



PHOENIX
PRIMARY SCHOOL

Fire & Emergency Evacuation Procedures

Date written:	November 2023 by Nathan Roper
Date received by staff:	November 2023
Date agreed by Local Governing Body:	November 2023
Last Reviewed Date:	October 2024
Next Review Date:	October 2025

This Policy has been written in accordance with Guidance - Fire Safety in Schools. GOV. UK; Building Bulletin 100, design for fire safety in schools, GOV.UK - ESFA and The Regulatory Reform (Fire Safety) Order 2005, legislation.gov.uk.

Fire Wardens

Mrs J Studniarz-Thring (Deputy Headteacher) - Upper Floor
Mrs M Ireland-Hubbert (Headteacher) - Ground Floor
Mr N Roper (Site Manager)

First Aiders

Mrs E Barnwell
Miss C Beer
Mrs S Cairns
Mrs L Cocianga
Mrs T Coulson
Miss A Foster-Johnson
Miss Groom
Mr B Hodges
Mrs K Jackson
Mrs Kakol
Miss S Kapija
Miss C McCormack
Mrs Munday
Miss R Page
Mrs J Spillet
Miss E Roworth
Miss J Penn (first aid bag to be taken to fire assembly point to be kept in Jo's office)
Mr B Shawsmith
Mr J Vine

Fire Procedure during School Day

In the event of a fire the fire alarm should be activated using the break glass call points.

Once the fire alarm has sounded, staff, students and visitors should follow the fire evacuation plan depending on their location (fire plans below)

Teachers will lead the evacuation of pupils from their classrooms with the teaching assistant (if one present) following at the back to make sure doors are closed behind them and everyone evacuates safely and orderly to the fire assembly point where a register will be taken, and a first aider is present with a first aid kit. Office staff should collect the registers for distribution once classes are outside.

Teachers are to wear their HIVIS and bring with them the fire register which is placed by the classroom door each morning.

All pupils must:

- Be silent at all times while evacuating
- Walk in a straight orderly line
- Stay close to the rest of their class
- If a class has been split up, then these pupils should go out with the teacher to whom they are attached and as soon as possible join the rest of the group.
- If a pupil is alone then they should exit at the nearest fire exit and find a member of staff

The receptionist and Attendance Coordinator will check the downstairs area before they evacuate using the front door entrance/exit and gate, which they will lock behind them to stop anyone trying to enter the building and walk round to the top White Road gate which they will open for emergency services. The receptionist will bring the late book and visitor register (if they don't have it, the catering manager will bring it to the assembly point) to the fire assembly point and check all visitors are present.

The Office Coordinator will take the first aid kit and AED straight to the meeting point via the hall exit. This will be kept outside of the office co-ordinators office.

The fire wardens will check their areas to make sure everyone has evacuated the building before going to the fire assembly point to make sure all members of staff and pupils are accounted for.

All staff are to make sure that when they have exited the building the fire door is closed behind them.

Site Manager to activate an alert using the Audiebant Tannoy system once the fire alarm is heard.

The site manager will firstly check the fire panel to confirm the location and then proceed to that location to check if there is a fire or if it is a false alarm of which they communicate with the headteacher by phone. The site manager will also check to make sure there is nobody in the basement.

If the event of a fire has been confirmed, then the fire brigade will be called and if necessary, move everyone to a safer location exiting via the gate behind the MUGA area.

In the event of a complete site evacuation the following procedures should be adhered to.

- Staff and students are to evacuate the school and line up at the assembly point and the registers will be taken.

- Immediately after a class has been accounted for, they are to make their way through the nearest perimeter exit.
- The class and teachers are to walk to the Greenvale site and line up on the Phoenix grass area.
- The whole school is to have a further role call by the Headteacher/Senior Teacher.
- All staff and children are at the Phoenix field (adjacent to Greenvale). Parents can collect children after contact has been made.
- The Headteacher/Deputy Head and Site Manager is to stay at the Phoenix site to liaise with the emergency services.

The Headteacher is to be in telephone contact with the senior leaders and emergency services

Fire Assembly Point

The agreed fire assembly point is located by the MUGA where each year group has a sign for where pupils need to line up and for the register to be taken.

Fire procedure during lunchtime

Year groups were assigned a play leader/member of staff. Members of staff will evacuate pupils out of the dining hall and lead them to the fire assembly point.

The Senior Lunchtime Supervisor will ensure that the dining hall is fully evacuated. Teaching Assistants and HLTAs (Higher Level Teaching Assistant) who are in the playgrounds should blow their whistles and begin to lead them to the fire assembly point.

Teachers of year groups where the pupils were in the dining hall should go straight to the fire assembly point to meet their year group.

All other procedures are the same.

Procedure for out of hours

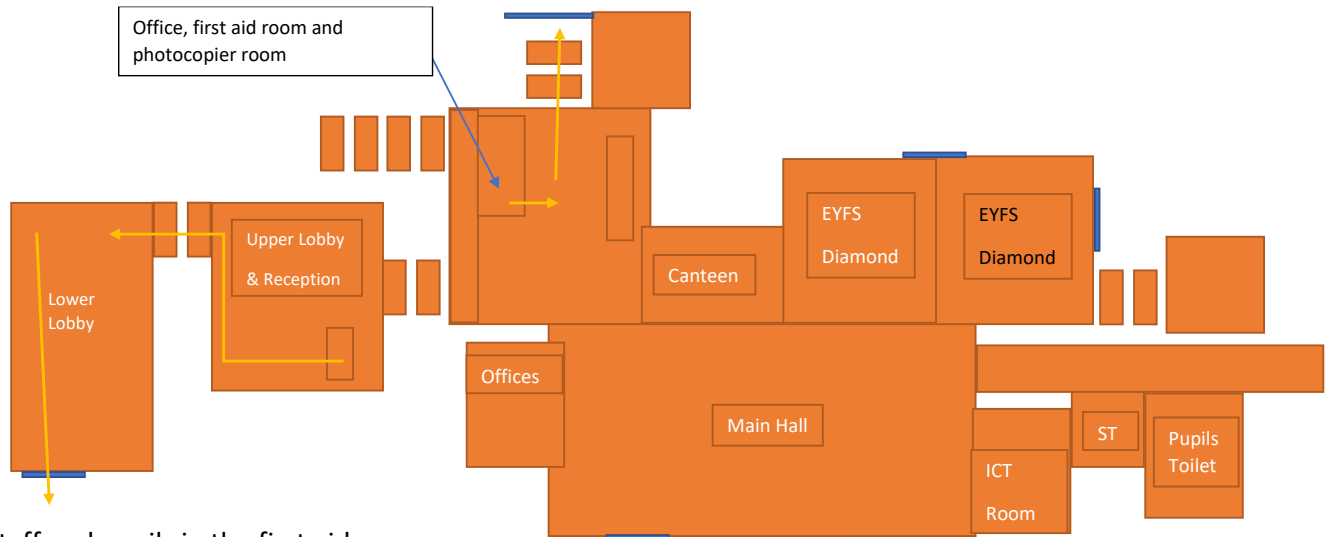
Cleaning staff – All cleaning staff to evacuate to the fire assembly point using the nearest fire exit using the fire evacuation plan associated with their area. The cleaning supervisor will check all areas to make sure everyone has evacuated and then go to the fire assembly point to carry out a register.

