



## **Pownall Hall School**

*Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.*

*The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self-discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.*

### **7b Fire Evacuation Procedure**

*This is a whole school policy; it refers to and includes EYFS, after-school care and holiday clubs held on our premises.*

## EVACUATION PROCEDURES IN THE EVENT OF A FIRE

- Immediately raise the alarm by pushing the button on the fire alarm call box panel (the red box)
- Ensure that the children's safety is your paramount duty and evacuate the area as soon as possible. Perform a sweep of the building and all areas as you exit, taking with you any visitors and contractors you may have with you.
- All areas except the main school hall need to notify adjacent buildings if they discover a fire.
- Close all doors.
- Staff of areas that do not have a call box must warn others by shouting 'Fire'
- During lunch and break times when children are not in a set location, a sweep of the whole school needs to be completed by designated areas/staff. It is the teacher's responsibility to sweep their area/classroom and TA's to accompany children to the Fire Assembly Point.
- Either: phone the fire brigade yourself, send an adult to phone the fire brigade or inform the office who will call the fire brigade. If **you** have discovered the fire, it is **your** responsibility to ensure the fire brigade has been called. You need to receive confirmation that the fire brigade has been called. Ensure the person who has made the call report back to you to confirm the call has been made. When the fire brigade arrive ensure that you, along with a member of SLT are available to report your findings.
- Assemble yourself and the class you are in charge of at the Fire Assembly Point located on the school lawn. Perform a head count of your children, staff, visitors and contractors.
- Office Staff to print the schools registers to take to the assembly point. Reports any absentees to the Headmaster, Deputy Head or in their absence a member of SLT
- Headmaster, Deputy Head or in their absence a member of SLT to take out the visitors book and fire pack containing a map of the school.

### Monitoring and Review

This policy is monitored by the Welfare, Health and Safety Committee, which includes a representative from the governing body, and will be reviewed annually.

**Approved by governors**

**Date: May 2020**

**Signed: Mrs. Eileen MacAulay, Chair of Governors      May 2020**

**Review date: May 2021**