

**STANILAND ACADEMY**  
**FIRE AND EVACUATION/ EMERGENCY POLICY**  
**COVID 19 VERSION**

The safe evacuation of the buildings is of primary importance.

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

- raise the alarm,
- evacuate the school,
- check all pupils are out of the building (Pod Registers)
- report the success of the evacuation to the Head of Academy, or Deputy Head in the absence of the Head of Academy.

**Fire procedure for safe evacuation of the building**

- Any pupil observing an outbreak of fire will AT ONCE inform the nearest adult who will immediately sound the fire alarm.
- On hearing the alarm lead adult will supervise the immediate evacuation of their pod by the assigned escape route and proceed to the assembly points.  
It will be the responsibility of the Head of Academy, or the Deputy Head of Academy in the Head's absence, to liaise with the Admin Staff, to call the Fire Service.
- Every door should be closed immediately after the room/area is vacated.
- Movement must be speedy and disciplined to avoid panic. To assist movement, external fire doors should not be clipped back to enable free flow to the playground. NO CHILDREN SHOULD HOLD THE DOORS OPEN.
- Time must not be taken to collect coats or other belongings, however, easily accessible medication such as inhalers, epi pens and insulin must be taken out with the children.
- Anyone in the toilet will leave the building by the nearest route.
- Immediately on arrival at the assembly point, lead adult will check that everyone is present by calling the register or using the headcount method. Any child missing should be reported to the Head of Academy or senior member of staff on duty.

## **Evacuation Duties**

### **Teachers/TAs**

Lead the immediate evacuation of their class by using the safest, nearest route and assemble at the fire evacuation points.

### **Deputy Heads and Head Teacher**

Check the following areas (see notes at the end of the document, stating specific areas and people):

- Staff and pupil toilets
- Staffroom/server room
- Communal areas
- Pupil cloakrooms

### **Admin Staff**

Collect the visitor's book, fire pack (red file), gate keys and alarm keys before evacuation.

### **Admin Manager or delegate (Admin Assistant)**

It will be the duty of the Admin Manager to check that the Fire Service have been called. They will also be responsible for undertaking a roll call and reporting to the fire fighter in charge until the Head of Academy has completed the pupil and staff check.

## **Foundation Stage (FS1 and FS2)**

### **Nursery (FS1) – Pod 1**

Nursery should leave via the Nursery garden, travel along the path behind the Reception classrooms to the KS2 playground where they should line up at the assembly point.

If this route is blocked, then they should leave via the Nursery main entrance, travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point.

If both routes are blocked, then leave the building via hall. Travel through the hall and out of the fire exit doors that lead to the KS2 playground where they should line up at the assembly point.

### **Reception (FS2) – Pods 2 - 4**

Reception should leave via their external classroom doors, travel along the path to the KS2 playground where they should line up at the assembly point.

If this route is blocked, then they should leave via the Reception playground, travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point.

If both routes are blocked, then leave the building via hall. Travel through the hall and out of the fire exit doors that lead to the KS2 playground where they should line up at the assembly point.

### **Years 1 and 2 (KS1) – Pods 8 - 12**

#### **Year 1**

All classes should leave via their external classroom doors and travel along the path to the KS2 playground where they should line up at the assembly point.

If any of the external doors are blocked, then they should leave via the fire exit within the studio hall onto the KS2 playground where they should line up at the assembly point.

#### **Year 2**

All classes should leave via their external classroom doors and line up on the KS2 playground where they should line up at the assembly point.

If any of the external doors are blocked, leave via the fire exit in the corridor or by the fire exit within the studio hall, unless either the Koalas and Polar Bears external doors that lead onto the playground can also be used on the KS2 playground where they should line up at the assembly point.

### **Years 3, 4, 5 and 6 (KS2) – Pods 5 - 7**

#### **Year 3 - Leopards**

Leopards should leave via their internal classroom doors and proceed down the ramp to the KS2 playground where they should line up at the assembly point.

If the internal route is blocked, then use their external classroom doors onto the Reception playground, travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point.

#### **Year 3 - Panthers and Tigers**

Panthers and Tigers should leave via their external classroom doors onto the Reception playground, travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point.

#### **Year 4 - Zebras – Key Worker Pod 3**

Zebras should leave via their external classroom doors onto the Reception playground, travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point.

### **Year 6 – Falcons – not in use**

Falcons should leave via their internal classroom doors and walk towards the Kestrels classroom, then leave the Kestrels class via their external classroom doors onto the KS2 playground where they should line up at the assembly point.

### **Year 4 - Kangaroos and Meerkats, Year 5 & Year 6 – Pods 13 – 18 and Key Worker Pods 1 and 2**

All classes should leave via their external classroom doors onto the KS2 playground where they should line up at the assembly point.