Clubs/events – The members of staff running the club/event will be responsible to evacuate everyone to the fire assembly point using the nearest fire exit according to the fire evacuation plan. The on-site first aider will check the building to make sure everyone has evacuated and then bring a first aid box to the fire assembly point. All members of staff will communicate via phone during the evacuation.

Fire Plans

Fire Plans are displayed in the associated areas around the school

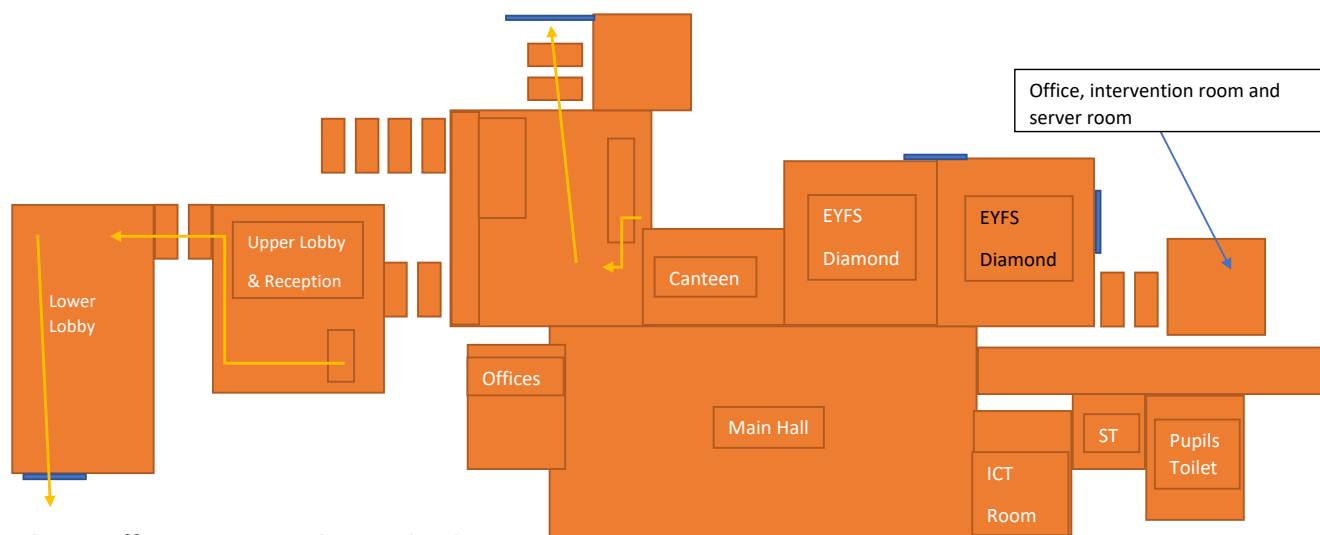
First Aid Room



Staff and pupils in the first aid room or office must exit via the exit leading to the outside garden area as indicated, if safe to do so

Please then proceed to the MUGA via the path going past the early year classrooms leading to the playground

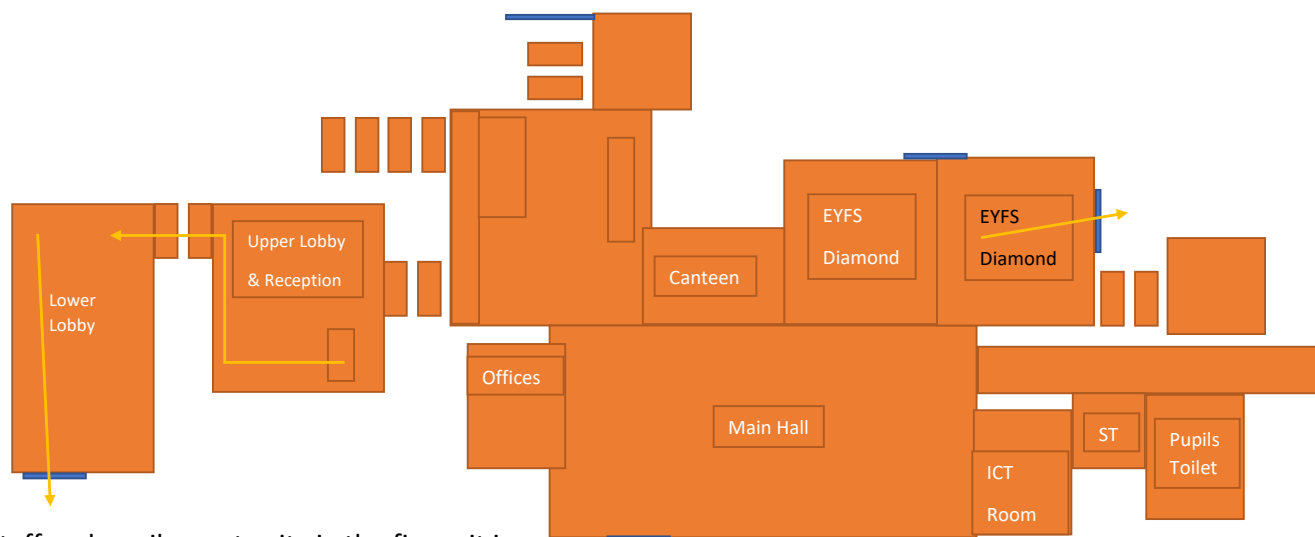
Canteen



Kitchen staff must exit via the exit leading to the outside garden area as indicated, if safe to do so

Please then proceed to the MUGA via the path going past the early year classrooms leading to the playground

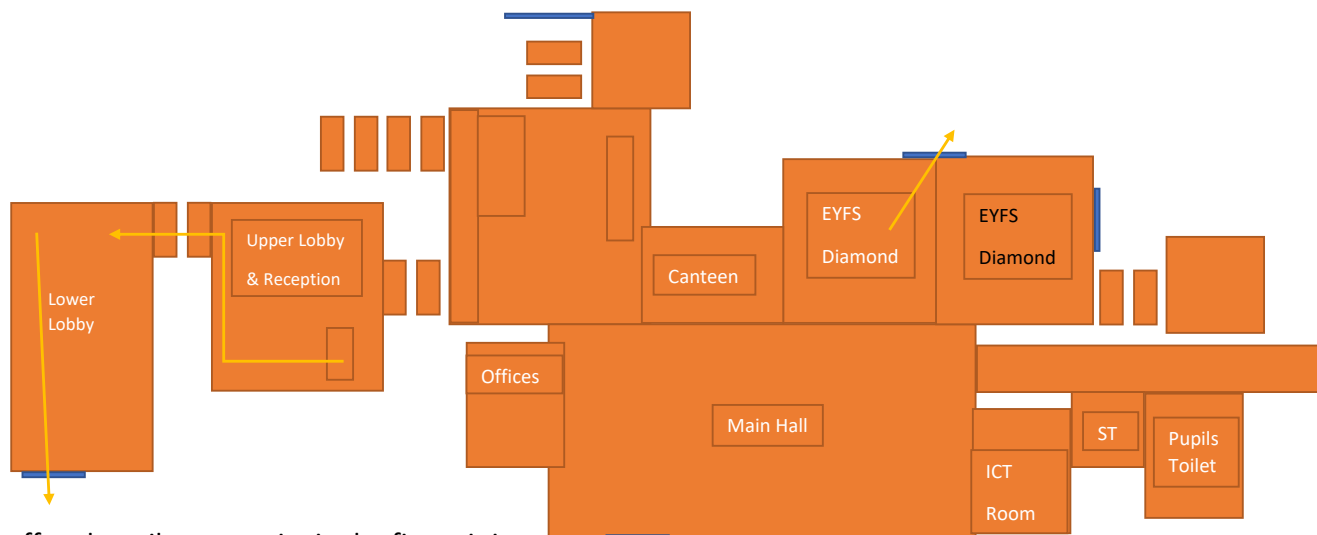
EYFS Diamond 1



Staff and pupils must exit via the fire exit in the classroom as indicated, if safe to do so

