



Greenfield Primary School

Fire Drill & Evacuation Procedures

Post Covid-19 Recovery Procedure – updated Sept 2020

Fire Drill

One continuous ring of the school fire bell in any area of the school denotes a REAL FIRE or FIRE PRACTICE. In the event of a REAL FIRE being ascertained, the Fire Service will be summoned immediately by the School Office.

Whole School Evacuation during the School day

1. When the fire bell rings continuously, pupils and staff must evacuate all areas, leaving by the nearest fire exit in an orderly manner. Pupils, staff and visitors must assemble on the school playground.
2. Children:
 - 2.1. The school office will bring the Class/Group registers to the assembly point and distribute to the member of staff leading each group.
 - 2.2. Each class must form an orderly line. Classes must be 2m distanced from other classes. Adults remain 2m distanced from each other and pupils.
 - 2.3. Group/class leaders will lead pupils in their care via their designated evacuation route to the assembly point.
 - 2.4. Those staff responsible for the evacuation of a child with a PEEP will assume responsibility for that child and assist them in the evacuation. Face masks to be worn.
 - 2.5. Designated Fire Marshalls will sweep the site to ensure no-one remains inside.
 - 2.6. Group/class leaders will check the register and confirm to the headteacher that all pupils are present.
 - 2.7. Pupils will maintain silence and good order whilst making their way to the assembly point and during registration.
3. Staff and visitors:
 - 3.1. The school office will bring the visitors book to the assembly point.
 - 3.2. The school office will bring the staff register to the assembly point.
 - 3.3. The school office will check that all visitors are accounted for.
 - 3.4. The headteacher will ensure that all staff are accounted for.
4. Procedure:
 - 4.1. Evacuation will be URGENT, yet CALM and ORDERLY.
 - 4.2. Pupils and staff should walk, not run, to their assembly point.
 - 4.3. Everyone must remain silent whilst evacuating, assembling and being registered.

- 4.4. When all names have been accounted for, the headteacher will co-ordinate the next stage of the response depending on whether it is an actual incident or a drill.
 - 4.5. Following a whole school fire practice, pupils and staff will be given feedback in respect of conduct and reaction. Any technical difficulties will be reported to the Site Manager for immediate action.
 - 4.6. When appropriate, the headteacher will dismiss each group in order and with instructions.
 - 4.7. When dismissed, pupils and staff must leave their point of assembly in a quiet disciplined manner. They should adhere to the one way routes and allow enough time between groups/classes to avoid contact and maintain 2m distance.
5. Pre-school shared site evacuation procedure:
- 5.1. On discovery of a fire, pre-school should call the fire service direct and activate the nearest call point.
 - 5.2. The pre-school will follow their own fire evacuation procedure (attached) and assemble with the main school on the school playground assembly point.
6. Out of hours' fire evacuation procedure:
- 6.1. Good Morning and Afternoon Club have their own register.
 - 6.1.1. In the event of the fire alarm sounding, the individual responsible for running GMAC must evacuate the children in their care via the nearest fire exit and assemble (2m between each other) on the school playground assembly point. The children must then be registered to ensure all are accounted for.
 - 6.2. All external groups who use the school site out of hours must receive an induction on how to use the site safely.
 - 6.2.1. They must maintain their own attendance register for individuals attending their activity.
 - 6.2.2. In the event of the fire alarm sounding, they must evacuate all those participating in their activity and register them against the register they maintain.