Fire Evacuation Policy 2026/2027

<u>Assembly point – Hamp Nursery & Infants school field</u>.

Gather on the field, between the outdoor classrooms and Hamp Academy.
Access from either the adventure playground or the hobbit garden
(go around the huts).

Class and Nursery room procedures

When the alarm sounds-
Stop children quietly and ask them to leave everything and line up at the assigned exit.
Ensure an adult checks your cloakroom/toilets – count the children.
Walk sensibly with an adult leading and an adult following the whole class.
Extra adults to be positioned along the line or with PEEP children.

Walk quickly and sensibly but do not run.
Ensure the children are reassured but quiet.
Follow the flow of other classes – do not try to overtake.
Take your class fire register with you.

Wait with your class at the assembly point - register the children using the fire register.
Make a member of SLT aware should any child or adult not be accounted for.

Hall
Kitchen
Offices
Staff room
Courtyard room
Either Playground
Hobbit garden

<u>Do not attempt to re-join your class.</u>
The adults in this area need to take the children in their care and leave by the nearest exit and go straight to the assembly point.
Once at the assembly point ensure children re-join their class for registration.

<u>Miss Pappin will meet the emergency services outside of the main gate.</u>
<u>Mrs Weatherburn or Mrs Beresford will check the main corridor toilets.</u>
<u>Mrs Cowen will bring staff signing out book to the assembly point.</u>

<u>Teachers will take their fire register with them when they leave the classroom.</u>

<u>Office staff will take walkie talkies, a mobile phone and keys to driveway gates</u>

Playtime procedures

Playground All classes should line up in their usual places with their TA and then lead across the playground to the Assembly point. Do not attempt to re-enter the building at any point. Staff and children will follow the procedures for their room and re-join their children at the assembly point.

Main Building Follow the normal procedure for that room (see above) and go to the assembly point.

Miss Pappin will meet the emergency services outside of the main gate.
Mrs Weatherburn or Mrs Beresford will check the main corridor toilets.
Mrs Cowen will bring staff signing out book to the assembly point.

Teachers will take their fire register with them when they leave the classroom.

Office staff will take walkie talkies, a mobile phone and keys to driveway gates

Lunchtime procedures

Classrooms Lunch time supervisor will ask the children to stop eating and line up quietly. Do not attempt to bring anything with you. Follow the procedures for the room. Any members of staff that are out of class will need to follow procedures for their location and re-join you at the assembly point.

Playground All classes should line up in their usual places with their Lunch- Time Supervisor, who will then lead them across the Playground to the Assembly point on the field. Do not attempt to re-enter the building. Staff or children inside will follow the procedures for their room and re-join their children at the assembly point.

Teachers/TA's should exit by their appropriate exit for the room they are in, and meet with their class at the Assembly point. Lunchtime Supervisors will lead the children as soon as they are lined up. They do not need to wait for the class teacher.

Miss Pappin will meet the emergency services outside of the main gate.
Mrs Weatherburn or Mrs Beresford will check the main corridor toilets.
Mrs Cowen will bring staff signing out book to the assembly point.

Teachers will take their fire register with them when they leave the classroom.

Office staff will take walkie talkies, a mobile phone and keys to driveway gates.

Please ensure you sign out if you leave the premises during the day. Remember to sign back in when you return.