



Hindhayes Infant School
Fire drill and routine evacuation
April 2025

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____
Signed: _____
Role: _____

Introduction

Fire safety is the responsibility of all staff, visitors and children at Hindhayes. Whilst the management take overall responsibility for ensuring that the premises are as safe as possible and health and safety tasks are delegated to specific members of staff, each individual has a responsibility to reduce the risk of fire and ensure that the environment remains safe.

Fire Drills

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- To promote an attitude of mind where-by persons will react rationally when

confronted with a fire or other emergency at school or elsewhere.

It is the responsibility of the headteacher and governing body of the premises to ensure that fire evacuation drills are carried out.

The dangers which may threaten persons if a fire breaks out depends on many different factors, consequently, it is not possible to construct a model procedure for action in the event of fire which would be suitable for use in all premises.

Each fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate.

Consideration must be given to the age of the pupils attending the school and as to whether there are any children with special needs.

A fire routine is based on a critical sequence of events, these being:

- Alarm operation
- Calling the Fire Service
- Evacuation
- Assembly
- Roll call
- Meeting the Fire Service
- Information the Fire Service will want to know
- Frequency of the fire evacuation drills
- School fire drill - instruction, training and recording

Frequency of the fire evacuation drills

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The Senior Team will plan for fire drills to take place at different times of day to ensure all possible scenarios are rehearsed.

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the Fire Service

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by the quickest means available. This task is designated as the responsibility of the school office team.

Meeting the service

The person in charge of the roll call must identify him/herself to the Fire Service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.

Information the Fire Service will want to know:

Is everyone accounted for? If anyone is missing: How many? What is their usual location? Where were they last seen? Where is the fire? What is on fire? (It may not be apparent). Are there any hazardous substances involved in the fire or stored in the building? (ie. Chemicals, Solvents, Liquified Petroleum Gas or Acetylene Cylinders etc).

Evacuation

On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.

When the fire alarm sounds, explain to the children that this is the fire alarm and that they need to line up at the fire exit which is the quickest route to fresh air. The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Fire Assembly Point on the main school field.

Cherry, Oak, Beech. Birch class	Door into quad
Chestnut, Sycamore, Hazel, Hawthorn Class	Door leading onto orchard
Willow Class	Back door onto playground
Orchard class	Back door onto Orchard
PPA spaces and toilet block	Playground doors
Hall	Doors into playground
Main Kitchen and staffroom	Main staff door
Head's office suite	Main staff door
Main Office and Disabled WC	Main reception door
Library and Tree House	Door onto veranda

Evacuation Continued

Lead the children out of the building and direct them around the building to the fire assembly point on the main field.

As you leave your classroom:

- 1) Ensure that all children are out of the class and toilets.
- 2) Check that no children have hidden ie in store cupboards
- 3) Close all doors behind you

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation. (PEEPs are in place for all relevant pupils and staff). It is the responsibility of the class teacher to ensure that this is put into action.

No running is to be permitted to avoid panic

Overtaking of classes or individuals must not be permitted.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation drill the senior person in charge.

Multi building site

Once contact has been made, it will be usual procedure to evacuate all buildings (by operating the fire alarm, airhorn or personally with each class). In the case of evacuation, responsibility is delegated to members of staff to quickly search each area and to report to the designated responsible person (headteacher) that their area is "clear".

Areas of responsibility are as follows:

Main reception, disabled toilet, office and corridor- Office staff

Classroom, toilet and store cupboard- class teacher

Head's office, Server room, and staffroom- headteacher

Toilet block and ICT suite – Chestnut class TA o

Year 2 corridor- Hawthorn class TA

Orchard hut- Teacher

Willow room- Teacher

Library- Librarian

Rainbows Nursery- Nursery manager

Assembly

The main school field is the designated assembly point. It must be clearly marked and easily identified by any person who might be expected to be in the school premises.

Roll call

As soon as classes have assembled at the assembly point it is the class teacher's responsibility to carry out a roll or count to ascertain that no one remains in the premises.

In the absence of the class teacher ie lunchtime, the office will be left with a note with the number of boys and girls present and the class teaching assistant will assume responsibility for taking a roll call.

The senior leader on site has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.

Office staff must ensure that any visitors or contractors in the premises at that time must be included.

Office staff will have a grab bag containing mobile phone and contact numbers, as well as first aid supplies (foil blankets) which they must collect on evacuation.

The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.

A member of office staff will bring the ipad which holds the signing in information for staff, visitors and any children signed in after the registers closed.

Each teacher must report to the Fire Marshals and senior leader to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

Firefighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises. Regular fire drills will ensure that the evacuation procedure applying to a premises fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Fire Prevention

Ensure that chemicals are always stored safely and are locked away where appropriate. Hazardous substances should each have a COSHH sheet and should be labelled and stored appropriately. All waste should be disposed of in appropriate waste bins. External waste bins should be stored away from the main building and should be locked where possible, to avoid the possibility of arson. No waste, particularly combustible materials such as paper, fabrics and card, should be left to accumulate near possible heat sources ie radiators.

No displays or wall hangings should be hung from electrical lighting or over radiators.

Ensure that fire exits are always clear from clutter.