



Emergency Evacuation Procedures (12b)

The following routes are to be used UNLESS they are the point of fire/emergency or blocked

F1 Puffins	Through F1 back door into the play area – back gate
F2 Kingfishers/Mallards	Class door OR back door– Pre Prep playground - back gate
Year 1 Cranes	Stairs OR fire escape – F1 play area – back gate
Year 1 Pelicans	Prep playground – main entrance
Year 2 Flamingos	Stairs OR fire escape – Pre-Prep playground - back gate
Year 2 Herons	Stairs OR fire escape – Pre-Prep playground - back gate
Year 3GE	Through garden – main entrance
Year 3SG	Prep playground – main entrance
Year 4JB	Downstairs to Pre Prep playground – back gate
Year 4CSu	Downstairs to Pre Prep playground – back gate
Year 5CS	Toilets 1 st floor – fire escape – main entrance
Year 5NH	Door in classroom to front of school
Year 6HD	Fire escape or stairs – main entrance
Year 6JP	Fire escape or stairs – main entrance
ICT Room	Toilets 1 st floor – fire escape – main entrance
Cookery Room	Prep playground – main entrance
Staff Room	Prep playground – main entrance
School Hall	Through either door – Pre Prep playground – back gate
School Kitchen	Prep Playground – main entrance
Ground Floor Offices	Exit via school office
Quiet Room/Library	Exit via school office
Music Rooms	Stairs down to school office
SENCO/Staff Room	Stairs down to school office

THE CODE FOR THE BACK GATE IS - C/345XZ

ASSEMBLY POINT

F1 Puffins, F2 Kingfishers/Mallards, Y1 Cranes, Y2 Flamingos/Herons, Y4JB/Y4CSu will proceed through the back gate, by the Travellers Friend to the assembly point

In the event of the Traveller's Friend path being blocked, all the above classes must leave via the main gate.

F1/F2 classes line up on the path in front of the Sheila Ferrari Dyslexia Centre and 488 High Road where staff will remain with them until they are allowed back in or are collected.

Pre-Prep and Prep children will proceed in **SILENCE** to the area of grass on the 'island' opposite the school in class lines with staff until they are allowed back in or are collected.

**PLEASE FAMILIARISE YOURSELVES WITH THIS
IN CONJUNCTION WITH THE RELEVANT POLICIES/PROCEDURES**

Reviewed August 2019 NB/GG
Reviewed January 2020 NB
Reviewed September 2020 NB



Procedures

Main School Office – Mrs Aksoy (School Secretary) will make any emergency calls and leave together with Miss O’Donnell, taking pupil contact details and the go-bag, the school ICE mobile phone, all class lists, staff signing in book and the visitors’ register. In the event of only one administrator being present they will take everything necessary that time allows.

Mr N Best – Fire Marshal

Other staff with Fire Warden training – Ms Heath, Mrs Aksoy, Mr Bowers, Mrs Agapiou, Mrs Gleadell, Miss O’Donnell

First Aid/Welfare – Mrs Kane

Lists of first aiders can be found at fixed first aid box sites.

All pupils, staff, visitors and people working here, having exited the premises will proceed to the fire assembly points. The Fire Marshal and Head Teacher will monitor the evacuation from the front of the school.

Area wardens should check that their area is clear, that doors and windows are closed and report to the Fire Marshal on arriving at the assembly point. The first aid bag should be with the School Nurse or, in their absence, a trained first aider.

The Pre-Prep pupils will leave with at least one adult at the front holding the ‘fire lollipop’ and one at the rear of each class.

A staff member will supervise the area alongside the Travellers Friend Public House exit and another will supervise the pupils crossing to the grass island outside the school. Y1-Y6 classes will assemble on the island outside the school with the staff members responsible for their care. Foundation 1 and 2 pupils will line up along the path outside the Sheila Ferrari Dyslexia Centre and 488 High Road.

Class teachers will be given their register by the office staff and immediately account for everyone on it. In the event of a problem, or if someone is unaccounted for, they should inform the Fire Marshal without delay. Office staff will check that all staff, visitors and contractors have left the premises.

The Fire Marshal will remain outside the school to liaise with any emergency service personnel. The Head Teacher will be kept informed of all events as they take place or as soon as is reasonably practicable. Once it has been deemed safe to return to the school premises pupils will be accompanied by the staff and supervised as before.

A report of the incident will be completed by the Fire Marshal and discussed with the Head Teacher/Governors and BBi as appropriate. Feedback forms and a review of procedures will take place following any drill or incident. Drills will be carried out at least once a term. If the evacuation takes longer than 4 minutes it will be repeated. In certain circumstances a drill may be notified to the staff in advance. Normally staff will not have advanced warning. Drills may be notified to appropriate members of the SLT. Drills may also include ‘point of fire’ or a ‘missing person’.

Reviewed August 2019 NB/GG

Reviewed January 2020 NB

Reviewed September 2020 NB