

*Learning, to make a difference,
in God's world*

Pilgrims' Cross CE Aided Primary School



Fire Evacuation Policy

Reviewed By	Head Teacher	Authorised By	L&M
Last Review	July 2021	Review Cycle	Annually

Pilgrims' Cross CE Aided Primary School

Every decision we make as a school is driven by our WHY, the school VISION, detailed below, which is based on the school VALUES of LOVE, COURAGE and TRUST.

“Children at Pilgrims' Cross CE Aided Primary School will be LOVING, COURAGEOUS and TRUSTWORTHY so they can become TALENTED, ROLE MODELS and make a POSTIVE DIFFERENCE in GOD's WORLD.”

We have decided that our educational provision will be providing Adventurous Learning for ALL. Adventurous Learning has 5 elements – Interesting Destination and Flexible Maps (Our Curriculum), BEING A GREAT GUIDE (how to ensure our children learn), ADVENTURE SKILLS (Personal Development) and UP FOR IT ATTITUDE (Personal Development and Behaviour)

The result of this VALUES / VISION driven education is we are working towards being a TRANSFORMATIONAL SCHOOL, which is where ALL children achieve better than anyone would have expected!

Fire Evacuation Policy demonstrates and focusses on the school's value of Love.

PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL

2020-2021 - EVACUATION PROCEDURE for all times except lunchtimes

ASSEMBLY POINT

1. The school field
2. By the front gate
3. The school car park – by scrub land

ADMIN

- One member of the admin staff will take GRAB BAG to the Assembly POINT which includes contact numbers, survival blankets, key to side gate, fire evacuation map, and fire safety drawings and registers.
- Issue registers
- Check all visitors are accounted for and report any visitor not present at the muster point to the FIRE CO-ORDINATOR
- The other member of admin staff takes school phone and will go to the front gate and meet the FIRE BRIGADE
- Fire Marshall Radios (Yellow & Black) tuned into channel 3

FIRE CO-ORDINATOR

- Will put on the FIRE CO-ORDINATOR jacket
- Will leave the building and go directly to the ASSEMBLY POINT
- May instruct staff collect information from the different muster points if necessary.
- Will receive the FIRE MARSHALL ZONE CARDS
- Will liaise with the Fire Brigade

FIRE MASHALLS

- Will put on a FIRE MARSHALL jacket
- Turn on Fire Marshall Radio (Yellow & Black), tuned onto channel 3
- Will sweep their ZONE if safe to do so, if not exit via the nearest FIRE EXIT
- If find anyone on the sweep they will encourage / assist them to leave.
- If the person cannot leave or FIRE MARSHALL needs assistance they will whistle over and over again.
- FIRE MARSHALL will not put their own safety at risk and leave the building if the person cannot or will not leave. They will inform the FIRE CO-ORDINATOR of this situation and the location of the person in the building.
- FIRE MARSHALL will retain ZONE CARDS and share FIRE ZONE MAP - with circled areas indicated if unable to check or sweep - with FIRE CO-ORDINATOR at the Assembly POINT.
- When deemed safe to return FIRE MARSHALL to return ZONE CARDS to original position.

The school is split into 7 FIRE MARSHALL ZONES, each zone will be swept by one the following FIRE MARSHALLS. All Fire Marshalls will be trained every three years.

ZONE	FIRE MARSHALL 1	FIRE MARSHALL 2
ZONE 1 – Admin area	Laura Myers	Rebecca Hathaway
ZONE 2 – Sheep pen to library	Richard Osmond	Laura Myers
ZONE 3 – Key Stage 1 corridor Sycamore to Hazel	Clementine Saunders (Fire Extinguisher Trained)	Sian Casey
ZONE 4 – Key Stage 1 corridor Lime to Willow	Donna Martin	Sian Casey
ZONE 5 – Chestnut to Staff room area	Hannah Kane	Olivia Taylor (Fire Extinguisher Trained)
ZONE 6 – Key Stage 2 corridor – Elm to Pine	Cat Galarraga	Maria Hardy
ZONE 7 – Key Stage 2 corridor – Cherry to Aspen	Sonam Straughan	Rebekah Renouf

TEACHERS

- Will ensure they know the emergency exit from all the rooms in the school – emergency exits are detailed on map by FIRE EXIT IN EVERY ROOM and MUSTER POINTS.
- Will not collect their personal belongings
- Will evacuate the children from the room calmly – teacher will not lead the children they will ensure they can see the front and the back of the line and keep checking both.
- Will ensure the children walk quietly to the assembly point – position of teacher as above
- Will ensure the children are silent at the assembly point
- Will register the children by head counting and also calling the register, ensuring they confirm those children that are present.
- Inform the FIRE CO-ORDINATOR if any child is not present at the Assembly Point, who attended school that day.
- Will keep the children very quiet when waiting at the assembly point
- Will wait until the fire alarm is silent before returning the children to the building

SUPPORT STAFF

- If not taking on the role of Fire Marshall, support the Teachers in the above responsibilities
- Fulfil responsibilities detailed on children's or staff's Personal Emergency Evacuation Plans (PEEPs)

VISITORS / CONTRACTORS

- Will ensure they know the emergency exit form all the rooms in the school – emergency exits are detailed on map by FIRE EXIT IN EVERY ROOM.
- Exit the building and calmly walk to the assembly point and report to the Admin Staff

Contractors will ensure all tools are left unplugged and any obstacles removed from corridors before leaving the building, if not putting their safety at risk