

Three Lane Ends Academy



Fire Evacuation Procedure

Once the fire alarm signs everyone **MUST** leave the building and not return to collect any possessions until instructed to do so by the Headteacher/Deputy or nominated person.

Ensure that you leave the building even if it is a fire practice and ensure all visitors leave the building also. The Paxton locks will automatically release.

Do not try to fight a fire only use fire-fighting equipment for personal protection.

Senior Fire Marshall – Claire Easton

Fire Marshalls – Mandy Mattison, Jacqueline Ingle, Stephen Reynolds, Libby Holmes, Erin Buckley, Ben Gwynne
Hi Viz jackets to be worn in the event of a fire

In the event of a fire alarm whilst **children are in class** the following procedure to take place:-

Class	Comment
Nursery/Reception	<ul style="list-style-type: none">• Leave via the fire door in the unit• Member of staff to take key for gates• Gather children together and walk calmly to the playground and line up• SEN TA's to take responsibility for their children and adhere to PEEP information.• Head of unit to check toilets, cloaks, kitchen etc on way out.• Take check sheet from door on the way out• Report to office staff immediately once check sheet completed
Year 1 – Year 2 area fire exit door Year 2 – fire exit to rooms Year 3/4 – leave by doors in their classrooms Year 5 – Fire exit opposite Year 5 Year 5 – Fire Exit in classroom Year 6 – fire exit opposite 5/6 Staff using intervention spaces please ensure children are escorted to the nearest fire exit and meet class on playground for roll call. If your door is blocked make way to the next nearest exit.	<ul style="list-style-type: none">• Leave via the nearest fire exit to get to rear of building. Do not exit via front of school.• Phase leaders to check toilets/cloaks/other rooms closing all doors on the way out.• Member of staff to take gate key• SEN TA's to take responsibility for their children and adhere to PEEP information.• Line up on the playground and await register from office staff
Office staff, HT, DHT, SBM	<ul style="list-style-type: none">• Headteacher/SBM to contact fire service informing them of location of fire if known. Fire panel to be checked.

	<ul style="list-style-type: none"> • LS/CE to call kitchen to inform them fire alarm taking place. • Leave front entrance fire exit collecting registers/signing in books gate key. Fire bag. • Open side gate to playground to get on playground safely. • Check time, make way to playground. • Admin to deliver class registers/check staff have collected check sheet to teacher, who once checked raise in air to indicate everyone present or indicate missing children/staff. • CE/MM check visitor book indicate if anyone missing. • JI to exit after checking sensory room, library toilets • MM/CE to check all registers completed and any issues reported to Headteacher/Deputy/Assistant immediately. • Headteacher/Deputy to give instruction when safe to return to school building. • (in the event of JI/CE/LS/MM not been available MM/JI/CE/LS to cover role)
Kitchen	<p>Once Kitchen have received the call/hear alarm</p> <ul style="list-style-type: none"> • Collect sign in sheet • Cut off gas/electric if safe • Leave the building checking toilets/office on way out • Line up on playground • Inform headteacher/SBM if anyone is missing immediately • Await all clear before reentering the building.
Visitors	All visitors are to exit the building and line up in front of the dining hall. Information to be passed to new visitors to site from reception staff and also included on the visitor badges as information.
Students/Cover staff	<ul style="list-style-type: none"> • Staff to line up with the class they are working with.

Please close classroom door as you leave the building to prevent fire spreading.

In the event of a fire alarm whilst children are in the Dining Hall the following procedure to take place:-

All children/staff/visitors	<ul style="list-style-type: none"> • Exit through dining hall fire exit walk on to playground supervised by lunch time supervisors. • Line up await registers from admin staff. • Teaching staff to check toilets on way out of school following normal procedure • Admin staff to follow normal procedure.
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In the event of a fire alarm whilst children are in the Hall the following procedure to take place:-

All children/staff/visitors	<ul style="list-style-type: none"> • Leave via fire exit to rear of hall and make way up onto school playground • Follow normal exit procedures • Line up and await registers. • Admin staff to follow normal procedure.
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In the event of a fire alarm whilst **children are on the playground (playtime/lunch/PE)** the following procedure to take place:-

All children/staff/visitors	<ul style="list-style-type: none">• Children to line up.• All staff to make their way out of building checking toilets and cloakrooms and closing doors on way out.• Await registers from admin staff.• Admin to follow normal procedure
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In the event of a fire detection by **Kitchen Alarm** the following procedure to take place:-

All children/staff/visitors	<ul style="list-style-type: none">• Kitchen staff evacuate immediately collecting a mobile phone on the way out. Following their normal procedure• Call school reception/send member of staff directly to school reception• School Admin to sound alarm and follow normal fire procedure
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Once the fire alarm has been silenced and that it has been announced it is safe to return to the building. Classes will return via the exits they left the building. Nursery will enter the building first, followed by reception children other year groups will then follow.

The fire exit will then be recorded in the fire book by the school business manager or in her absence the admin staff.