



## Aviemore Primary School Evacuation Procedure



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:

	<b>Location</b>	<b>Nearest Exit Point</b>
1	Classrooms	Classroom exit
2	Shared Area	Children 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 Kitchen	ASN garden
5	Hall	Through the community side hall doors and leave via the community garden door
6	Office	Door by medical room
7	Library	Front entrance
8	Staff room	End of corridor exit to the left 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

### **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 teacher (or PSA), 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 and coats 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)
    - 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.**

### **At the Fire Assembly Point:**

1. Children to line up in class order, starting with P1 closest to the school building.
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 administrator 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 Head Teacher or another senior leader has acknowledged all hands.

## **Break Time**

### **Pupils:**

On hearing the alarm pupils will walk to:

- Upper school / Rainbow - gate **A**
- Lower school - gate **B**

...in an orderly manner and make a line. When instructed by an adult, they will exit the playground and make their way to the Fire Assembly Point – **The Community Field** where they will be supervised by PSA staff until class teachers arrive to take a head count.

### **Teaching Staff:**

On hearing the alarm staff will leave the building by the nearest exit and will make their way to the Fire Assembly Point.

### **At the Fire Assembly Point:**

1. Children to line up in class order, starting with P1 closest to the school building.
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 administrator 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 Head Teacher or another senior leader has acknowledged all hands.

## **Lunch Time**

### **Pupils:**

On hearing the alarm pupils will evacuate the hall via the community side of the hall using the two fire doors opposite the community garden.

They will walk through the community garden, **led by the SMT lunch supervisor** and will make their way to the Fire Assembly Point – **The Community Field** where they will be supervised by PSA staff and all available teaching staff. SMT will take a register.

The Head Teacher will go to the fire box to determine the location of the alarm trigger before leaving the building.

### **Teaching Staff and PSA staff:**

On hearing the alarm staff will leave the building by the nearest exit and will make their way to the Fire Assembly Point.

As some teaching staff may be off-site during lunch time, class teachers will take responsibility for their own classes and SfL staff/PSA staff will go to the Head Teacher or Senior Leader, who will instruct them which class to count.

The Administrator will bring the list of absent children to the pitch. In her absence, this will be collected by the Head Teacher.

**After an Evacuation:**

The Head Teacher 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.

**Re-entering Building:**

When the Head Teacher receives notification that it is safe to re-enter the building, she 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 disabilities:**

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

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

The FM Team leader will be responsible for ensuring that all FMAs are accounted for and will report any missing person to the Head Teacher.

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.

The Childcare Manager will be responsible for the Nursery staff and pupils.

**All Other Staff members will:**

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the fire assembly point (the community field)

**The senior staff responsible for each department will:**

- Call the roll of staff (and pupils in the case of the Nursery)
- Report to the Head Teacher with any absences

This plan has been shared and agreed with all partners.

FIRE ASSEMBLY POINT FOR ENTIRE SITE

