



Buttsgrove Way
Huntingdon
PE29 1PE

Headteacher: Mr D Jones
www.thongsleyfields.org

Thongsley Fields Primary & Nursery School

Fire Evacuation Procedures

Safeguarding

Version: 2

Reviewed: September 2021

Approved: Full Governing Body

Date: Autumn 2021



Attendance Records

Class Teachers are responsible for ensuring that the class register is recorded accurately by the following times:

- 9.00am – all classes
- 12.15pm – Little Acorns (afternoon session for Nursery children)
- 1.30pm – all classes except Maple, Oak & Pine
- 1.45pm – Maple, Oak & Pine

Class Teachers are responsible for noting the total number of children present following completion of the attendance register and the names of any children absent.

After registers have closed, late arrivals have been processed and First Day Calling is complete, the office will print copies of the fire register and delivery to each class. A master copy of all classes is also placed next to the main office internal door.

Staff

School staff, regular visitors and volunteers are responsible for signing in and out using the electronic sign-in system and stay up to date with relevant information about fire evacuation procedures.

Staff are expected to wear their blue lanyard at all times be aware that visitors may require additional guidance in the event of an evacuation or other emergency situation.

Visitors

The school office is responsible for ensuring that ALL visitors are recorded correctly using the electronic sign-in system and receive relevant information about fire evacuation procedures.

Visitors are expected to wear a yellow (DBS details recorded in school) or red (no DBS recorded) lanyard at all times. **School staff should be aware that visitors may require additional guidance in the event of an evacuation or other emergency situation.**

Communication

The following members of staff will carry and use a radio to aid effective communication across the school site:

- Headteacher
- Deputy Headteacher
- Inclusion Lead
- Phase Leads (*Nursery, Reception & KS1 and KS2*)
- Office Manager
- Caretaker

Evacuation Routes

All staff should be aware of their nearest fire exit in their normal classroom areas as well as other areas of the school. Fire evacuation signs and plans are in place in all areas of the school. All staff should take time to familiarise themselves with appropriate fire escape routes.

On hearing the fire alarm...

Exit the building via the nearest signed Fire Exit:

- Class Teachers are responsible for supervising their own class where possible.
- Teaching Assistants should check toilets and communal areas in the immediate vicinity where safe to do so.

Assembly points:

- Community Rooms (The Hive & Bluebell)
- Nurture (The Nest) & Courtyard
- Front entrance
- Main school office
- School kitchen

Hard Standing

Exit the building and walk up the footpath towards the main school entrance gates on Buttsgrove Way.

- Early Years classes
- Key Stage 1 classes
- Inclusion & Deputy's office
- Small hall
- Link

Key Stage 1 Playground

Exit the building and line up in classes facing away from the building.

- All Key Stage 2 classes
- Library
- Staff Room
- Large Hall

Lower Key Stage 2 Playground

Exit the building and line up in classes facing away from the building.

Registers

- **Class Teachers** are responsible for counting their children and immediately notifying the Phase Lead at the assembly point of any children presumed missing.
 - A full register should then be taken following an initial count.
- **Phase Leads**, after checking their own classes, are responsible for checking that all children and Teaching Assistants, students, volunteers, etc. are present at the relevant Assembly Point and confirming with the Office Manager & Headteacher via radio.
- The **Office Manager** is responsible for ensuring the safe exit of admin, kitchen, site staff, visitors and other users of the Community Rooms, Nest and Courtyard areas and confirming with the Headteacher via radio.

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- Staff and visitor sign-in records are used to ensure all staff & visitors are accounted for.

**All doors and padlocks use the same code,
changed termly and communicated to all staff by email.**

Roles & Responsibilities

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

- Raise the alarm using the nearest break glass
- Evacuate the school
- Check all pupils, staff and visitors are out of the building.

