



Kings Avenue Primary School Fire Procedures and Evacuation Procedures

Agreed by Governing Body: September 2023

Due for review: September 2024

Agreed by Governing Body:

Signed:
(Chair of Governors)

GENERAL INSTRUCTIONS

RAISING THE ALARM

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:

Head of School and SLT

- The Head of School and SLT will monitor the evacuation of the premises from the two assembly points (front playground and back playground)
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head of School or SLT will inform the Business Manager that everyone is present.

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 fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher.

Administrative Staff

- When a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately print of the registers from the fire drill. However, on a daily basis the pupil attendance should be printed by 9.15am and staff attendance by 9.00am.
- The school registers will immediately be distributed to the assembly points on the front playground and rear play ground
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Premises Officer

The Premises Officer will check the areas allocated to him/her and will liaise with **Head of School** to ensure that the buildings are completely evacuated and, where possible, all **doors and windows** are closed.

The Premised Officer will follow instructions as directed by the **Head teacher, School Business Manager and Senior Fire Officer.**

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point in the car park
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Head of School, School Business Manager, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Head of School, School Business Manager, in the case of a fire drill or Fire Officers, in the case of a fire.

Registers

- **Office-staff & Assist Head** distribute the registers:
- **KA - Nursery, Reception, Year 1, 2 & 3 classes** in the Early Years/KS1 playground;
- **KA - Year 4 – 6 classes** in the back KS2 Playground by stage
- **IQRA – Year 1 – 6 classes** in the back KS2 Playground by Keep fit equipment
- **IQRA – Nursery & Reception** in the ball court
- **All Children need to wait quietly in their lines.**
- **Class Teachers** take a quick head count against the number of pupils registered that day. Following this, **teachers must take a roll call of the names on the register. Calling the children by name.**
- **The children must respond:**
Yes, Ms, Miss, Mrs, Mr or Name
- At the same time, the **Office Staff** check the Adult Registers and Visitor's Book.
- **Staff** taking registers must report any absences to their responsible **SLT** who then informs the **Head of School** immediately.
- If all pupils and adults are present, **Teachers and Office Staff** will hold up the register for collection.

All classes must move quietly in an orderly and disciplined manner at all times throughout the evacuation!

Any **Pupil** out of class and in another part of the building should exit by the nearest fire exit and join their class in the playground.

Split Classes and children from **another class** should stay with the **receiving class** until the evacuation is complete and alternative arrangements have been made.

ASSEMBLY POINTS – KINGS AVENUE

1. Key Stage 1 & Early Years & Yr3 – KS1 Playground
2. Key Stage 2 (Yr4, Yr5, Yr6) – KS2 Playground by stage
3. Main Office & Visitors – Main Concourse
4. Kitchen – Delivery Access Area/Car Park

ASSEMBLY POINTS – IQRA PRIMARY

1. KS2 (Yrs1 to Yr6) Playground by keep fit equipment
2. Nursery & Reception – Ball Court

FIRE MARSHALLS FOR KINGS AVENUE

Edison David	Executive Head Teacher	
Joy Clarke	Head of School	hall/music room/ict room/main kitchen/staff room
Rebecca Stephenson	School Improvement Lead	take registers to back playground (feedback to Joy & Anupa)
Anupa Shah	School Business Manager	Await call and instructions from Fire Brigade and await all clear from SLT
Alain Jackdeo	Premises Officer	Check Iqra corridors/toilets & with Iqra Fire Marshalls
Arlinda Qamili	Teaching Assistant	KS1 corridors/toilets/library
Myra Brown	HLTA	KS2 corridors/toilets

FIRE MARSHALLS FOR IQRA PRIMARY

Razia Khanom	Office Manager	Ground Floor
Hamida Cassim	Deputy Head	First floor to first set of stairs

People with Mobility Problems

Any person unable to evacuate the building via the stairs due to mobility problems should remain and wait in a safe area for the fire brigade; this might be injured or disabled persons.

The Fire Marshalls will make the fire controller aware of any person still in the building because of injury or mobility problems. The fire controller will immediately inform the fire brigade and they can take the necessary action.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually.

Evacuation of KS1 & KS2 Classrooms – Year 1 to Year 6

On hearing the alarm, **all classes** stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the nearest classroom fire exit door.

The **Teacher** then leads the **class** out, **quietly**, to the playground – taking the **class**, any **split class children** and **first aid bag** with them.

KA - Year 1, 2 & 3 classes line up **quietly** on the far side of the KS1 playground opposite the classrooms.

KA - Year 4, 5 & 6 classes go into the KS2 playground, by the stage area

IQRA - Years 1 to 3 classes go down main stairs into KS2 playground by keep fit equipment.

IQRA – Years 4 to 6 classes go down middle stairs into KS2 playground by keep fit equipment.

IQRA – Nursery & Reception go through outside doors and line up in ball court.

Children in wheelchairs must not use the lift but can be evacuated through the IQRA Year 1 & 2 classrooms onto the balcony/veranda and await instructions.

Support Staff, where possible, make sure all doors and windows are closed when the room is totally evacuated.

