



Kings Avenue Primary School Fire Procedures and Evacuation Procedures

Review: September 2012

Review: September 2013

Review: September 2014

Review: September 2015

Review: November 2016

Review: December 2017

Agreed by Governing Body: 22/11/18

Signed: 
(Chair of Governors)

FIRE REGULATIONS – KINGS AVENUE SCHOOL

Location of Fire Alarm Points and Fire Extinguishers on the Ground Floor

- 1 point in all Reception, Year 1, Year 2 and Year 3 Classrooms and School Kitchen
- 3 points in Nursery Unit
- 1 point adjacent to the Car Park Entrance/Exit Doors
- 1 point in Main Hall
- 1 point by Fridges in Staffroom Kitchen
- 1 point opposite the Medical Room by Staffroom Door
- 1 point adjacent to the Admin Office and Main Entrance Doors
- 1 point by Exit Doors to Playground at end of Main Corridor
- 1 point in the KS2 Vice Principal's Office
- 1 point outside the Headteacher's Office
- 1 point at the bottom of the Year 6 Staircase by Playground Exit Doors

NB All Fire Alarm Points must be clearly visible and easily accessible.

- 1 Manual Fire Hose Reel opposite the KS1 Vice Principal's Room
 - 1 Manual Fire Hose Reel adjacent to Main Reception Area by Finance and Site Manager's Office
 - 1 Manual Fire Hose Reel by Lift

 - 1 Carbon Dioxide (Co2) and 1 Water Extinguisher adjacent to Car Park Entrance/Exit Doors
 - 1 Carbon Dioxide (Co2) Extinguisher in Nursery Kitchen Area
 - 1 Carbon Dioxide (Co2) and 1 Water Extinguisher outside RR Classroom
 - 1 Carbon Dioxide (Co2) and 1 Water Extinguisher in cabinet opposite 1M
 - 1 Carbon Dioxide (Co2) and 1 Water Extinguisher in Cabinet outside Main Hall
- Doors
- 1 Carbon Dioxide (Co2) and 1 Water Extinguisher in Cabinet adjacent to Small Hall opposite Staffroom
 - 2 Carbon Dioxide (Co2) Extinguishers free standing in ICT Office and Server Room

NB All Hoses and Fire Extinguishers must be clearly visible and easily accessible.

Location of Fire Alarm Points and Fire Extinguishers on the First Floor

- 1 point in each Year 6 Classroom, Year 6 Teaching Room and in the corridor opposite the Year 6 Teaching Room
- 1 point the Year 4/5 corridor adjacent to the Year 5 Teaching Room
- 1 point in the corridor opposite the Disabled Toilet and adjacent to 5A classroom

- 1 Carbon Dioxide (Co2) Extinguisher and Fire Blanket in Food Technology Room
- 1 Carbon Dioxide (Co2) and 1 Water Extinguisher in cabinet at top of Main Staircase

- 1 Evac-Chair at top of Main Staircase
- 1 Evac-Chair at top of Year Six Staircase

NB All Fire Alarm Points, Fire Extinguisher, Fire Blanket and Evac-Chairs must be clearly visible and easily accessible.

GENERAL INSTRUCTIONS

RAISING THE ALARM

In the event of discovering a fire, raise the alarm at the nearest fire alarm point.

AT THE FIRST SOUND OF THE ALARM:

Teaching-staff immediately evacuate all children from the Classroom/Teaching Area by the nearest accessible fire exit. In accordance with the **Evacuation Instructions** listed below.

Office-staff ring for the Fire Brigade and evacuate the building with Class Registers; Staff Registers, Swimming Registers and the Visitor's Book.

Headteacher (Vice Principal on Duty)

Is responsible for the evacuation of all **children and adults** and take control of the evacuation to the front playgrounds. They liaise with the **Senior Fire Officer and Senior Management Team** to ensure that clear, safe directions and instructions are given to **all adults and children**.

Vice Principals

Ensure that their designated Areas are evacuated in accordance with the agreed Evacuation Procedures and Fire Regulations. They remain with **Ms Moopanar KS1 Playground, Mr Joyce KS2 Ball court and in their absence with the Assistant Vice Principal** until further instructions are received.

Accounts and Premises Manager

Liaises with the **Headteacher, Senior Management Team, Premises Officer and Office Staff** to ensure that the buildings are completely evacuated and that the Registers and Visitor's Books have been correctly distributed and all **Visitors** have been accounted for.

Premises Officer

Liaises with **Premises Manager** to ensure that the buildings are completely evacuated and, where possible, all **doors and windows** are closed. To follow instructions as directed by the **Head teacher, Office & Site Manager and Senior Fire Officer**.

Support Staff

The **Support Staff** check toilets by their year group, learning spaces along their corridor and then go out with their class.

Registers

- **Office-staff** distribute the registers:
- **All available Support Staff** collect the registers from the **Admin Staff** and as the classes are lining up distribute them to the **Class Teachers**.

