

Fire Evacuation Plan

In the event of a fire the alarm will be sounded by breaking glass and all staff and children will clear the building within 3 minutes.

Muster points are the KS1 and KS2 playgrounds (in the event of access around the building being hazardous then muster on the field at the back of the building)

When the alarm goes off the following actions will be taken

Teachers:

- Classes to be quiet
- Children moved swiftly and calmly through nearest fire exit to the outside of the building
- Children walked to the playground KS1/KS2
- Register taken and absences checked

Children:

- Will stop what they are doing and be quiet
- Follow teacher instructions
- Return to class

Teaching assistants and other adults:

- Assist teacher in evacuating children
- Close all exterior doors
- Leave building to muster points

Head/admin:

- Take registers and absentee lists out to muster points
- Check toilet areas and school building
- Phone fire brigade

Fire brigade to assess return to building

See crisis management plan if unable to return to building

Reviewed: June 2024

Next review: June 2025