

Leeds and Broomfield CEP School

“... as many hands build a house, so many hearts make a school.”

Emergency Procedures

Evacuation

The Fire Marshal is the Headteacher or his/her deputy on the day.

He/she will head to the assembly point as quick as possible and therefore will only sweep Zone 4 (if it is safe to do so).

On discovering a fire:

- **Adults** should set off the fire alarm at the nearest call point and then follow the procedures below.
- **Children** should tell the nearest adult who should set off the fire alarm at the nearest call point and then follow the procedures below.
- If a fire is discovered in the far mobile then an adult must alert the school by hitting the call point. Pupils will make their way to the assembly point.
- If a fire is discovered in either the Intervention room or PE shed then an adult must alert the school by hitting the call point. Pupils from the sheds will make their way to the school gate. The adult will direct classes away from the assembly point and an alternative assembly point will be set up in front of the church tower.

Evacuation:

1. Primary Level

All staff should ensure the safe evacuation of pupils they are teaching – this is the primary level of ensuring the school is evacuated.

Individuals Actions:

- **Children** should stop what they are doing and follow the instructions given to them by the adults
- If there is no adult present then **children** should leave the building by the nearest fire exit and take the shortest safe routine to the fire assembly point in the playground.
- **Non staff adults** should leave the building by the nearest fire exit and take the shortest safe route to the fire assembly point in the playground.
- **Teachers and TAs** with groups outside the classroom (during lesson times) should guide the group from the building via the nearest exit to the fire assembly point.

Locations:

- In the mobiles classes should leave by the front door unless there is any reason not to.
- In Class 1 the class should leave via the front door taking the key to the inner gate from the hook to the RHS of the door.
- In the library pupils should leave via the white door unless there is a reason not to.
- In Jubilee Castle pupils should move to the inner gate and wait for it to be opened.
- In the hall pupils should leave by the red door.

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2. Secondary Level - The sweep...

On hearing the alarm – children and adults should all stand up and leave quietly by the nearest available exit. The last adult is to shut the door behind them.

All adults and pupils to meet at the main meeting point on the playground in front of the intervention room.

Admin staff to shut all doors upstairs – Headteacher office, admin office and staff room.

3. Third Level

- The third level of ensuring the school is evacuated is the calling of the registers at the assembly point. Should a pupil or staff member be missing the Fire Marshal should be informed so that the fire brigade can be informed when they arrive. No one should return to the building.
- The secretary (or other adult upstairs if the secretary is not upstairs when the alarm sounds) should collect the registers, visitors book and the grab bag (located by the white door). If the secretary is not upstairs she should leave by the nearest fire exit.
- If upstairs is unattended no-one should collect the registers and the Fire Marshal will rely on the first two levels of ensuring the evacuation and the teacher's knowledge of who is in school that day. He/she will, however, inform the fire brigade that Zone 4 has not been swept.

At break time:

- All **children** should stand still and await instructions.
- **Staff** on duty outside should lead the pupils to the assembly point.
- **Non-staff adults** should leave the building by the nearest fire exit and move to the assembly point.
- **Staff** in the building should make their way out of the building by the nearest exit having swept areas they are in when the alarm sounds or that they pass through on the way out.
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During lunch:

- As above, except that pupils in the hall will stop what they are doing and follow instructions.
- Staff will direct pupils out of the red door having swept the toilets.

During Assembly:

- Staff in the hall will lead pupils out via the red door (rear door to playground) leaving last having swept the toilets.
- Other staff will leave by the nearest exit.

During Celebration Assembly:

- The Headteacher, will direct people out of the hall. Pupils will leave by the red door, parents by the front door. Everyone will make for the assembly point. Parents will

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allow the pupils to line up and be checked by the class teachers. The Head will check the toilets and will designate a staff member to check Zone 1 and one to check Zone 3, 5, 6 (and collect the grab bag). No pupil may leave the school until all pupils have been checked regardless of the time. All adults and pupils will be directed to the memorial hall via the fields and lane

- At the memorial hall parents may take their children home so long as the class teacher has sanctioned it. However, parents should not return to the car park until after the fire brigade have arrived and declared it safe to do so.

Before School:

- Staff will leave by the nearest exit sweeping where a zone is on their way out. A staff member from class 1 will go to the gate to turn away any arriving pupils/parents
- Parents/children already in the play ground will be directed to the assembly point. Parents and children will be directed to the memorial hall as below.

After School:

- The most senior member of staff on site will be the Fire Marshall. All pupils outside will be directed to the assembly point by the leader of the afterschool activity.
- Any staff indoors will leave by the nearest exit sweeping any zones they pass through. After the Fire Marshall has established who is present and which zones have been swept s/he will designate an adult to lead the evacuees to the memorial hall via the field (see below)
- The Fire Marshall will direct arriving parents to the memorial hall.

After Gathering at the Assembly Point:

- Once the Fire Marshall is satisfied that he/she knows who has been evacuated and who has not and which zones have been swept and which have not he/she will nominate a senior teacher to lead the evacuees across the field and the cow field turning left up the lane and to the memorial hall. The key to the memorial hall will be in the grab bag.
- On arrival at the assembly point the secretary will call 999 on any occasion that is not a planned drill. Should the secretary not be in then the Fire Marshall will nominate a staff member to call 999. Where a mobile phone is not available then the secretary or nominated alternative will phone from the pub when the pupils are in the memorial hall.
- The Fire Marshall will remain on site to meet the fire brigade.

Document History

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