



Stoneydelph Primary School

Fire Evacuation Procedure – KS2 / KS1 & EY Buildings

Action on discovering a fire:

- Fire alarm activation points are located all around the building. (See fire plans in all rooms).
- On discovering a fire, the alarm should be activated and evacuation procedures followed.
- One of the Fire Marshalls, if appropriately trained and competent in the use of fire extinguishers, may be capable of extinguishing a small fire, but only if safe to do so, as fire-fighting is always secondary to life safety.

DO NOT PUT ANY PERSON OR YOURSELF AT RISK.

Action on hearing fire alarm:

- **Emergency exits** are clearly labelled and fire plans are available all around the building.
- **Office Staff** need to immediately print the registers (pupils; staff; late/leaving pupils; visitors), call 999 to alert the emergency services and on exit check the alarm panel to identify where in the building the fire alarm has been activated (KS2)– share with the Fire Marshall.
- **Fire Marshall (KS1/EY building)** to check the alarm panel to identify the location of the fire in the KS1 building only if safe to do so. (EP/SH)
- **Staff** should ensure that children are evacuated through the closest emergency exit.
- **Staff** should check that the toilets closest to their classroom are empty before exiting the building themselves.
- **Staff** should ensure that their children are assembled silently in line at the closest assembly points and complete a roll-call to ensure all pupils are accounted for.
- This should then be reported to the senior member of staff.
- A **Fire Marshall** should check between the assembly points to ensure that all staff and pupils are accounted. (EP/KD/CH)
- A **Fire Marshall** should also ensure gates are open to allow emergency services easy access. (DD)
- Depending upon the location of the fire, the **Fire Marshall** should also advise staff if staff / pupils need to assemble further away from the building on the school field / via the Fossdale gates to the KS1/EY or KS2 building hall as appropriate. The assemble point must be far enough away from the building not to put staff and pupils in danger of radiated heat and falling debris. The Fire Marshall must also ensure that ample room is given so as to not interfere with fire-fighting operations and do not jeopardise the actions of the fire service.

Places of assembly and roll-call:

- **Kitchen staff and Dimbleby House staff** – assembly point in the Key Stage 2 playground. Own appointed Fire Marshalls to take roll-call and liaise with school Fire Marshall to confirm all present.
- **KS2 School staff and pupils** – assembly point at the back of the KS2 playground class teachers to take roll-call and confirm with senior member of staff who then liaises with the Fire Marshall to inform the emergency services.

- **Daycare and Nursery staff and pupils** – exit through nearest available exit and make way to assembly point on the Key Stage 1 Playground. In case of an unsafe passage to the playground, pupils to assemble at Fossdale gate by the shelter.
- **EY/KS1 staff and pupils** – assembly point under the canopy on the KS1 playground.
- **Office Staff (x2)** – bring registers (attending pupils, children signed in / out and visitors) to the playground and support class teachers to confirm all pupils and visitors present; X1 member of staff to inform staff in KS1 / KS2 BUILDING to make them aware and ready to take action if required.

Personal Emergency Evacuation Plan

- X1 pupil supported by CSW who will support the pupil to evacuate the building safely.

Liaison with emergency services:

- Fire Marshalls / Head Teacher / Senior Leaders to liaise with the Emergency Services.
- Fire Marshall to confirm roll-calls with Emergency Services.
- Fire Marshall to confirm power isolation points and location of fire with Emergency Services.

Power isolation:

- KS2 Electric main board in the entrance area of the main entrance.
- KS2 Gas main is in the outside cupboard next to the Kitchen door.
- KS1/EY Electric main board in cupboard in entrance area of KS1 front door.
- KS1/EY Gas main in the outside cupboard next to the hall external door / back of the boiler house.
- A Fire Marshall will turn power sources off, only if safe to do so, or alert emergency services of location accordingly.