



FIRE EVACUATION POLICY

To include Early Years Foundation Stage



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PURPOSE

This policy highlights the procedure in place to safeguard, pupils, staff and visitors at Brackenfield School.

This policy should be read in conjunction with the Health & Safety Policy, the Fire Risk Assessment & the Fire Safety Policy

PROCEDURE

There will be a whole school practice evacuation at least once per term when all persons within the school must go through the following evacuation procedure. These tests will be monitored to check the speed and ease of evacuation and any problems that need addressing.

- In the event of a fire, the alarm should be activated by pressing the nearest break glass switch adjacent to the external doors.
- The Operations Manager or Admin Assitant in the office will ring the Fire Service.
- When alarm sounds children and staff should stop work immediately and children should be silent.
- Teachers will line classes at the class door and evacuate through the appropriate fire exit.
- Any staff not in charge of children will go to the Nursery Department to assist.
- Children and staff will line up in the playground in year groups
- Any adult teaching on the top floor will check that area as they leave
- The Fire Marshall will check the toilets by the staff room as they leave.
- Any peripatetic teacher must take their pupil(s) outside by the nearest exit and hand them over to their year group teacher.
- Children must exit the building by the nearest safest fire exit.
- Registers, Visitors book, Contact numbers and first aid kit will be taken outside by the person in charge of the Office.
- Registers will be handed to class teachers to check.

- Visitors book will be checked by the person in charge of the Office.
- The Caretaker or The Fire Officer/Deputy will open the large gates to allow exit of children and entry of Fire Service.
- Once all registers have been checked, the children will be led to an area of safety in Rutland Close, allowing the playground area to be used by the Fire Service.
- No-one should enter the building following evacuation until the Fire Service has given permission.

FIRE EXIT ROUTES

Nursery Department

- Leave through main white doors to main playground or, in the case of a kitchen fire, through Nursery playground to garden area.

Reception class

- Leave through brown front door to main playground

Year 1

- Leave through brown front door to main playground

Year 2

- Leave through garden door, around building to main playground.

Year 3

- Leave through own side entrance, down the steps to main playground

Years 4/5/6

- Leave using either the main staircase to main doors by reception or if this is blocked, via back staircase to brown front door.

Top floor

- Use the back staircase to the brown front door.

If any of these routes are blocked, lead children to the nearest outside exit avoiding the site of the fire.

- **Silence must be kept at all times.**
- **Act calmly and speak clearly to the children.**
- **Avoid frightening the children.**
- **Do not run or allow any child to run.**
- **Report any missing child to the Headteacher immediately.**

Name of policy Fire Evacuation Policy	Policy reviewed/amended date September 2021 (V1)
Original policy date September 2020	Current version V2
Date of new review September 2022	