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# Fire Evacuation Policy

Collingwood School

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This set of procedures should be read in conjunction with our Health and Safety Policy, which aims to eliminate risk and the possibility of fire on our premises.

## **Aim of Procedures:**

The overall aim is to save life; therefore safe evacuation is of paramount importance.

In the event of the fire alarm sounding the school **must be evacuated**.

Staff are not expected to fight fire nor should they go back into the building until they are instructed it is safe to do so.

## **If you discover a fire:**

1. Operate the nearest fire alarm.
2. Evacuate the building you are in.
3. If possible, contact the School Office and tell them where the fire is.

## **In the event of fire or the fire alarm sounding:**

Pupils must immediately cease working and await further instruction.

On the teacher's command children walk in an orderly and calm manner to line up in the designated assembly area (the car park of Denmore Court adjacent to the school)

Children should line up in register order

Classes and individuals must leave via the nearest unobstructed EXIT. No one is to return to the building until told to do so.

The Office Staff are to take all pupil registers, staff register, visitors and late books to the assembly point and distribute. They should also take a mobile device, should we need to contact parents/carers electronically through our MIS.

The presence of each pupil is to be confirmed by calling the register for the class and reporting to the Head Teacher or the Bursar.

The Catering Manager is to be responsible for confirming that all her staff are present.

The Office staff are responsible for ensuring all visitors and staff are accounted for.



If there is a fire while children are in the hall for assembly, during lunch or break time the teachers taking assembly or on duty will supervise the children evacuating the premises.

Staff should only use the extinguishers if there is immediate danger to life. Staff should familiarise themselves with the function and the use of extinguishers on different types of fire.

Teachers should ensure children are clear of the building before they themselves leave.

Staff are to endeavour to close all doors as they exit.

### **Toilets**

The last staff member leaving the various school buildings (Kindergarten, Gym and Main block) are required to check the toilets for children. The last staff member leaving the Kindergarten building should check the kindergarten toilets when they leave. The catering staff should check the toilets as they leave the gym. In the event that there is not a staff member in the Gym (usually outside of the hours of 10:30am to 2pm), then the Gym toilets will be checked by the last staff member leaving Kindergarten. This staff member is also required to check both male and female toilets in the new toilet block. The last office staff to leave the office should check the toilet in the hall.

If a child, staff member or visitor is missing, the Head Teacher or Assistant Head is to be informed immediately.

The Fire Service must be summoned by whichever phone is available by a member of the Office Staff. If the fire is in the main building and the phone is inaccessible, then a neighbour's phone or mobile phone is to be used.

Inside the door of each room there are instructions showing the nearest evacuation route. Staff should familiarise themselves with these instructions in the rooms they are using.

Fire extinguishers are located throughout the School. All staff should familiarise themselves with their location.

### **Fire Drills:**

The Bursar will, in close consultation with the Head and the Site Manager, initiate a minimum of one fire practice per term.

The Bursar will initiate specific incidents (e.g. fire in particular place, blocked staircase) as required during fire practices.

The Bursar will check that fire evacuation plan notices are displayed in each form room and at other locations.

Staff should impress upon children that a 'drill' is to be taken seriously. Occasionally time should be allocated for follow-up work involving both written and art work.



**Prolonged Evacuation:**

In the event that the school is evacuated and we not permitted or able to re-enter the building we have an arrangement with Holy Trinity Church, Maldon Road, Wallington that we may take the children there and remain there until we can access the school buildings or until parents/carers are able to collect their children.

The Head Teacher or Deputy Head will make a decision as to whether the school should evacuate to Holy Trinity Church

If possible we should telephone Davina Parker at Holy Trinity to advise that we are en-route.

Church details:

**Holy Trinity Church  
Maldon Road  
Wallington  
London, SM6 8BL**

**Tel: 020 8647 7605**

<b>Davina Parker</b>	<b>Church Direct Line</b>	<b>020 8647 7793</b>
	<b>Mobile</b>	<b>07814 486674</b>