

Cairney School



Fire Evacuation Procedure

September 2017

Fire Evacuation Procedure

The safe exit from the building of pupils and adults is the main priority.

Any outbreak of fire must be reported to the Head Teacher. The FIRE ALARM will be sounded and the Fire Brigade should be called.

ON HEARING THE FIRE ALARM PROCEED QUICKLY AND CALMLY TO THE NEAREST FIRE EXIT

On hearing the fire alarm teachers must immediately:

1. Line up the pupils

Staff must know at all times where all members of the class are, whether present/absent, gone to the toilet, at the library etc.

2. Lead the pupils out of the building by the nearest exit in a calm orderly manner closing windows and doors after ensuring that everyone is out and checking any designated area. Should the specified evacuation route not be safe, an alternative route must be used.

3. The class is to be lined up in the playground shelter or the park if the main entrance is on fire and numbers checked

4. Report to the HT to confirm all pupils and staff are present and correct.

On no account should any attempt be made to:

- take personal belongings
- extinguish fires
- return to the building until told that it is safe to do so by the HT.

Office staff should take the Visitors Book and the Evacuation Bag with them on exiting the building.

Any adult discovering a fire should activate the fire alarm by breaking the glass at the nearest fire alarm point. Adults should familiarise themselves with the location of all the alarm points and exit points throughout the building. After raising the alarm the next priority is to ensure that you and any children in your care are evacuated from the building immediately.

Pupils must know that if they are in the toilet/corridor/another room by themselves they must exit through the nearest door/fire exit and report to an adult, who in turn will inform the HT of the name of the child.

Staff Responsibilities:

Member of Staff	Responsibility
HEAD TEACHER	Go to assembly point to ensure all pupils are accounted for. If HT teaching, HT to accompany class, If it is a drill and HT is satisfied all pupils are accounted for, notify Janitor who will switch off the alarm. If there is a fire, ensure no classes are assembling close to fire. If there is a fire, decide whether or not it is necessary to evacuate to Cairney Village Hall.
In the event of the Head Teacher being out of the building, the CT will conduct the headcount for the class and then assume HT responsibilities.	
Janitor	Activation and De-activation of Fire alarm Open doors to playground once alarm has been switched off.
School Administrator	Take responsibility for Visitors Book and the Evacuation Bag

In the event of the School Administrator being out of the building, the HT will have responsibility for taking the Visitors Book and the Evacuation Bag	
Class Teachers	Organise and lead class to fire escape Conduct headcount at assembly point Report result of head count to HT

When leaving the building, staff will be responsible for checking rooms as follows:

Responsibility of the member of Staff in	Area to be checked	Fire Exit Door	Fire Assembly Point
Classroom 1	Hall and boys' toilets	Main school door exit	Playground shelter or park
Classroom 2 / Library	Girls' toilets	Senior door exit	Playground shelter or park
Hall	Hall	Closest exit: Stage - Nursery or Dining Room exit Other door - Main school door exit	Playground shelter or park
School Office		Main school door exit	Playground shelter or park
Staff Room	Nursery	Dining Room exit	Playground shelter or park
Dining Room		Dining Room exit	Playground shelter or park
Nursery		Nursery exit	Playground shelter or park

In the event of a fire drill:

Once HT is satisfied that all pupils and staff are accounted for, we will wait until the fire alarm stops. Thee class can then return to the school building.

In the event of a fire:

A decision will be made whether it is necessary to begin walking to our evacuation centre – Cairney Village Hall.

Do you have any comments to make regarding this document?

Signed _____

Name (please print) _____

Please tear off and return to the Head Teacher Cairney School