### **Additional Notes:**

- Teachers to take their fire register/number tally with them that should be visible near the external fire exit, and anyone different taking your class should be made aware of this, when they hear the alarm. A member of the Admin Team will travel around with the Fire Drill Sheets.
- If staff do not have a register, they should be using the “headcount” method and use the classroom daily ‘count’ list to check to see if a child is missing.
- Any staff who may be working on the field are to meet on the KS2 playground at the assembly point.
- Last person to leave any room shuts the door.
- If there is child or a member of staff missing, inform the senior member of staff present, in most cases this will be the Head of Academy that will ask if all are present. In the absence of the Head of Academy this will be the Admin Manger or Deputy Head.
- Please can teachers discuss the above procedures with the class and remind them to leave via the nearest exit if they are in the toilet, and not to collect belongings or tackle any fire.

### **Lunch Time**

At lunch time, the staff on duty will line the children up on the KS2 playground at the assembly point and the teachers will join them on the playground. However, the teachers and teaching assistants will know how many children should be present. Staff must remember to change the information on the fire register if children go home for any reason.

If children are in the hall, the fire exits will be used in order to gain access to the KS2 playground where they will find their class line at the assembly point in preparation for the head count/register.

If the children are playing on the Reception/ KS1 playground, they will travel along the bowling green path towards the gate, along the public footpath and back into school via the KS2 entrance gate (past the car park) in order to line up on the KS2 playground where they should line up at the assembly point in preparation for the head count/register.

If the alarm does sound at lunch time, extra KS1 staff will join duty staff to ensure the short journey across the public path is safe and secure.

### **Before & After School – no clubs**

Depending on club location and staff location, the normal fire evacuation procedures that are stated above will be actioned. Kids club and Breakfast Club will follow the procedure according to the part of the building they are working in. All staff and children to be accounted for on the KS2 playground at the assembly point.

### **Sweeping Roles**

- Head of Academy – general oversight – FS/KS1/KS2/Staff
- Jane Welbourn – ensure gate is unlocked on the playground near bike sheds and the car park
- Owls teacher (Pod 14) – sweep 5/6 classes and boys' toilets
- Giraffe's teacher (Pod 18) (KS2) – sweep girls' toilets, PPA room and ICT suite
- Deputy Head (PK or KE (if not teaching)) to sweep the library, stairs and staffroom
- Kangaroos teacher (Key Worker Pod 2) to sweep Meerkats (Key Worker Pod 1) and Year 4 toilets
- Leopards (Pod 5) teacher to sweep Year 1 intervention room near the hall and disabled toilet
- Turtles (Pod 4) teacher to sweep foundation unit, toilets, link room and Nursery
- Head teacher to sweep Connect teaching room and toilet
- Seals (Pod 9) teacher to sweep the hall and studio hall
- Koalas teacher (Pod 12) to sweep KS1 toilets and intervention rooms
- Sue Gill (kitchen) to sweep kitchen
- Panthers (Pod 7) teacher to sweep all Year 3 classrooms, Year 3 toilets and intervention room
- Admin Manager – call 999, account for admin staff & visitors and roll call numbers.
- Admin Support – sweep entrance area, office and Headteacher's office (Act as Admin Manager if she is absent or unavailable)

Designated Fire Marshalls to ensure routes are followed and the policy is adhered to. They must also take an active role in ensuring that the building is checked thoroughly after evacuations.

**Under no circumstances should anyone return into the building without the Head of Academy's or Admin Manager's permission. In the absence of the Head of Academy or Admin Manager the Deputy Head will make the decision. No-one will give the all clear until the fire services deem it safe to enter.**

Notes: Panthers (Pod 7), Leopards (Pod 5), Tigers (Pod 6), Zebras (Key Worker Pod 3), FS classrooms (Pods 1 - 4) and the offices have a gate key, on a hook, high next to their classroom fire door to take to open the gate.

Please ensure that children lining up at the assembly point do so in their pods.

Depending upon the location of a fire, once the register has been taken children and staff may be asked to take their lines further down the field or face away from the building.

Staff that are not assigned to a class e.g. Kitchen staff are to wait near the story garden area for a staff register. Sue will account for Kitchen Members.

Any other visitors to school will be required to stand at the assembly point near the KS2 playground and not next to the building.

### **Admin Team**

- Admin team will have the fire lists, visitor books, daily staff register and mini-bus keys ready for an evacuation.
- Admin Manager will remain near the front of the school in the first instance and Miss Favell/ Mr Lowe will issue fire lists.
- To inform any site visitors that they must sign in and in the event of a fire they must stand at the assembly point on the KS2 playground.