Please then proceed to the MUGA via the play area and then the path leading to the playground going past the KS1 classrooms

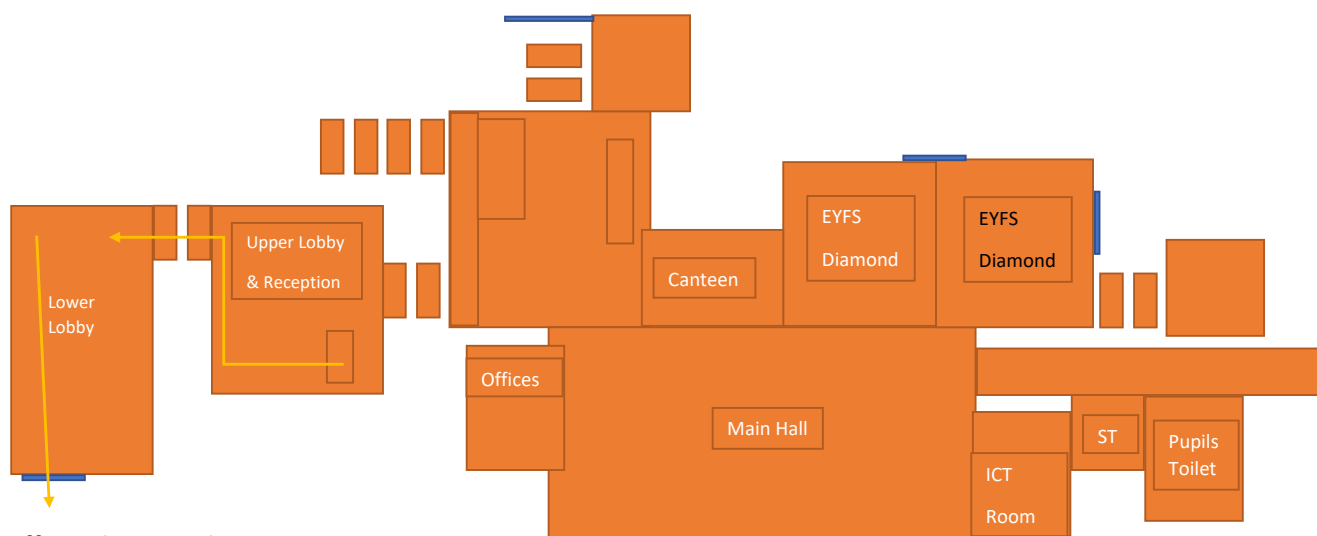
EYFS Diamond 2



Staff and pupils must exit via the fire exit in the classroom as indicated, if safe to do so

Please then proceed to the MUGA via the play area and then the path leading to the playground going past the KS1 classrooms

Front Reception

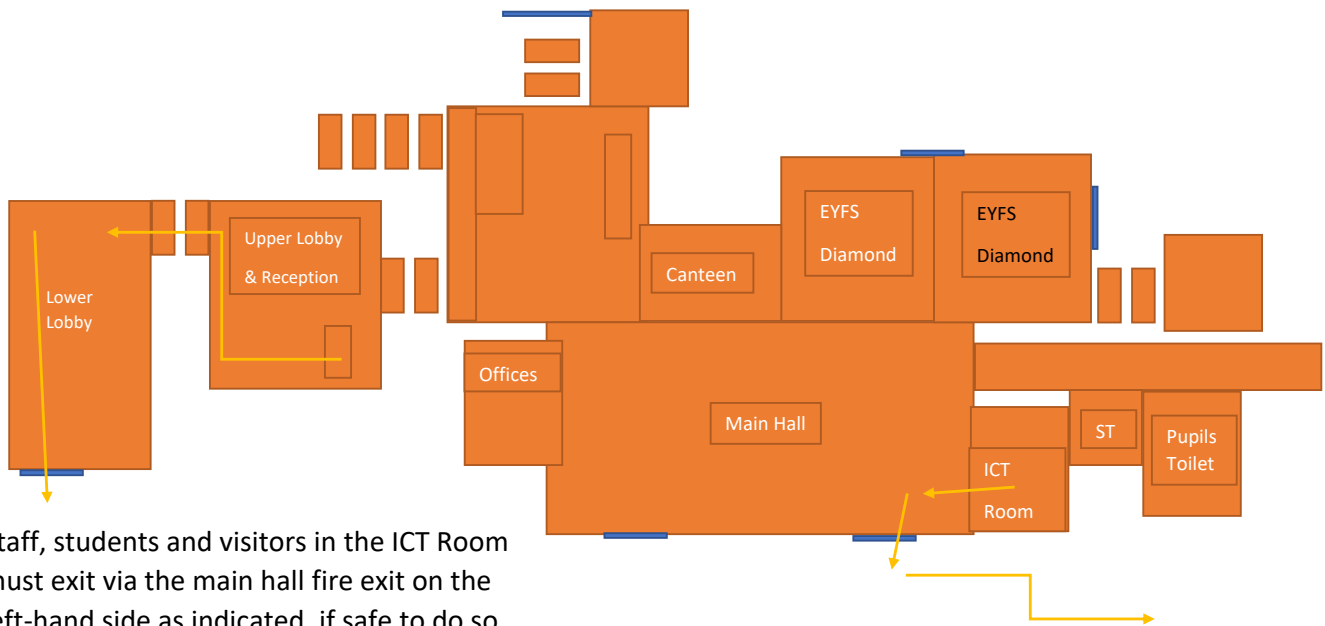


Staff, students and visitors in reception must exit via the front reception door if safe to do so

Please then proceed to the MUGA on the playground via the gate on White Road

Gate key and iPad must be taken by Receptionist

ICT Room



Staff, students and visitors in the ICT Room must exit via the main hall fire exit on the left-hand side as indicated, if safe to do so

