



South Hykeham Community Primary School
Wath Lane, South Hykeham
Lincoln LN6 9PG
Telephone/Fax: (01522) 681919
Headteacher: Mr John Richardson BSc (Hons) P.G.C.E.

Fire Evacuation Procedures

In the event of the discovery of a fire, the alarm should be activated by breaking one of the emergency break glass units situated around school. The following procedures should then apply:

At any time apart from lunchtime or start and end of day:

- All children should quietly stand and line up at the fire exit door.
- No-one should stop and pick up any belongings etc.
- Classes should then go to the Fire Assembly Point on the playground.
- If there is only one adult in the classroom they should be the last person to leave.
- If there are two adults with the class, one should lead the children out and one should be the last person out of the class.
- Any member of class who is not in the classroom should go by the shortest possible route to the fire assembly point.
- Mrs Hill or Mrs Tennant (depending on days worked), or in their absence the Head should take registers, contact forms and a mobile phone to the fire assembly point.
- Mrs Hillier (or in her absence Karen Stevenson or nominated supply teacher) will nominate an adult to check the infant toilets prior to evacuating.
- Mr Richardson will take inhalers and a first aid kit and check the toilets near the front entrance (or in his absence Mrs Hill or Mrs Tennant, depending on days worked) will appoint someone to take this role)
- At the fire assembly point all children should be accounted for by classteachers checking the register.
- In the event of a fire the fire brigade will be sent for. If it is decided that a sweep of the school is safe a member of staff, nominated by the Head (or in his absence the Deputy), will take place.
- When the fire brigade arrive they will be informed of any missing pupils or staff.



- If bringing the children to the playground via footpaths would potentially put children at greater risk, the supervising adult will line the children up on the field and await instruction from the head or deputy.
- We are aware that fire alarms may sound at times during the day when evacuation could be more difficult e.g. between 8.50 and 9.00 and communicate our procedures to parents via Parentmail.

Fire alarms at the end of the school day or before school starts:

- If you are on the premises you should make your way towards the fire assembly point at the front gate.
- The school will then be checked by appointed members of staff to ensure that nobody remains in the building.
- Anyone who has left the premises e.g. because they have dropped children off in the morning or had picked up children after school does not need to return to the fire assembly point.
- When the building has been checked, if there is no fire or hazard a senior member of staff will inform parents and children who will then be free to leave. In the event of a fire the fire brigade will be called and their instructions will be followed.

Pandas have their own set of fire protocols.

Lunchtime Fire Procedures

Lunchtime provides several additional challenges for fire evacuation procedures. The procedure will be as follows:

- Any member of staff who is not on site will have let the office know that they are absent and can be accounted for by using the signing in / out iPad in the entrance. The same system will be used to account for staff still on the premises.
- The office will have a list of children who are not on site who were registered in the morning e.g. children who have gone for a medical appointment.
- On hearing the alarm sound all children will make their way to the Fire Assembly Point and line up as they would if the alarm sounded during lesson time by the shortest possible route.
- Lunchteam members will ensure that the hall and field are evacuated before following the children onto the playground.



www.south-hykeham.lincs.sch.uk

E-mail: john.richardson@south-hykeham.lincs.sch.uk

- Lunch supervisors on duty on the playground / field will supervise the children until the classteacher arrives on the playground with all other members of staff.
- If bringing the children to the playground via footpaths would potentially put children at greater risk, the supervising adult will line the children up on the field and await instruction from the head or deputy.
- Mr Richardson, or the senior member of staff on site will be at the Fire Assembly Point to ensure order.
- If a classteacher is off the premises, the Head or deputy will appoint a member of staff to supervise their class.
- Lunch supervisors in the hall will ensure that children leave their belongings / lunches where they are and calmly leave the building and assemble at the Fire Assembly Point via the path around the hall.
- No belongings should be taken out.
- The Head will ensure that inhalers and first aid kits are taken out to the fire assembly point if safe so to do.
- All play equipment should be held by children to avoid trip hazards.
- On assembling outside the classteacher will register the children. If the classteacher is absent the Head will appoint a member of staff to register the class.
- If a child / children is / are missing, a sweep of the school will be carried out by the Head and midday controller together (if this is judged to be safe).
- All procedures apart from checking toilets will then be the same as the procedure outlined above.
- The Midday Controller will check the children's toilets in the infant area if it is safe to do so.
- Mrs Hillier, or an appointed deputy, will check the main entrance toilets if it is safe to do so.
- The fire brigade will be informed of anyone missing on arrival.

John Richardson
6th September 2024



www.south-hykeham.lincs.sch.uk

E-mail: john.richardson@south-hykeham.lincs.sch.uk

