

Policy: Emergency Evacuation - Fire

Policy Statement

In the event of a fire the staff will ensure as soon as possible all buildings are cleared and that the school assembles in the correct area(s).

Procedural Guidelines

The signal for the evacuation of the school in the event of a fire is a continuous ringing of the bell.

Staff members are responsible for the safe evacuation of their class to the designated assembly area at the end of the court.

Block wardens will ensure their designated area is completely clear of staff and students. They will report to the Admin staff at the Emergency Assembly Point on the court.

Admin staff will notify the Chief Marshall (the Principal or, in her absence, the delegated person) when all reports have been received. The Principal will ensure the Fire Service has been notified per 111 call. She/he will liaise with the Fire Service on their arrival.

The School will be dismissed only after the Fire Service has given the Chief Marshall (the Principal or, in his absence, the delegated person) the all clear.

Each room will contain clear details for the safe emergency evacuation of the school. All detailed procedures for the emergency evacuation of the school are contained in the evacuation documents located in the Principal's office.

Staff members and students are made aware of Emergency Procedures through training in Term 1 of each year.

Specific Procedural Guidelines

When an instruction to evacuate is given:

- All talking stops.
- Stand, put chairs under tables.
- If near open windows or open internal doors, close them.
- Walk (DO NOT RUN) in line through the nearest door. Take nothing with you.
- Last person out to close the door.
- Walk in an orderly fashion without talking, to the assembly area.
- Line up at the assembly area
- Wait there silently until given further instructions.

Teachers:

- (a) Take your class roll on a clipboard with you and check that all students present that day are accounted for. When the register has been checked report to the Chief Warden.
- (b) Do not re-enter the building: if a student is missing report that to the Chief Warden.
- (c) Check the area you are near, toilets etc. so ensure everyone is out of the building
- (d) Do not attempt any fire-fighting or similar action until all students have been accounted for and you have the Chief Warden's agreement.

Administrator:

Dial 111 for appropriate service and check Admin Block, staff toilets and student toilets close to the admin block as instructed by the Chief Warden.

Drill

Evacuation drill is to be held at least once per term.

In the event of a fire the staff will ensure as soon as possible all buildings are cleared and that the school assembles in the correct area(s).

Review schedule: Triennially

ADOPTED BY BOARD OF TRUSTEES

Date	12 th September 2017	Chairperson	R Thornton (Acting)
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Reviewed	Date	14 th November 2017	Chairperson	R Thornton
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