KA & IQRA children in wheelchairs or with limited movement can be evacuated through any Reception or Year 1 classroom, or through the Small Hall and the meeting room to the ramp provided.

KINGS AVENUE - Evacuation of Nursery & Reception

On hearing the alarm, **all groups** stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the nearest fire exit doors to the Early Years/KS1 Playground

The **Teacher** then leads the **class** out, **quietly**, to the playground – taking the **class**, any **split class children** and inhaler box with them.

Nursery & Reception Classes line up **quietly** on the far side of the Early Years/KS 1 playground opposite the classrooms.

Support Staff make sure all toilets are empty and, where possible, all doors and windows are closed when the room is totally evacuated.

Children in wheelchairs or with limited movement can be evacuated through fire exit doors.

KINGS AVENUE - Evacuation of Large Hall:

1. On hearing the alarm, **all classes** stop work immediately.
2. On the **Teacher's** instructions, the **Children put their shoes on (if required) and the class line up quietly** in an orderly fashion,
3. The **Teacher** then leads the **class** out, **quietly** - taking the **class** and **first aid bag** with them, through either the:

Exit doors nearest to the Year 1 corridor, through the classroom and into the playground

Exit doors nearest to the corridor serving hatch, then along the corridor and go out through the main entrance by Reception into the front playgrounds

In the case of a PE lesson the first priority must be to evacuate the children safely!

When more than **one class** is in the Hall, **classes** should be directed to specific exits to ease any congestion:

Route 1

Through the Exit doors nearest to the corridor serving hatch, then along the corridor and go out through the main entrance by Reception into the front playgrounds.

Route 2

Through the Exit doors nearest to the Year 1 corridor, through the classroom into the front playgrounds.

Route 3

Through the Exit doors by the Music Room and follow the corridor down to the Reception classrooms and then out through a Reception classroom into the front playgrounds.

KINGS AVENUE & IQRA - In the case of the Hall being used as a Dining Room

On hearing the alarm, **all children, immediately, stop what they are doing and listen!**

The **Adult** then leads their **group** out, **quietly**, by using one of the following designated routes:

KINGS AVENUE – Follow the large hall evacuation plan

IQRA – Follow the small hall evacuation plan

KINGS AVENUE - Evacuation of the Music Room and ICT Room

On hearing the alarm, **all classes**, stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the classroom door nearest the Reception classes.

Then the **Teacher** leads the **class** out, **quietly**, into the corridor and through a Reception classroom, onto the front playgrounds – taking the **class** and inhaler box with them.

1. **Support Staff**, where possible, make sure all windows and doors are closed when the room is totally evacuated.

KINGS AVENUE - Evacuation of the Enclosed Courtyard

1. On hearing the alarm, all **classes**, stop work immediately.
2. On the **Teacher's** instructions, the **class** lines up **quietly** in an orderly fashion, **in silence**, at the door nearest to the Reception corridor.
3. Then the **Teacher** leads the **class** out into the corridor and through a Reception classroom, **quietly**, onto the front playgrounds – taking the **class** and the inhaler box with them.
4. **Support Staff** make sure the doors are closed when the Courtyard is totally evacuated.

KINGS AVENUE - Evacuation of Sensory Room & PPA Room

On hearing the alarm, **all children**, stop work immediately.

On the **Teacher's/Responsible Adult's** instructions, they are guided in an orderly fashion, **quietly**, to the exit door.

The **Teacher /Responsible Adult** then leads the **group**, taking the inhaler box with them along either corridor to the Nursery or Reception classrooms and through any classroom to the Early Years/KS1 Playground.

Support Staff make sure all equipment is turned off and the door closed.

KINGS AVENUE - Evacuation of Staff Room

On hearing the alarm, the staff should leave immediately through the nearest exit point and if possible immediately join their class.

Staff should ensure all equipment is turned off and the door closed.

IQRA - Evacuation of Small Hall:

On hearing the alarm, **all classes** stop work immediately.

1. On the **Teacher's** instructions, the **Children put their shoes on (if required) and the class** line up in an orderly fashion, **in silence**.
2. The **Teacher** then leads the **class** out, **quietly** - taking the **class** and **first aid bag** with them, through either through the:

Meeting Room and out onto the concourse or

When more than **one class** is in the Hall, **classes** should be directed to specific exits to ease any congestion:

Route 1

Through the Meeting Room and out onto the concourse;

Route 2

Through Exit doors opposite the KA Staffroom, turns left, and go out through the main entrance by Reception onto the concourse.

Route 3

Through the Exit doors into the Corridor leading to Year 3 and out through Library or any other classroom into the KS1 playground.

In the case of a PE Lesson the first priority must be to evacuate the children safely.

IQRA - Evacuation of Staff Room

On hearing the alarm, the staff should leave immediately down the middle stairs and into the KS2 Playground by the keep fit equipment.

Staff should ensure all equipment is turned off and the door closed.

Fire Protection Measures

- Know where the break glasses are located within your area
- Smoke and Heat Detectors are serviced regularly
- Know your escape routes and fire exits
- Know where your Firefighting equipment is located

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.