



## Rosendale Primary School and Children's Centre

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**Last reviewed:** January 2017

**Next review:** January 2018

**SLT owner:** Headteacher

**Distribution:** Staff and governors

### FIRE EVACUATION PLAN<sup>1</sup>

The Headteacher, or in her absence one of the Deputy Heads, has overall responsibility for controlling the evacuation and liaison with the fire brigade.

#### Stage 1

In the event of the fire alarm ringing (continuous ringing bell), children and adults must exit the building by the nearest door.

Children and Adults must not stop to:

- Hold doors open for others
- Gather personal belongings

Teachers and teaching assistants must gather in the Turney playground and organise their classes into a single line. KS1 will line up by the basketball hoops, KS2 will line up outside the KS2 buildings. Children and adults will gather at a safe distance from the building.

Children who are not with their class when the alarm rings must be led out of the building and then directed to line up as usual with their class

Split children must line up with their split class. A member of the Senior Leadership team will then gather these children together and take the register.

Children or adults **must not** re-enter the building **for any reason** until they are given authorisation to do so.

#### Stage 2

A member of the admin team will distribute a clipboard with a print out of the day's register attached, to each teacher as soon as possible after the alarm sounds.

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<sup>1</sup> Last updated January 2017

Teachers must check the children present in their line against this list. If all children are present the teacher should hold the register in the air and wait to receive the 'all clear' signal from the Headteacher / other designated person.

If a teacher discovers there is a child missing, or is unsure whether a child is missing or not, they must hold up a red card that will be provided with the register. This is a symbol to the Headteacher that a child is missing from that teacher's class.

Once the Headteacher / other designated person has accounted for all children, she will hold up a blue card which is the symbol to show it is safe to enter the building. Only once this has happened, should anybody re-enter the building.

If it is not safe to remain on the school site, the Headteacher / designated person will give the instruction to evacuate to the Rosendale Playing Fields.

### Stage 3

Before returning to the school building, teachers must return their clipboards to a member of the admin team.

### Responsibilities

#### ▪ Children

- To walk quietly and sensibly out of the building, not stopping to collect personal belongings, go to the toilet or hold doors open for others
- If they are not with their class teacher when the alarm sounds, to find their class teacher and line up with their class
- If they are split because their class teacher is absent from school, to line up with their split class

#### ▪ Class teachers

- To adhere to their legal responsibility to take a register in their class twice a day
- To lead their class quickly and quietly out of the building
- To use the registration list given to them by a member of the admin team to count members of their class
- To signal to the Headteacher / designated person that either all children are present (by not raising their clipboard) or that one or more children is missing (by raising the red card attached to their clipboard)
- To wait until the blue card signal is shown by the Headteacher / other designated person before returning to the building
- To return their clipboard to a member of the admin team before returning to the building

#### ▪ Other adults

- To assist children in leaving the building safely
- To leave the building as quickly as possible

#### ▪ Joanne Freeman-Skinner (other member of the office staff in her absence)

- To print out the class registers by 09:30 and 13:45 each day detailing children who are present and absent and to give them to the Headteacher

- In the event of a fire alarm, to attach the lists to clipboards and distribute to teachers in the playground
- To collect in the clipboards before teachers and children return to the building
- School business manager (other member of office staff in her absence)
  - To print Staff list by 10.30 a.m. each day detailing staff who are present and absent and give to Joanne Freeman-Skinner
  - To facilitate distribution of Staff list and visitors book
  - To facilitate the distribution and collecting in of clipboard
- Headteacher
  - To stand in a visible position in the playground
  - To be aware of teacher signals to indicate whether all children are accounted for
  - To give the blue 'all clear' signal when it is safe to do so
  - To decide whether or not to evacuate the school site
  - To liaise with the fire brigade. A site plan including shut-off points for gas and electrical outlets should be passed to the fire brigade on arrival. Copies are kept in the premises manager's office and in the fire emergency bag in the school office
- Premises Officer
  - To check the buildings to try to ascertain the trigger for the alarm
  - To unlock the gates in the Rosendale and Turney playgrounds in case evacuation from the playground is needed
  - To report status to the Headteacher

2/proforma/fire evacuation plan