On hearing the fire alarm the following procedures will take place:

Teachers & Teaching Assistants

- The person responsible for each class, group or individual pupils will lead those children through the nearest fire exit.
- **Phase Leads** (and other members of the Leadership Team) will ensure they are carrying their assigned radios and mobile phone.
- Children **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
 - Children **MUST** wear shoes at all times except when in the hall for indoor PE sessions for example. At these times, suitable footwear should be stored neatly at the side of the hall to facilitate easy access **PROVIDING SAFE EXIT FROM THE BUILDING IS NOT DELAYED.**
- Children must be evacuated to the nearest assembly point and lined in class groups
- **Class Teachers** are responsible for counting their children and immediately notifying the Phase Lead at the assembly point of any children presumed missing.
- **Phase Leads** after checking their own classes, are responsible for checking that all children and Teaching Assistants, students, volunteers, etc. are present at the relevant Assembly Point and confirming with the Office Manager & Headteacher via radio.
- **Any staff** who have children in a different location to their normal assembly point must notify the relevant Phase Lead via radio.
- **Class Teachers** will raise their hand to signify all persons are present (following a full register check).

Administrative Staff

- The **Office Manager**, on hearing the alarm, will immediately check the fire panel in the front entrance to ascertain the location of the suspected fire and liaise with the Headteacher via radio.
- If an emergency is confirmed, the **Office Manager** will contact the Fire Brigade without delay by dialling 999.
- The **Office Manager** is responsible for ensuring the safe exit of admin, kitchen, site staff, visitors and other users of the Community Rooms, Nurture and Courtyard areas and confirming with the Headteacher via radio.

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- Staff and visitor sign in records are used to ensure all staff & visitors are accounted for.
- Any missing persons must be reported to the Headteacher without delay.

Headteacher

- The **Headteacher**, in conjunction with Phase Leads, will monitor the evacuation of the premises from one of the three assembly points
- When the headcount has been completed, the **Headteacher** will inform the Office Manager by radio that everyone has been accounted for.

Caretaker

- The caretaker, if on site, will monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises. If the caretaker is not available, the **Office Manager** will allocate a member of the office team to monitor the main school entrance.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so.
- Ensure all fire shutters are closed if safe to do so.
- Evacuate the building via the most appropriate route
- Close doors and windows on leaving the building
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by the Headteacher

Nobody may re-enter the building until given the all clear by the Headteacher in the case of a fire drill or Fire Officers in the case of a confirmed emergency.

Further Evacuation

Further evacuation from the Key Stage 2 playground and field is possible via the north service gate into the staff car park or the rear pedestrian gate at the southern side of the site, towards Thongsley and Hartford Junior School.

From the Key Stage 1 playground, further evacuation is possible out of the rear Key Stage 1 pedestrian gate at the southern side of the site, towards Thongsley and Hartford Junior School.

From the Hard Standing, further evacuation is possible out of the main school entrance onto Buttsgrove Way or the pedestrian entrance onto Coneygear Road.

All further evacuation routes enable the entire school community to regroup together in a number of locations depending on the individual circumstances of each emergency. **The Headteacher will coordinate and communicate appropriate instructions to Phase Leads via radio if it is deemed necessary for further evacuation.**

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Possible alternative evacuation locations include:

- The Coneygear Community Centre
- Hartford Junior & Infant Schools

Emergency Systems and Equipment

The school is equipped with a complete Fire Warning System, which consists of:

- Bells, 'break glass' and smoke detector units situated throughout the buildings and tested regularly according to a schedule of works.
- The main fire alarm panel situated to the left of the main entrance doors and serviced annually.
- Personal 2-way radios carried by members of the Leadership Team and other key personnel at higher risk times of the day or activities e.g. lunchtime and during Forest School sessions.
- Regular (e.g. termly) fire evacuation practises or drills carried out, including the simulation of non-regular events or times when children and adults are not in their usual locations.

The school has a number of planned escape routes depending on location.

- All areas have marked escape routes towards the most appropriate assembly points. If necessary, pupils and staff can further be evacuated from the site.
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and fully serviced as determined by a schedule of works.

There are a variety of fire extinguishers e.g. CO₂, water and foam available throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Due to the nature of the school site, there are three assembly points:

- Hard Standing towards the main school entrance gates
- Key Stage 1 Playground area
- Lower Key Stage 2 Playground area

Fire risk assessments are reviewed annually or sooner if required.

Personal Emergency Evacuation Plans (PEEP) are devised as required to ensure the safe means of escape for any person with a disability. Plans are made in consultation with all necessary staff, the person concerned and their parents where appropriate.

**It cannot be over emphasised that
the main aim is to ensure everyone reaches a place of safety.**

Extinguishing a fire is secondary to this.