



FIRE AND EMERGENCY EVACUATION POLICY

Mission Statement

Our school is proud to be part of the Roman Catholic Church in the parish of St Joseph's. Our mission is to serve God, uphold the worth and dignity of every person and enable them to develop their talents. Everything we do is rooted in the values of the Gospel, as we seek to deepen faith, strengthen hope and grow in love in a respectful, safe and happy environment.

OVERVIEW

This policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in safe places.

INTENT

1. To keep the learners and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

IMPLEMENTATION

1. The first person to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Headteacher, senior staff or school office staff.
3. At the sound of the alarm all staff responsible for children will escort them quickly in an orderly manner from the building to the agreed assembly point or designated place of safety.
4. Staff will take their registers with them. If the registers are being kept at the school office, office staff will distribute them at the assembly points
5. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
6. Once rooms are empty doors should be closed to prevent the spread of fire.
7. If there is danger from an intruder in the grounds or building, who has intent to harm, the alarm will be given and teachers and other adults will use 'lock down' procedures to secure the building and teaching areas. Children and staff will take cover in the safest part of the teaching area until the 'all is safe' is given.
8. Once children are safe class registers will be taken to ensure that all children are accounted for.
9. Office staff will take the emergency contact lists to the assembly points in case registers have been lost.
10. The headteacher must be informed immediately if a child or member of staff cannot be accounted for.

11. During an evacuation, the headteacher and senior staff will check toilets and other areas to ensure that children have not been left behind.
12. No one must return to the building once it has been evacuated without the headteacher's permission.
13. The headteacher will inform staff when it is safe to return to the building or when a 'lock down' is ended.

IMPACT

All will be safely and quickly evacuated during an emergency or kept safe during a lockdown. Staff and pupils will practise these procedures so that in the event of an alarm the procedures will be known by all and there will be no panic.