



## SNAPE EMERGENCY EVACUATION POLICY

*Should fire break out in the school, it will be the responsibility of staff members to:*

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.
- All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

*On hearing the fire alarm the following staff procedures/duties will take place:*

- Classroom Staff/Support Staff
- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff will check children against the register and immediately inform the office manager via radio of any missing children

### **Office Manager:**

- Unless otherwise informed that a fire drill is to take place, the office manager will on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999.
- The emergency pack (including gate key and mobile phone with pupil's numbers) will be taken out along with the registers.
- The school registers will immediately be distributed to the back field assembly point.
- The visitor's signing in books must also be taken out and checked. Any persons missing must be reported to the office manager for the respective assembly point.

### **Headteacher:**

- The Head will monitor the evacuation of the premises from the two assembly points (main playground)
- To enable them to monitor the assembly points, teaching staff will raise the registers up one the air if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform the Office Manager that everybody is present.