



# Windmill Hill Academy

## Fire Emergency Procedures



**COVID-19 Update: The same fire emergency procedures are to be followed with social distancing measures:**

- Check fire exit to be used if a year group is using a different room as usual.
- When lining up and walking out of building, keep a social distance where possible.
- When lined up outside, keep sufficient distance between each group.
- Pupils are to line up with their year group groups (A/B) but with the exception of the Key Worker/Vulnerable group (they are to remain as their group).

### Fire Alarm

In the event of the fire alarm sounding (the continuous ringing of the school bell), please leave the school buildings by the nearest fire escape route and assemble on the school playground.

In the event of a fire during school hours, the designated person to meet the arriving fire appliances will be the secretary or in the event of their absence a senior member of staff. This is important to give any critical information, such as exact location of the incident, anyone who may need rescuing (including any school pets) and their location, and any individual hazards (e.g. chemicals) that may be present.

### EVACUATION SIGNAL

Evacuation of the premises will be signalled by a continuous alarm.

### STAFF ACTION

On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers/HLTAs in control of a class will:

- Commence the evacuation of children in an orderly way
- Lead children from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify the Head of School of any persons unaccounted for
- Ensure children remain at the assembly point
- Await further instruction from the Head of School

On hearing the evacuation signal:

- School Registers and PEEP's will be collected by: Secretary /Class teachers if in classrooms
- School Visitors Book and keys to the gates will be collected by: School Secretary
- Children's medications will be collected by: School Secretary

The nominated first aid persons are: Angela Mason and Helen Rutherford.

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify the Head of School of any persons unaccounted for
- Await further instruction from: The head of school or the fire brigade.

### VULNERABLE PERSONS

Name	Location	PEEP (Y/N)
1)	1)	1)



2)	2)	2)
3)	3)	3)

#### **ASSEMBLY POINT**

Assembly point is at the bottom of the playground and at the bottom of the car park.

#### **ROLL CALL PROCEDURES**

The roll call procedures are each teacher will do a head count and then call the register.

#### **AFTER SCHOOL CLUBS**

Staff in charge of extended services will take the following action: Staff in charge of after school activities to lead children out to the assembly point and call the register. The most senior member of staff will meet them at the assembly point.

#### **ALTERNATIVE SAFE PLACE/S**

Alternative Safe Place/s  
Launceston Leisure Centre, Coronation Park, Launceston. PL15 9DQ  
Launceston Town Hall Westgate Street, Launceston. PL15 7AR

#### **TRAVEL TO ALTERNATIVE SAFE PLACE/S**

Travel to Alternative Safe Place  
Children to be escorted (walking) to the designated places.

#### **Detailed evacuation routes:**

YF will exit the building from the nearest fire exit in the corridor and proceed to the fire assembly point on the playground.

Y1 will exit the building via the rear exit door by the library or the rear exit by Y2 (depending on congestion/location of fire). They will walk around the rear of the school and proceed to the fire assembly point on the playground.

Y2 will exit the building via the rear exit in the Y2 cloakroom. They will walk around the rear of the school and proceed to the fire assembly point on the playground.

Y3 will exit the building via the middle door in the Y4 cloakroom. They will walk directly to the fire assembly point on the playground.

Y4 will exit the building via the middle door in the Y4 cloakroom. They will walk directly to the fire assembly point on the playground.

Y5 will exit the building via the exit at the rear of their classroom. They will walk around the rear of the school and proceed to the fire assembly point on the playground.

Y6 will exit the building via the rear exit door by the library. They will walk around the rear of the school and proceed to the fire assembly point on the playground.

If pupils are in an alternative location, they are to exit the building via their nearest exit and proceed to the fire assembly point on the playground.