- **Nursery, Reception, Year 1 classes** in the Early Years/KS1 playground;
- **Year 2 – 6 classes** in the front ball court
- **All Children need to wait quietly in their lines.**
- **Class Teachers** take a quick head count against the number of pupils registered that day. Following this, **teachers must take a roll call of the names on the register. Calling the children by name.**
- **The children must respond:**
Yes, Ms, Miss, Mrs, Mr or Name
- At the same time, the **Office Staff** check the Adult Registers and Visitor's Book.
- **Staff** taking registers must report any absences to their responsible **Vice Principal**, who then informs the **Headteacher** immediately.
- If all pupils and adults are present, **Teachers and Office Staff** will hold up the register for collection.

All classes must move quietly in an orderly and disciplined manner at all times throughout the evacuation!

Any **Pupil** out of class and in another part of the building should exit by the nearest fire exit and join their class in the playground.

Split Classes and children from **another class** should stay with the **receiving class** until the evacuation is complete and alternative arrangements have been made.

At no time should any Adult or Child re-enter the building without the permission of the Headteacher, Vice Principal on duty or the Senior Fire Officer.

ASSEMBLY POINTS

1. Key Stage 1 – Infants Playground
2. Key Stage 2 – Ball Court
3. Main Office – Main Concourse
4. Reception – Infants Playground
5. Nursery – Nursery Playground
6. Kitchen – Delivery Access Area

FIRE MARSHALLS

Mrs Managey Powys	Head of School	Years 2 & 3 & 4 Classes
Anupa Shah	Office & Site Manager	Office, small & large halls & medical room
Neville Edwards	Premises Officer	Toilets, corridors, staff room, sensory room
Mr Daryl Joyce	Vice Principal	Years 5 & 6 & intervention rooms, cookery room
Ms Devakie Moopnar	Vice Principal	Nursery, Reception & Year 1, Library, ICT
	Kitchen Manager	Kitchen

People with Mobility Problems

Any person unable to evacuate the building via the stairs due to mobility problems should remain and wait in a safe area for the fire brigade; this might be injured or disabled persons.

The fire marshalls will make the fire controller aware of any person still in the building because of injury or mobility problems. The fire controller will immediately inform the fire brigade and they can take the necessary action.

Evacuation of Nursery

On hearing the alarm, **all groups** stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the nearest fire exit doors to the Early Years/KS1 Playground

The **Teacher** then leads the **class** out, **quietly**, to the playground – taking the **class**, any **split class children** and inhaler box with them.

Nursery Classes line up quietly on the far side of the Early Years/KS1 playground opposite the classrooms.

Support Staff make sure all toilets are empty and, where possible, all doors and windows are closed when the room is totally evacuated.

Children in wheelchairs or with limited movement can be evacuated through fire exit doors.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of KS1 Classrooms – Reception, Year 1 Classrooms, and Library:

On hearing the alarm, **all classes** stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the nearest classroom fire exit door.

The **Teacher** then leads the **class** out, **quietly**, to the playground – taking the **class**, any **split class children** and **first aid bag** with them.

Reception and Year 1 classes line up quietly on the far side of the front Early Years/KS1 playground opposite the classrooms,

Support Staff, where possible, make sure all doors and windows are closed when the room is totally evacuated.

Children in wheelchairs or with limited movement can be evacuated through any Reception or Year 1 classroom, or through the Small Hall and the Parents Room to the ramp provided.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of Year 2, Year 3 and Year 4 Classrooms

On hearing the alarm, **all classes** stop work immediately.

On the **Teacher's** instructions, the **class/group** line up **quietly** in an orderly fashion at the nearest classroom fire exit door.

The **Teacher** then leads the **class/group** out, taking the **class**, any **split class children** and **first aid bag** with them.

Year 2 classes go straight into the front Ball Court from the Classroom.

Year 3 classes go into the playground, and around the Changing Rooms, into the front Ball Court.

Year 4 classes go into the playground, and around the Changing Rooms, into the front Ball Court.

All Year 2, Year 3, Year 4, Year 5 and Year 6 classes line up quietly on the far side of the Ball Court, in a straight line.

Support Staff, where possible, make sure all windows and doors are closed when the room is totally evacuated.

Children in wheelchairs can be evacuated through the class fire exit.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of Year 5 and 6 Classrooms,
Intervention Rooms and Food Technology Rooms:

On hearing the alarm, **all classes/groups** stop work immediately.

On the **Teacher's** instructions, the **class/group** line up **quietly** in an orderly fashion, at the nearest classroom fire exit door.

The **Teacher** then leads the **class** down the nearest stair case, taking any **split class children** and **first aid bag** with them.

Year 5 classes and Food Technology Groups use the staircase by the lift and go into the playground, around the Changing Room into the front Ballcourt.

Group Classes use the nearest staircase and go into the playground, around the Changing Room into the front Ballcourt.

Year Six classes use the outside fire escape and go into the front Ballcourt.

There is enough space for **two classes** to use a side of the staircase each.

