

# Farrowdale House

## INDEPENDENT PREPARATORY SCHOOL

**Proprietors:**  
Ms S. Hall & Miss Z. Campbell  
**Head Teacher:**  
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### **FIRE AND EMERGENCY EVACUATION POLICY**

#### **OVERVIEW**

This 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 to 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. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

#### **STRATEGIES.**

1. The first person to discover the danger will sound the alarm.
2. Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Proprietor, Headteacher, senior staff or school office staff.
3. At the sound of the alarm all staff responsible for children will escort them quickly in an orderly manner from the building to the agreed assembly point or designated place of safety.
4. Office staff will distribute registers 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. If there is danger from an intruder in the grounds or building, who has intent to harm, the alarm will be given and teachers and other adults will use 'lock down' procedures to secure the building and teaching areas. Children and staff will take cover in the safest part of the teaching area until the 'all is safe' is given.
8. Once children are safe class registers will be taken to ensure that all children are accounted for.
9. Office staff will take the emergency contact lists to the assembly points in case registers have been lost.
10. The headteacher must be informed immediately if a child or member of staff cannot be accounted for.
11. During an evacuation, the headteacher or Proprietor will check toilets and other areas to ensure that children have not been left behind.
12. No one must return to the building once it has been evacuated without the Proprietor/ headteacher's permission.
13. The Proprietor/ headteacher will inform staff when it is safe to return to the building or when a 'lock down' is ended.

#### **OUTCOMES**

All will be safely and quickly evacuated during an emergency or kept safe during a lockdown. Staff and pupils will practise these procedures so that in the event of an alarm the procedures will be known by all and there will be no panic.

Signed S.Hall & Z.Campbell

Review Date: March 2022