



WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL

Learning and growing together within the love of God

FIRE AND EMERGENCY EVACUATION PROCEDURES SEPTEMBER 2017

The following procedures must be followed in the event of an emergency requiring the evacuation of the school building.

- The fire alarm is activated by smashing the glass cover. The school immediately evacuates via the nearest exit and assembles in classes facing the hedge at the far side of the playground.
- The person discovering the fire or determining that the building should be evacuated activates the fire alarm – a continuous ringing tone.
- On hearing the fire alarm, classes will leave the building in single file, in silence and walking. The class teacher will lead with TAs/support staff bringing up the rear to ensure all children are evacuated. All doors to be closed and toilets/cloakrooms checked by a Fire Warden.
- Children will assemble on the playground, opposite the school building, in register class groups, adjacent to the hedge. TAs assigned to the class at the time of the evacuation will assist the class teacher in maintaining a calm and orderly class line.
- Adults situated in locations other than classrooms will evacuate the building via the nearest exit, taking any children who are not in their classes with them. Those children will join their class group once on the playground.
- On hearing the fire alarm, the office Admin/Clerical Assistant will immediately retrieve the gate key from the key cupboard and go outside via the main entrance to unlock the *playground gates*.
- The Head Teachers P.A will bring the class registers.
- The Head Teachers P.A will print and bring out a list of staff and visitors who are signed in.
- A Family Worker will bring the visitor signing in book from the family room.
- Registers will be distributed and class teachers will check the class role for that day. Any missing children will be reported to the HT immediately.
- Once the registers have been checked they must immediately be returned to the Office Manager.
- The Bursar/Head Teachers P.A will check the staff and Visitors signing in sheet to ensure all adults are present on the playground.
- In the absence of the HT or DHT, the designated person in charge must carry a mobile phone with them at all times during the day.
- The HT/DHT/Person in Charge will call the fire brigade if the evacuation is not a drill. They will also call the Site Agent if he is not on duty. Crawley Green Infant School and Crawley Green and Wenlock Pre School will also be informed. If necessary the LA and Chair of Governors will be called and informed of the emergency.

- In the event of an evacuation being necessary at lunchtime, class teachers will assume responsibility for their classes when on the playground. In the event of a class teacher being off site the SMDS will allocate a MDS to call the register.
- Children will be ushered out of the dinner hall by the MDS and instructed to line up in class groups as above. Children who are on the field/playground will be instructed to line up in their class groups as above.
- Once the emergency is deemed over classes will be led back into school to resume lessons. In the event of it being lunchtime children who were in the hall eating will return to finish their lunch. Lunchtime may need to be extended to ensure all pupils can have their lunch.

At Wenlock C of E Junior School we give regular thought to how values can be used to support the child as a reflective learner and promote equality through quality teaching and learning. The school recognises and values all individuals no matter what their ethnicity, gender, disability and special educational need and social background.

Reviewed: September 2017

Due to be reviewed: September 2018