Please then proceed to the MUGA via the playground

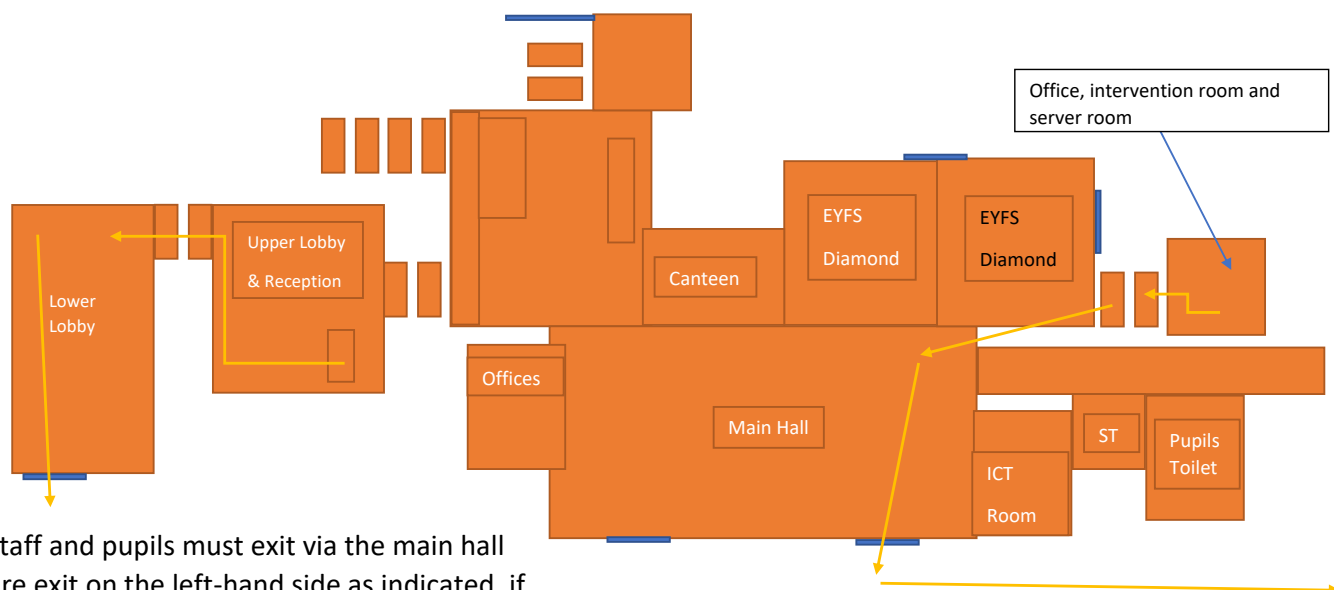
Main Hall



Staff, students and visitors in the main hall must exit via the main hall fire exits if safe to do so as indicated.

Please then proceed to the MUGA via the playground

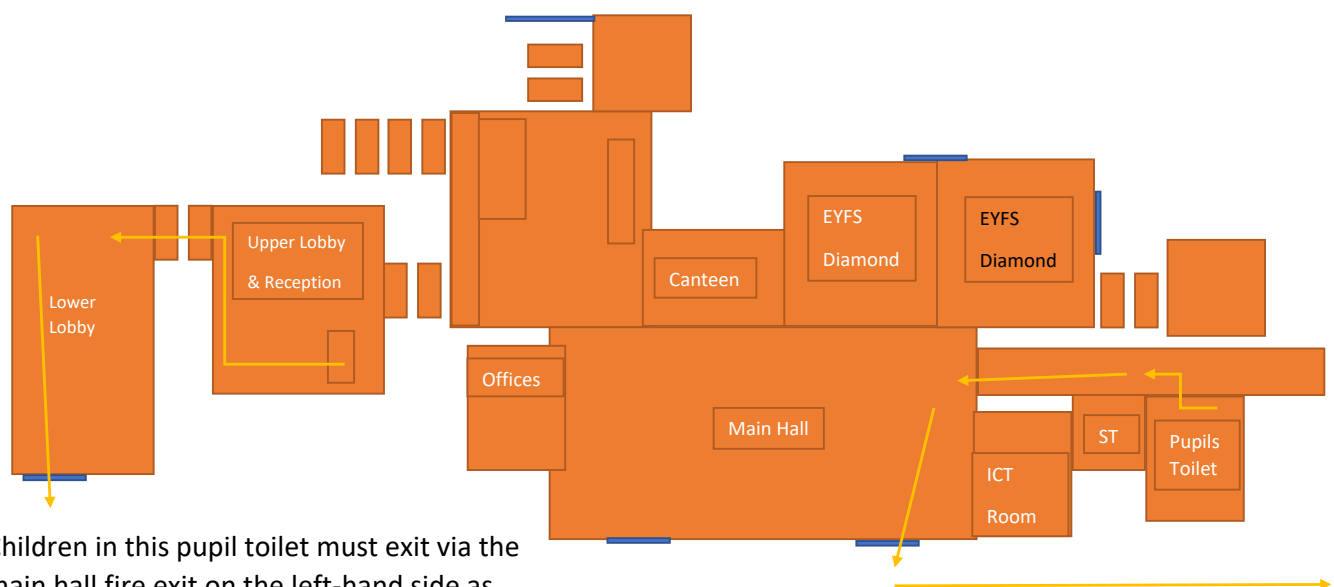
Office, Intervention room & Server Room



Staff and pupils must exit via the main hall fire exit on the left-hand side as indicated, if safe to do so

Please then proceed to the MUGA via the playground

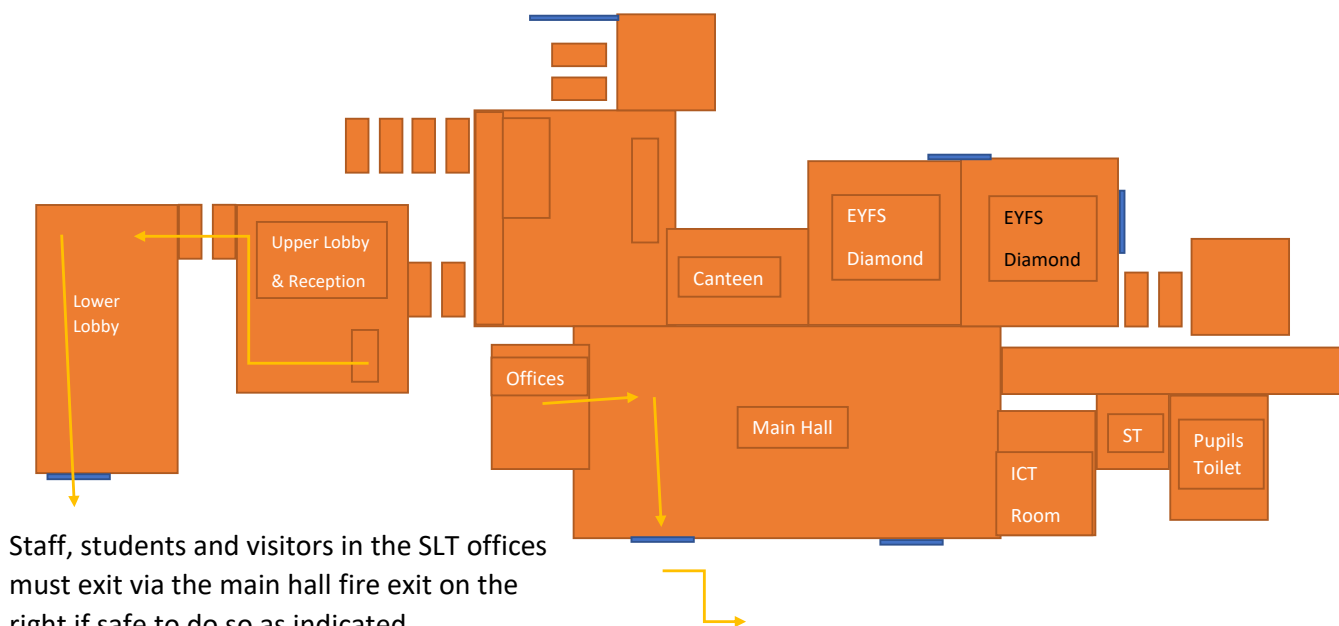
Pupil Toilet



Children in this pupil toilet must exit via the main hall fire exit on the left-hand side as indicated, if safe to do so

When exiting find another group or adult to walk with when walking to the MUGA

SLT Office



Staff, students and visitors in the SLT offices must exit via the main hall fire exit on the right if safe to do so as indicated.

