and visitors safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners, staff and visitors to agreed places of safety.
3. To ensure that the building is checked and everyone is accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

### **STRATEGIES**

1. The first member of staff to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the headteacher, senior staff or school office staff.
3. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
4. School office staff will distribute registers at the assembly points.
5. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
6. Once rooms are empty, doors should be closed to prevent the spread of fire.
7. At the assembly points, class registers will be taken to ensure that all children are accounted for.
8. Office staff will take the emergency contact lists to the assembly points in case registers have been lost.
9. The headteacher must be informed immediately if a child or member of staff cannot be accounted for.
10. During the evacuation, the headteacher, site manager and senior staff will check toilets and other areas to ensure that children have not been left behind.
11. No one must return to the building once it has been evacuated without the headteacher's permission.
12. The headteacher will inform staff when it is safe to return to the building.

This policy was reviewed and adopted by the Governing Body's General Purposes Committee on 17<sup>th</sup> November 2008

2.11.09

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