All Year Four, Five and Six classes line up quietly, on the far side of the front Ballcourt, in a straight line.

Support Staff, where possible, make sure all windows and doors are closed when the room is totally evacuated.

Children in wheelchairs must not use the lift but can be evacuated through the Year 6 Teaching Room or Classrooms onto the balcony/veranda and await instructions.

At no time can the lift be used during a fire alarm!

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of Small Hall:

On hearing the alarm, **all classes** stop work immediately.

1. On the **Teacher's** instructions, the **Children put their shoes on (if required) and the class** line up in an orderly fashion, **in silence**.
2. The **Teacher** then leads the **class** out, **quietly** - taking the **class** and **first aid bag** with them, through either the:

Parent's Room and out onto the playground;

or

Exit doors opposite the Staffroom, turn left and go out through the main entrance by Reception into the front playgrounds. **Nursery, Reception, Year 1 Classes** to Early Years/KS1 Playground **Year 2-6 Classes** to the Ballcourt.

When more than **one class** is in the Hall, **classes** should be directed to specific exits to ease any congestion:

Route 1

Through the Parent's Room and out onto the playground;

Route 2

Through Exit doors opposite the Staffroom, turns left, and go out through the main entrance by Reception into the front playgrounds.

Route 3

Through the Exit doors into the Corridor leading to Year 1 and out through Library or any other classroom onto the playground.

In the case of a PE Lesson the first priority must be to evacuate the children safely.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of Large Hall:

1. On hearing the alarm, **all classes** stop work immediately.
2. On the **Teacher's** instructions, the **Children put their shoes on (if required)** and the **class line up quietly** in an orderly fashion,
3. The **Teacher** then leads the **class** out, **quietly** - taking the **class** and **first aid bag** with them, through either the:

Exit doors nearest to the Year 1 corridor, cross the corridor directly into the Small Hall, then go through the Parent's Room and out into the playground

Exit doors nearest to the corridor serving hatch, then along the corridor and go out through the main entrance by Reception into the front playgrounds

In the case of a PE lesson the first priority must be to evacuate the children safely!

When more than **one class** is in the Hall, **classes** should be directed to specific exits to ease any congestion:

Route 1

Through the Exit doors nearest to the corridor serving hatch, then along the corridor and go out through the main entrance by Reception into the front playgrounds.

Route 2

Through the Exit doors nearest to the Year 1 corridor, follow the Year 1 corridor and go through the Library or any empty classroom into the front playgrounds.

Route 3

Through the Exit doors by the Music Room and follow the corridor down to the Reception classrooms and then out through a Reception classroom into the front playgrounds.

In the case of the Hall being used as a Dining Room

On hearing the alarm, **all children, immediately, stop what they are doing and listen!**

On the **Teacher's/School Meals Supervisor's** instructions, the **Children leave their tables/lines and, quietly, follow the designated adult out of the hall. Leaving coats and bags**

The **Adult** then leads their **group** out, **quietly**, by using one of the following designated routes:

Route 1

Through the Exit doors nearest to the corridor serving hatch, then along the corridor and go out through the main entrance by Reception into the front playgrounds.

Route 2

Through the Exit doors nearest to the Year 1 corridor, follow the Year 1 corridor and go through the Library or any empty classroom into the front playgrounds.

Route 3

Through the Exit doors by the Music Room and follow the corridor down to the Reception classrooms and then out through a Reception classroom into the front playgrounds.

All children must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of the Music Room and ICT Room

On hearing the alarm, **all classes**, stop work immediately.

On the **Teacher's** instructions, the **class** line up in an orderly fashion, **quietly**, at the classroom door nearest the Reception classes.

Then the **Teacher** leads the **class** out, **quietly**, into the corridor and through a Reception classroom, onto the front playgrounds – taking the **class** and inhaler box with them.

1. **Support Staff**, where possible, make sure all windows and doors are closed when the room is totally evacuated.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of the Enclosed Courtyard

1. On hearing the alarm, all **classes**, stop work immediately.
2. On the **Teacher's** instructions, the **class** lines up **quietly** in an orderly fashion, **in silence**, at the door nearest to the Reception corridor.
3. Then the **Teacher** leads the **class** out into the corridor and through a Reception classroom, **quietly**, onto the front playgrounds – taking the **class** and the inhaler box with them.
4. **Support Staff** make sure the doors are closed when the Courtyard is totally evacuated.

All classes must move quietly, in an orderly and disciplined manner at all times throughout the evacuation!

Evacuation of Sensory Room

On hearing the alarm, **all children**, stop work immediately.

On the **Teacher's/Responsible Adult's** instructions, they are guided in an orderly fashion, **quietly**, to the exit door.

The **Teacher /Responsible Adult** then leads the **group**, taking the inhaler box with them along either corridor to the Nursery or Reception classrooms and through any classroom to the Early Years/KS1 Playground.

Support Staff make sure all equipment is turned off and the door closed.

All children must move quietly in an orderly and disciplined manner at all times throughout the evacuation!