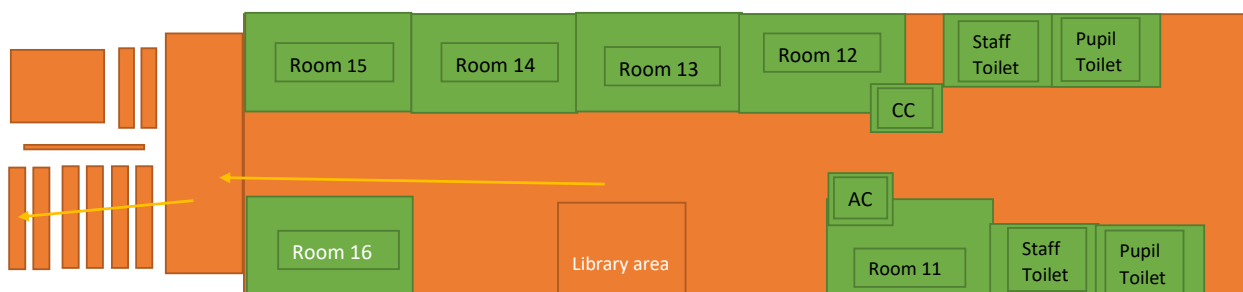
Please then proceed to the MUGA via the playground

Library Area

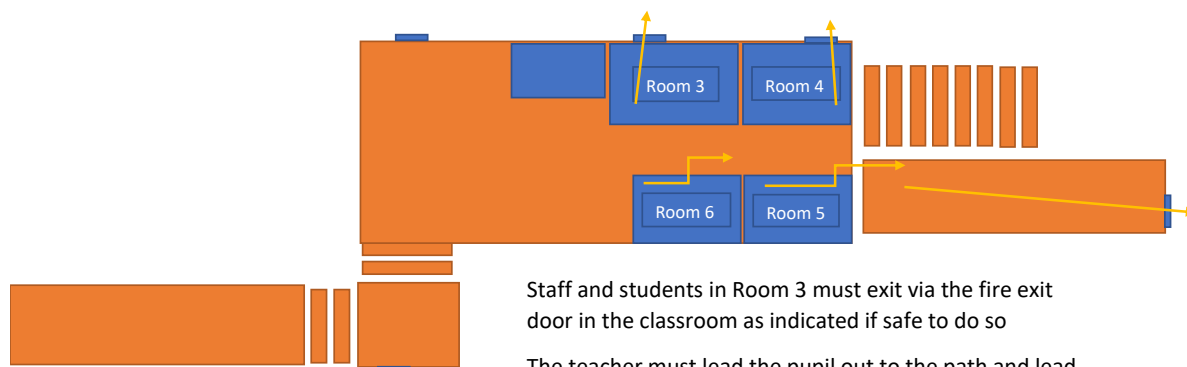
Staff and students in library area must exit via the fire door at the end of the corridor on your left as indicated, if safe to do so

Staff and Pupils to go down the stairwell to the fire door at the bottom of the stairs to go onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken



Room 3



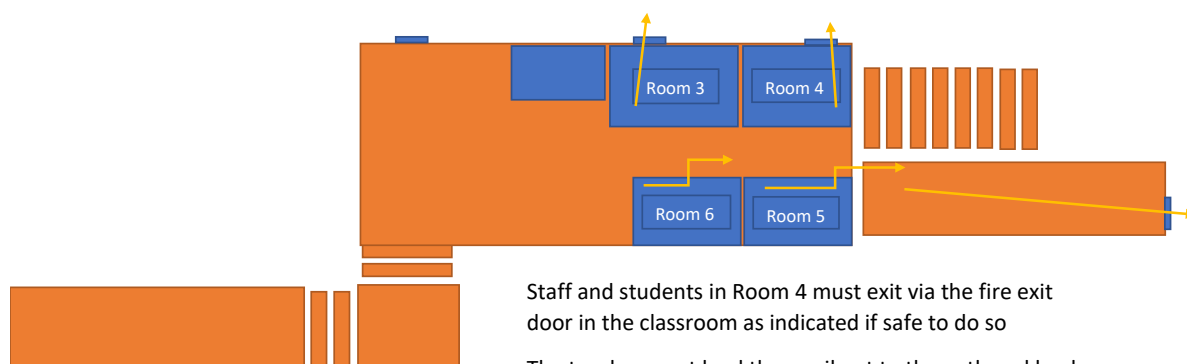
Staff and students in Room 3 must exit via the fire exit door in the classroom as indicated if safe to do so

The teacher must lead the pupil out to the path and lead them to the playground and then into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet

Room 4



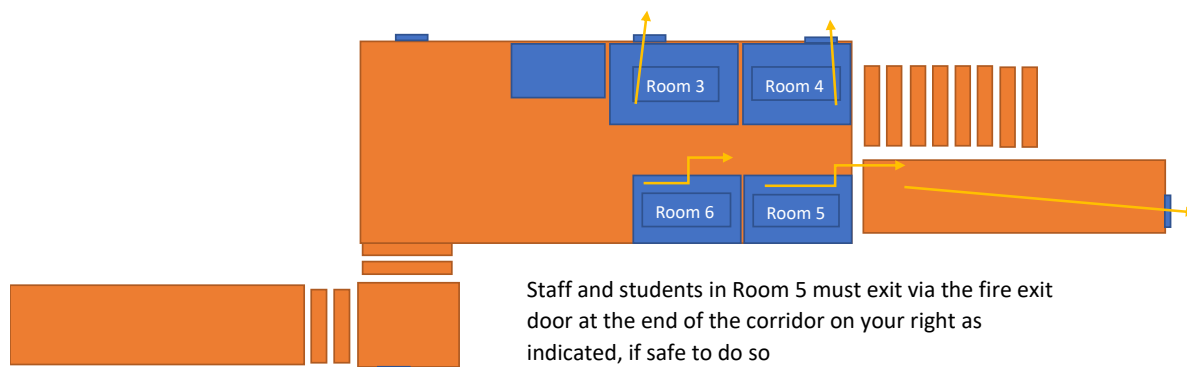
Staff and students in Room 4 must exit via the fire exit door in the classroom as indicated if safe to do so

The teacher must lead the pupil out to the path and lead them to the playground and then into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet

Room 5



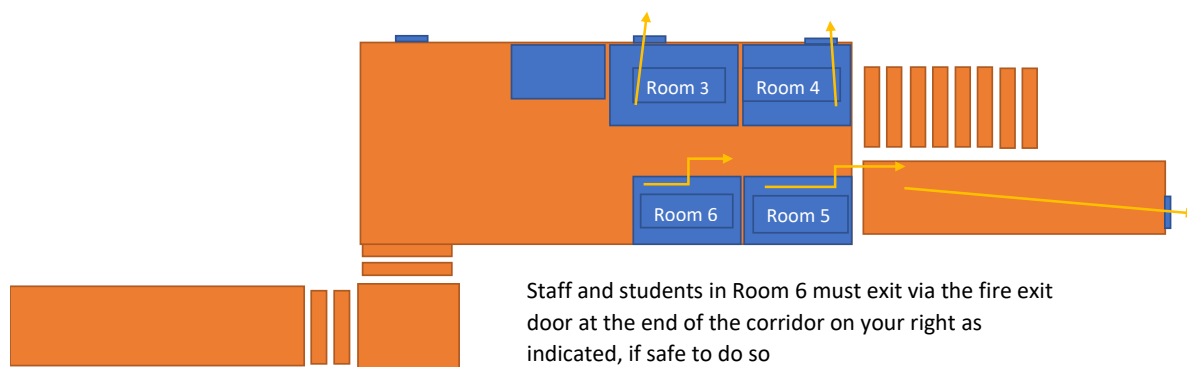
Staff and students in Room 5 must exit via the fire exit door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupil out to the path and lead them to the playground and then into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet

Room 6



Staff and students in Room 6 must exit via the fire exit door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupil out to the path and lead them to the playground and then into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet

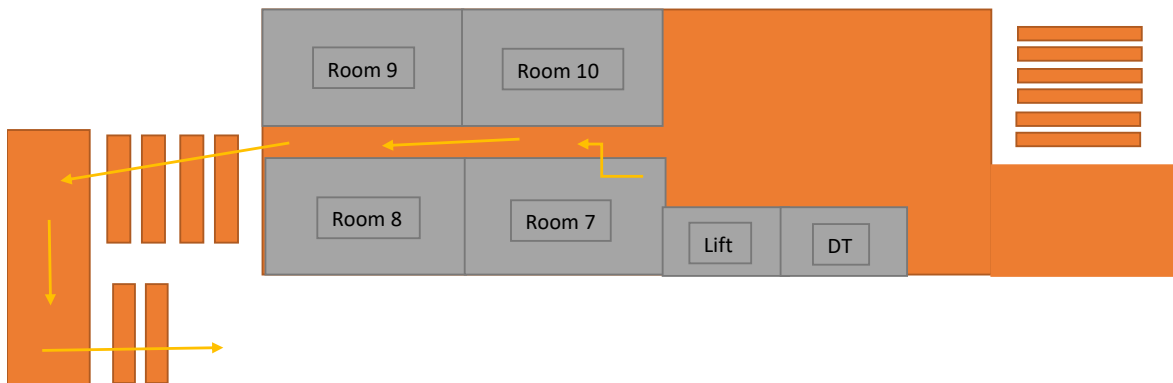
Room 7

Staff and students in Room 7 must exit via the fire door at the end of the corridor on your left as indicated, if safe to do so

The teacher must lead the pupils down to the fire exit door at the bottom of the stairwell to lead them into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



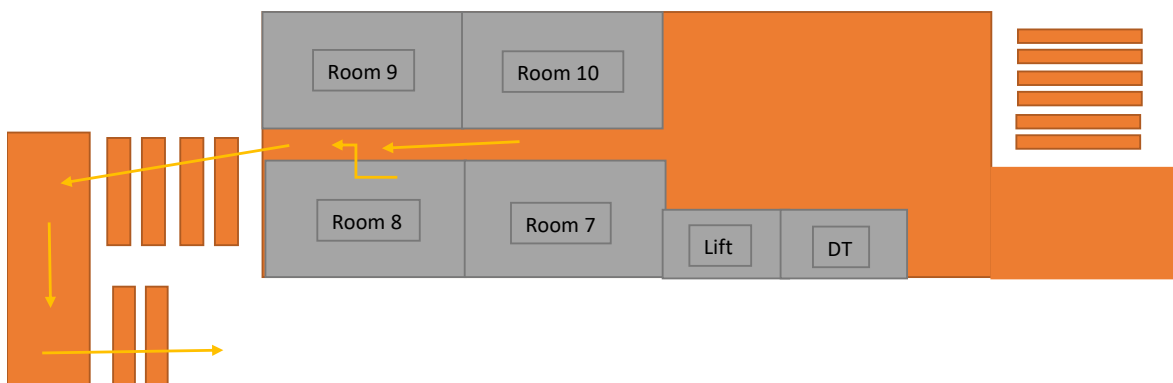
Room 8

Staff and students in Room 8 must exit via the fire door at the end of the corridor on your left as indicated, if safe to do so

The teacher must lead the pupils down to the fire exit door at the bottom of the stairwell to lead them into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



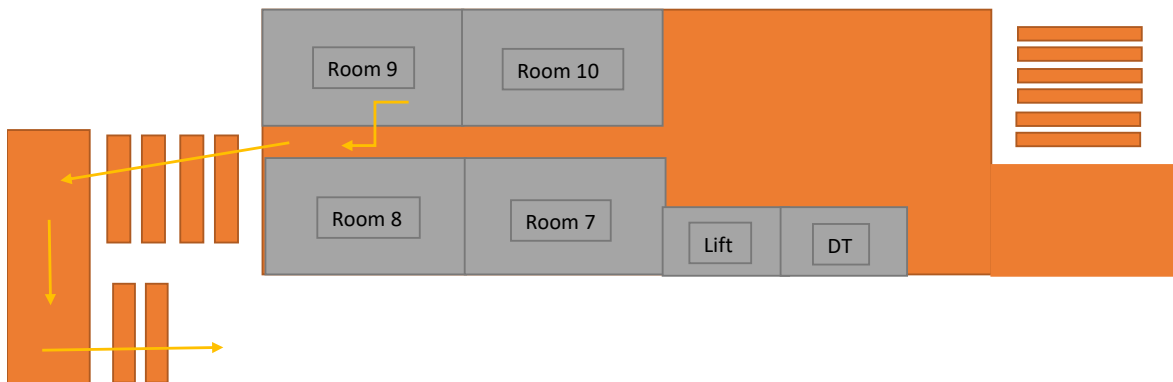
Room 9

Staff and students in Room 9 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down to the fire exit door at the bottom of the stairwell to lead them into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



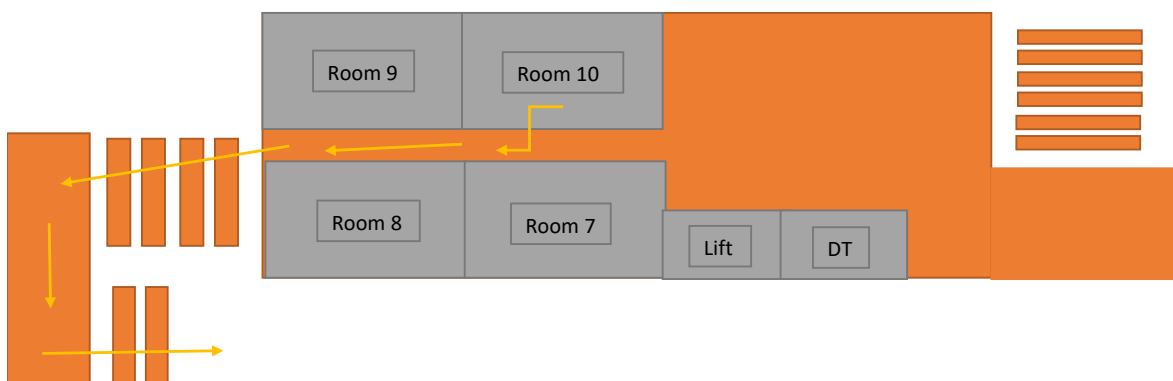
Room 10

Staff and students in Room 10 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down to the fire exit door at the bottom of the stairwell to lead them into the MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 11

