



WATERFIELD PRIMARY SCHOOL
SECTION C TCT H&S POLICY
Health & Safety Policy School Specific
Fire Evacuation Procedure 2022-23

Emergency Fire Evacuation Procedure – September 2022

Upon Hearing the Fire Alarm

Teaching Staff & Children

- Adults in classrooms and in learning spaces will evacuate children to the Muster Point on the main playground (Sport Court)
- This evacuation is undertaken in single file and silence.
- Adults lead the line through the school via the nearest Fire Evacuation Exit/safest route depending on the situation.
- When leaving classrooms, adults take the class Fire Board that is used for quick registration when lined up by class at the Muster Point. The Fire Board contains the number of children and adults in each room and is updated at registration points each day.
- When leaving classrooms adults **MUST** take the Medical 'Grab Bag' – that contains any medication for the children. **Currently this is the white bag with the large red cross printed on it.**
- Teaching staff, who are not currently with their class when the fire alarm is raised (due to timetabling), will meet their class at the designated muster point using their nearest safe evacuation route.
- Children who are not currently with their class when the fire alarm is raised (due to timetabling and individual needs), will be evacuated by their supervising adult to their class muster point.
- Upon Arriving at the Muster Point, adults conduct a head count and raise their Fire Board clearly to show that everyone is accounted for.
- Boards stay raised in the air until acknowledged by the Fire Co-ordinator (Usually Senior SLT Member).
- Please note, for those who maybe in the Hall/Kitchen the evacuation route is out of the Hall Fire Exit and around the footpath to re-enter the playground at Hawksmoor Road.
- Any staff not with their usual class will meet them on the playground and assist in conducting the head count.
- If the headcount is incomplete a full register is completed, and the missing member/members of the cohort identified for report to the Fire Co-ordinator and Fire Service.
- Please note, Wardens/SLT will sweep areas as they leave the building – verbally and checking toilets.

Administrative Staff & Fire Wardens

- In the Central Office, one member of the Business Team will collect the Registers, Signing in record and the main keys. They will make their way to the Muster Points to liaise with the Fire Co-ordinator.
- The Premises Manager or Fire Warden (dependent on time of day) will locate the location of the alarm in question (panel located in Entrance Lobby) and call the Fire Service: **'999, there is a fire alerted via the alarm system at Waterfield Primary School, RH11 8RA entrance via Hawksmoor Road'**.
- If safe to do so, they will check the location of the alarm via a sweep and then await the Fire Services at the front of school – liaising with the Fire Co-ordinator via Radio. The ZONE location of the Alarm should be reported to the Fire Co-ordinator so that this can be reported to Fire Services on arrival.

Fire Co-ordinator/ Senior SLT

- Will collect: Hi Visibility Jacket, Megaphone and Radio.
- Sweep Business Centre and exit to Muster Points.
- Fire Co-ordinator will instruct Business Team/Admin Staff to unlock Hawksmoor Road Gate.
- Fire Co-ordinator will liaise directly with adults at the Muster Point, acknowledging that each class is lined up and has evacuated safely. This is verbally confirmed: "CLASS X Present, lower your board".
- Fire Co-ordinator can liaise with the Fire Warden at the front of the school via the radio system, gathering Fire Zone location and any updates on arrival of Fire Services.

Anyone not included in the above i.e visitors, groups utilising school property will evacuate safely and gather on the Main Playground (at the top end of the Sport Court) as a Muster Point.

In the event of a drill of a false alarm, the Fire Co-ordinator will dismiss each class of children back into the building.

Location of Fire Muster Point on Main Playground



Hawkesmoor Road Gate – Rear entry for Fire Department/Emergency Services