



Bishop Bridgeman Church of England Primary School

Fire and Emergency Evacuation Policy

OVERVIEW

At Bishop Bridgeman policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner and assemble in safe places.

OBJECTIVES

1. To keep the learners and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. During a fire practice staff will follow agreed fire evacuation procedures (see fire procedures displayed in classrooms)
4. To ensure that the building is checked and all are accounted for.
5. To summon help quickly.
6. To contain the danger and preserve the building.

STRATEGIES

1. The first member of staff to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'fire practice' the emergency services will be called by the headteacher, senior staff or school office staff.
3. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
4. Staff will take their registers with them. If the registers are kept in the school office, office staff will distribute them at the assembly points
5. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
6. Once rooms are empty, doors should be closed to prevent the spread of fire.
7. At the assembly points, class registers will be taken to ensure that all children are accounted for.
8. Teaching staff will take the laminated attendance list from their class out with them to the assembly point.
9. The headteacher must be informed immediately if a child or member of staff cannot be accounted for.
10. During the evacuation, the headteacher and senior staff will check toilets and other

areas to ensure that children have not been left behind.

11. No one must return to the building once it has been evacuated without the Headteacher's permission.
12. The headteacher will inform staff when it is safe to return to the building.

OUTCOMES

All will be safely evacuated during an emergency.

Reviewed: 7th September 2016

Next Review: September 2017