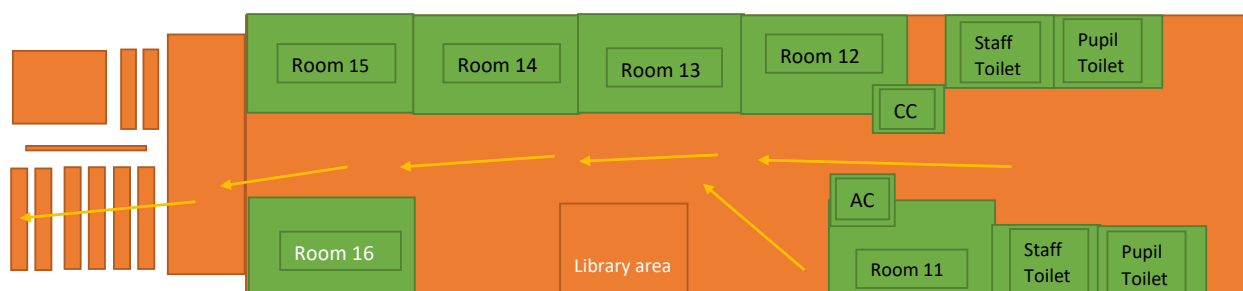
Staff and students in Room 11 and toilet area must exit via the fire door at the end of the corridor as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 12

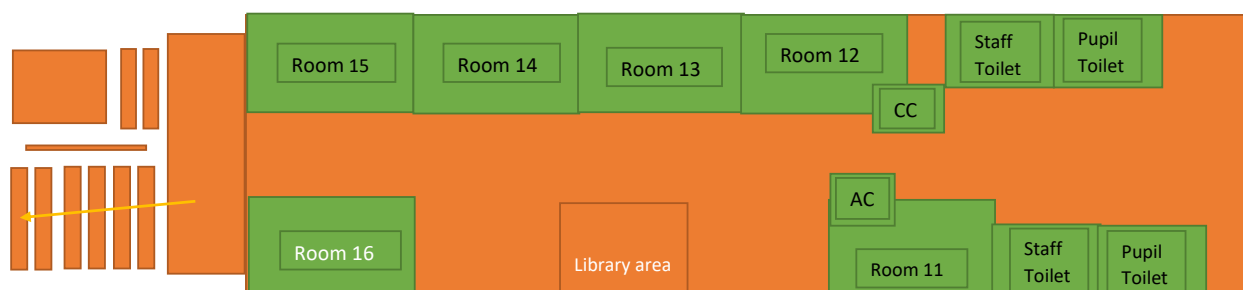
Staff and students in Room 12 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 13

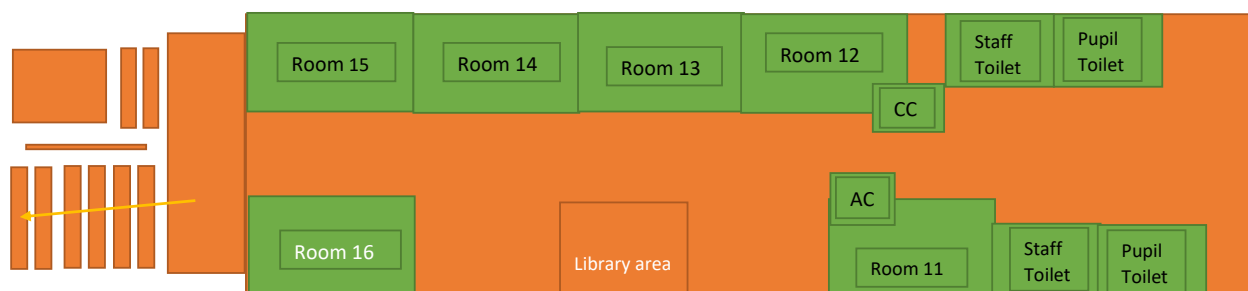
Staff and students in Room 13 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 14

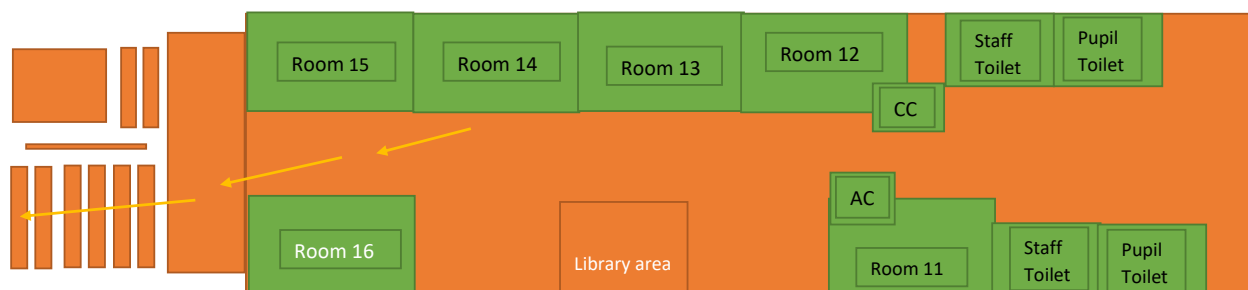
Staff and students in Room 14 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 15

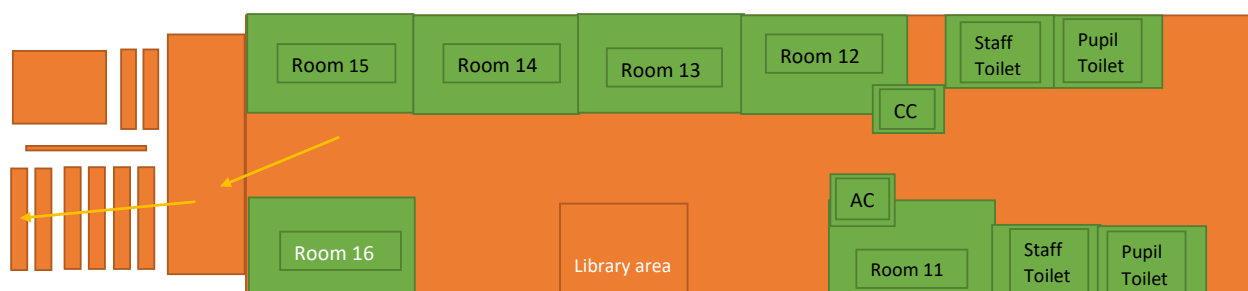
Staff and students in Room 15 must exit via the fire door at the end of the corridor on your right as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



