

Fire Evacuation Procedure



September 2020

Howard Park Community School

Fire and Evacuation Procedure - Covid-19

The evacuation procedure is as follows:

On hearing the fire alarm, the class teacher leads their class out of the building, following the designated route described below and to the assembly point (ballcourt or grass).

- **Nursery:** Walk out of their classroom using the external door and go straight to the assembly point.
- **Reception:** Walk out of their classroom using the external door and go straight to the assembly point.
- **Year 1:** Walk out of their classroom using the external door and go straight to the assembly point.
- **Year 2:** Walk out of their classroom using the external door and go straight to the assembly point.
- **Year 3:** Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point.
- **Year 4:** Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point.
- **Year 5:** Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point.
- **Year 6:** Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point.
- **Bears Cavern:** Leave their classroom and walk down the blue staircase. Use the fire doors at the bottom of the blue staircase and then leave the grounds, going around the outside of the Children's Centre and enter the assembly point. The children then join their class.
- **Intervention Room (upstairs):** Leave their classroom and walk down the red staircase. Use the fire doors at the bottom of the red staircase and then head straight to the assembly point. The children then join their class.
- **Intervention Room (downstairs):** Leave the room and exit via the old main entrance (currently used by Y5 and Y6)
- **Hall:** Leave through the hall fire doors and then head around the building following the same route as Y5 and Y6.

- **Main office:** To leave through the front door and then follow the same route as Y5 and Y6 once outside.
- **Kitchen:** To leave via the external kitchen door and head straight to the assembly point.
- **Children's Centre:** To use the main entrance/exit in the Children's Centre and head outside the school grounds around to the ballcourt. If in the training room, use the fire door in the training room. If in the Children's Play space exit out of the fire doors and straight to the assembly point.

Once at the designated assembly point, the children will line up in their classes. It is important that children are spaced out as much as possible

The adults listed below hold the following responsibilities in the event of a fire alarm:

- **Evacuation Warden for the building:** Jonathan Pickles
- **Deputy Evacuation Warden for the building:** Samantha Mollett
- **Fire Marshall for the ground floor:** Vicki Farrell
- **Deputy Fire Marshall for the ground floor:** Mel Coles.
- **Fire Marshall for the first floor:** Nicola Spence
- **Deputy Fire Marshall for the first floor:** Mark Snowden
- **Security Officer:** Erica Hudson
- **Responsible for the unlocking of any necessary gates.** Rachel Ainsworth

Upon the identification of a fire, the first responsible adult notified should call the fire brigade.

Children will be immediately taken to their identified location. Pupils in the ball court will stand facing school. Each class will require two lines of children. Children on the grass will line up facing the ball court and will be able to form a single line. Social distancing must be observed when pupils are stood waiting.

The evacuation report will be brought out for the children, staff and visitors. Teachers will immediately make a roll call and inform the Headteacher. If any child is found to be missing the Headteacher must be notified immediately.

For pupils with mobility issues and for dogs, please see separate risk assessments.

Footpath

Year 6

Year 5

Year 4

Year 3

Reception

Nursery

Kitchen
staff

Office Staff

Ball Court

Year 1

Year 2

Grass

Reception Playground