

**All staff will be made aware of this procedure and will understand their individual responsibilities within the evacuation procedure.**

### **Fire Evacuation Procedure**

- On discovering a fire, operate the nearest fire alarm point immediately.
- Do not stop to collect any belongings, or to put shoes or coats on.
- Under no circumstances must a member of staff try to tackle the fire.
- All windows and doors should be closed when leaving the building, if possible, to prevent the fire spreading.
- The Headteacher must collect the **Daily Registers, Registration Folder with emergency contact details**, mobile phone and keys for premises; check toilets, whilst staff escort the children to the assembly point.
- Where necessary staff working with older children will assist staff working with younger children to help the evacuation.
- Assembly point is green field (playground).
- On reaching the assembly point the Headteacher must call the registers. No one must leave the assembly point until directed to do so.
- The Headteacher will telephone contact the Emergency Services (999 or 112 if mobile phone is used), stating:
  - I. Name, address of setting, telephone number
  - II. Type of fire, if it is known
  - III. If anyone is trapped or hurt or missing
- All staff should remain calm and reassure children whilst waiting for emergency services.
- When fire service arrive, they need to be informed of:
- Last known location of missing person (if applicable)
- Last known location of fire
- Under no circumstances must anyone return to the building, until the fire brigade says it is safe to do so.