Room 16

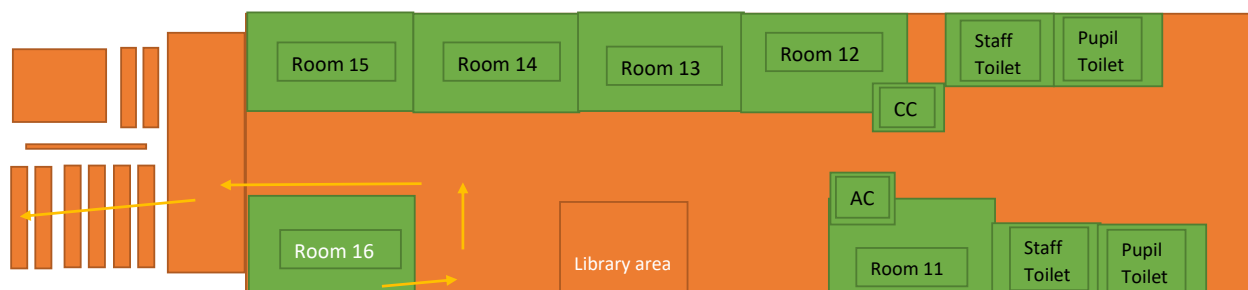
Staff and students in Room 16 must exit via the fire door at the end of the corridor on your left as indicated, if safe to do so

The teacher must lead the pupils down the stairwell to the fire door at the bottom of the stairs to lead onto the playground using the fire exit door in the main hall

Please then go into MUGA where the register will be taken

The teaching assistant must follow at the back to ensure all pupils exit safely and orderly

The teaching assistant must retrieve any pupils which have left the classroom to go to the toilet



PEEPS

There are currently no pupils who require a PEEP however the school acknowledges their responsibility to carry out a PEEP who a pupil who requires one. The school also acknowledges that it is the responsibility of the teachers and members of staff of the school to evacuate all pupils safely but by any means necessary.

Emergency Procedures

1.

Reception staff will

- Put on safety vest

Take with them to assembly point

- Staff In/Out
- Visitors book
- Late book
- Pupil Registration report
- Any visitors in the reception area

2.

At Assembly point on grassed area

Reception staff will

- Distribute registration reports to teachers
- Check pupil late book
- Check staff against In/Out board
- Check visitors against visitor's book
- H/T & Senior Teachers to ensure that the building is empty

3.

Teaching Staff will

- Put on a safety vest
- Escort pupils out of building via **NEAREST** fire exit
- Assemble on grass area of the playground
- Line up pupils - facing **AWAY** from the school building
- Check pupils against register given by reception staff
- With a teacher leading and the teaching assistant behind lead to Phoenix field (adjacent to Greenvale) if required
- Wait for instructions to return to the building

Interval Interim Emergency Plan

Years 4, 5 & 6 will evacuate down the stairs and out via the nearest fire exit

Year 2 will exit out of the main playground fire exit

Year 3 will evacuate via the nearest fire exit

Year 1 will evacuate via their classroom fire exit and outside area.

Early Years will evacuate via the nearest fire exit

Reception staff and any visitors in Reception will evacuate via the front door

Office staff and SLT will evacuate via the main hall exit

Any staff member and pupils in the Lower staff room will evacuate via the front door

Practice and Prevention

Fire Practice

A whole school fire practice will take place each term. In the days prior to this, teachers should remind their pupils of the procedures to be followed. At Phoenix, we would normally expect to evacuate the building within 3-4 minutes.

Fire Alarm System and Extinguishers

Phoenix employs a contractor to carry out checks and maintain the fire alarm system. Extinguishers are maintained by an external contractor with the site manager also carrying out weekly checks .

Staff noticing any faults should report them immediately.

Stairways and Doors

- Stairways and final exit doors must never be obstructed, and all designated fire exit doors must be capable of being opened easily and immediately from the inside at all times that the building is occupied.
- Stairways and exit doors should be kept in good repair
- No combustible material should be stored or allowed to accumulate in the stairway enclosures
- Staff should report any concerns they have to the site manager.

Responsibilities

Headteacher:

- To oversee the process and issue direction if required, to phone and liaise with the fire services.
- To be the focus point for register updates.
- Carry out a fire risk assessment of the premises and review it regularly
- Tell staff or their representatives about the risks identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

Emergency procedure triggers

In the case of a bomb threat whilst in school staff will be alerted by the fire alarm and contacted via email, parents will be contacted when safe to do so via email and class dojo. Governors will be kept informed via email; the CEO (Chief Executive Officer) will be informed via phone from the Headteacher.

In all cases when the situation is clear all will be contacted through email/Dojo.

In the event of an intruder in school staff will be notified by the school of a lockdown with the school bell sounding continuously. Staff will then lock themselves in their classrooms and shelter under desks, offices are also to be locked. Parents will be contacted when safe through email/dojo.

This will only be relaxed when a member of SLT visits the rooms to give further instructions using safe words - **We will meet for a VBE assembly after.**

Governors and CEO to be informed when safe to do so via email/phone.

If there is a local area lockdown all external doors are to be locked. Only emergency staff will be allowed into the school until all clear is given. Staff will be informed via a foot messenger to each class followed by an email. Parents will be contacted via email and class dojo and be warned not to come to the school. When the situation is clear emails will be sent to staff and to parents.

Governors and the CEO will be informed by phone.

Checklist for Dealing with a Telephone Bomb Threat

Obtain as much information as possible

If you have caller recognition, make a note of the number

Time of call.....

Message (use exact words if possible)

.....
.....
.....
.....
.....
.....

Ask these questions:

Where is the bomb?

When will it explode?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?.....

What is your address?.....

What is your telephone number?.....

Complete this form following receiving any bomb or other threat

Person receiving call.....

Name of manager informed.....

Number at which call was received.....

About the caller

Man ☐ Woman ☐ Child ☐

Nationality/Accent.....

Age.....

Language

Well spoken	<input type="checkbox"/>	Irrational	<input type="checkbox"/>	Rational	<input type="checkbox"/>
Threatening	<input type="checkbox"/>	Foul	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>
Intoxicated	<input type="checkbox"/>	Laughing	<input type="checkbox"/>	Serious	<input type="checkbox"/>
Message read	<input type="checkbox"/>	Disguised	<input type="checkbox"/>		
		(electronically)			

Callers Voice

Calm	<input type="checkbox"/>	Crying	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Clearing throat	<input type="checkbox"/>
Nasal	<input type="checkbox"/>	Slur	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Stutter	<input type="checkbox"/>
Disguised	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Rapid	<input type="checkbox"/>
Deep	<input type="checkbox"/>	Hoarse	<input type="checkbox"/>	Familiar	<input type="checkbox"/> *	Laughter	<input type="checkbox"/>

* If the voice sounded familiar, who did it sound like?.....

Distractions

Noise on line	<input type="checkbox"/>	Call box/tone or calls	<input type="checkbox"/>	Operator	<input type="checkbox"/>
Interruptions	<input type="checkbox"/>	Others in background	<input type="checkbox"/>		

Background Sounds

Street noises	<input type="checkbox"/>	House noises	<input type="checkbox"/>	Animal noises	<input type="checkbox"/>	Engine	<input type="checkbox"/>
Machinery	<input type="checkbox"/>	Typing	<input type="checkbox"/>	Aircraft	<input type="checkbox"/>	Talk	<input type="checkbox"/>
Rail Station	<input type="checkbox"/>	PA System	<input type="checkbox"/>	Children	<input type="checkbox"/>		

Any clue as to caller or location.....