



Avimore Primary School/ELC Fire Evacuation Policy



The following sequence of actions should take place when a fire is detected:

- 1) **Raise the alarm.**
- 2) **When the alarm sounds, the fire station will be contacted automatically.**
- 3) **A confirmation call will be made by a member of the Highlife Highland team.**
- 4) **Evacuation of premises via nearest safest exit point:**

	Location	Nearest Exit Point
1	Classrooms	Classroom exit
2	Shared Area	Children in this area go to the nearest classroom and exit with that class
3	Toilets/changing rooms	Exit to right – then join the nearest class/group
4	ASN base	ASN garden
5	Hall	Through the community side hall doors and leave via the community garden door or through front door if safe to do so.
6	Office	Door by medical room
7	Library	Front entrance
8	Staff room	End of corridor exit to the right of the staff room
9	Main Kitchen	The back door – from hall – Cook in charge to assemble and roll call all kitchen staff
10	Pupil support	Exit via doors directly opposite – passing the pupil toilets
11	FM office	FM office
12	Nursery	Classroom doors. One member of staff to check toilets.
	Break/Lunchtime	Staff in playground should direct children towards gate. Staff in lunch hall evacuate children as above and take register lists from door in case of teaching staff being out of the building.

Evacuation of premises:

On hearing the alarm pupils will walk to the fire exit in a quiet, orderly manner and make a line. When instructed by the member of staff they will exit the building.

The teacher will collect their fire pack, which is located by the fire exit door, as they pass through the exit. Bags/coats/any other personal items are NOT to be collected on the way out.

Staff should ensure that all children are wearing shoes at all times. If children are not wearing shoes for gym (e.g. dance) they should take their shoes to the hall.

Staff will ensure that all doors and windows are closed behind them as they leave the premises.

- 5) **Report to the Fire Assembly Point** – The Community Field (next to the play park) for school and steps opposite front entrance for nursery.

- Upper school / ASN base to leave the school playground via gate A
 - Lower school to leave school playground via gate B
- Both gates are secured with numerical padlocks to which all staff hold the code.

Staff will update the padlock code sheet immediately when notified of a change to the code.

Policy Date: August 2013
 Policy Reviewed: September 2022
 Review Date: 2025/26

At the Fire Assembly Point:

1. Children to line up in class order, starting with P1 closest to the school building. (ASN children may access the pitch for safety, key for padlock in Fire Safety folder) Children to join their class if evacuated separately.
2. The teacher will stand at the front of the line (furthest from the fence) so that they are clearly visible to children who have become astray from the class.
3. The teacher will call the roll using the register in their fire pack.
4. The school and nursery clericals will have a list of all absentees so that these can be discounted from the roll.
5. Class teachers will show that 'all are present' by raising a hand in the air. Hands must remain up, until the Headteacher or another senior leader has acknowledged all hands.

Major Incident

In the event of a major incident the Headteacher will instruct staff to evacuate children to the church. Clerical/SMT to take key.

After an Evacuation:

The Headteacher will meet with the Fire Brigade at the front of the building while the Depute ensures that those at the fire assembly point remain calm and safe.

When the Headteacher receives notification that it is safe to re-enter the building, they will raise a hand to alert staff that it is o.k. to do this.

Classes will leave the community field following on from each other, starting with the youngest first. Rainbow class will leave in their own time and at their own pace, supported by PT ASN.

Children with additional support needs:

The PT ASN will develop a **Personal Emergency Evacuation Plan** for all children with relevant needs.

Visitors:

All visitors must sign in/out of school as the school office will be responsible for ensuring that all visitors are accounted for. All visitors will have an identification badge that informs them of the fire procedure and assembly point.

Other staff members:

The Depute headteacher will be responsible for the Nursery staff and pupils.

The cook in charge will be responsible for ensuring that all kitchen staff are accounted for and will report any missing person to the Headteacher.

The cleaning supervisor will be responsible for ensuring that all cleaning staff are accounted for and will report any missing person to the Headteacher.

The Highlife Highland supervisor will be the responsible for all HLH staff and customers.

The Library and Service Point staff will exit the building with the Highlife Highland staff.

