



## **Fire Evacuation Policy**

Fire evacuations should take place once a term. Staff will talk to the children about where the fire exits are and what should be done in the case of fire. We will also discuss the sound of the alarm. Evacuations will be done with use of the school fire alarm and this will be pre-booked and notice will be given. We ensure all children have had a fire evacuation practice with planned evacuations being carried out on different days, this also includes lockdown procedures. Lockdown practice will take place once a month and children will know what to do; and where they need to go.

The Role of the manager (Mel) or other designated senior on-site - (Rhian or Ellis)

- When you hear the bell make sure you keep children calm and guide them to the nearest exit
- The adult that took the register in the playground must remember to take it outside with them
- All members of staff to make sure that all the doors are closed and no children are left behind
- Guide all children to the after school club meeting point on the playground.
- Once all the children are sitting quietly, retake the register in order to make sure you have all the children and staff.
- Wait in the safe area until you're told that the building is safe to go back in.

### **Fire evacuation notes for the children**

- When you hear the fire bell stay calm, stop what you're doing and listen
- Follow the instructions given to you and leave using the nearest exit don't take anything with you
- Follow your adult calmly to the meeting point outside
- Once you reach the meeting point on the playground sit on the benches and wait quietly so you can hear your name being called from the register
- Wait calmly and quietly until you are told it's safe to re enter the school

**Under no circumstances must anyone go back into the building**

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