

**Ton Yr Ywen Primary School - Fire Evacuation Procedure and Policy**  
**TYYFE**

This document describes the procedures that must be followed by staff at Ton Yr Ywen Primary in the event of a fire or other emergency situation that requires either evacuating the school building or locking down the building.

**If you discover a fire**

- Activate the fire alarm by pressing one of the red fire call points. These are located near the exit doors.
- If you have been trained in the use of fire extinguishers and the fire is small, e.g. a saucepan or waste paper bin, you may attempt to fight the fire using one of the school fire extinguishers or fire blankets. These are located in various places around the school (see attached plan for locations). Water, foam and carbon dioxide extinguishers and fire blankets are available (see below for more information).
- **Do not put yourself or others at risk.**



**If you hear the fire alarm during lesson times**

**Teachers...**

- Ask the children to stop what they are doing and line up quickly and calmly.
- Leave the building by the nearest safe exit.
- Do not stop to allow children to take belongings with them.
- Lead the children to the fire assembly point under the large oak tree next to the junior yard.
- Office staff will bring out registers so you can take a roll call.
- Notify the head or deputy if any children appear to be missing.
- Wait with the class until given further instructions.
- Do not re-enter the building until told it is safe to do so by the head or deputy.

**Teaching assistants...**

- Teaching assistants based in classes should check the class and nearby areas (toilets, cloakrooms) are empty before shutting the fire door behind them and following the class to the assembly point.
- Teaching assistants who are working with individual children or groups of children in 'break out' areas should lead the children to the fire assembly point by the nearest safe exit and ensure the children re-join their classes.
- Teaching assistants who support children with additional needs should stay with their children throughout the whole process to ensure their safety.

**Office staff...**

- The head, deputy or school secretary should phone the emergency services if a fire has been discovered, giving the location and extent of the fire.
- The admin manager or admin assistant should bring registers to the assembly point.
- The admin manager or admin assistant should ensure the admin corridor is empty before shutting doors behind them and following the classes to the assembly point.
- The head and deputy need to check the foyers and main corridors are empty before shutting doors behind them and following the classes to the assembly point.

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**Procedures for playtimes**

If the fire alarm sounds during playtime

- The duty teacher should ring the bell near the assembly point so that the children start lining up.
- Teachers in the building should leave by the nearest safe route and meet their classes at the assembly point.
- Teaching assistants should check corridors, classes and toilets as they make their way out of the building by the nearest safe route, shutting doors behind them.
- Office staff will bring out the registers so teachers can take a roll call.
- All staff will wait with the classes until told it is safe to re-enter the building.

**Procedures for lunchtimes**

If the fire alarm sounds during lunchtime

- Midday supervisors in the canteen and sandwich halls will ask the children to stop eating and leave the hall quickly and quietly by the nearest safe exit. They will lead the children to the assembly point.
- Midday supervisors in the playground will ring the bell near the assembly point so the children start lining up.
- Teachers in the building should leave by the nearest safe route and meet their classes at the assembly point.
- Teaching assistants should check corridors, classes and toilets as they make their way out of the building by the nearest safe route, shutting doors behind them.
- Teachers should meet their classes at the assembly point.
- Office staff will bring out the registers so teachers can take a roll call.
- All staff will wait with the classes until told it is safe to re-enter the building.

**In the event of an accidental activation of a call point**

If you or a child accidentally set off the fire alarm, please notify the office immediately so the alarm can be silenced. The Admin Officer or assistant will contact both: Fire Control Direct: 01268909407 and Ark should also be informed: 02920381850 to inform of a false alarm. If you are unable to make contact with a member of the Office team you must contact Fire Control and Ark yourself. A member of Senior Management should then be informed who will alert both the Headteacher and Office / Admin team that you have reported a false alarm.

**In the event of a serious fire or emergency which prevents re-entry to the building**

- If there is a serious fire it may not be possible to re-enter the building. In this situation, the head or deputy will consult with the fire brigade and agree a safe location to proceed to.
- The head or deputy will phone the Council to notify them of the emergency. Our Bronze officer is Dean Griffiths (07971 733132). If he is not available tel: 07773 257783.
- The admin staff will use the SCHOOP system to notify parents to collect their children from an agreed safe location.
- The school has an agreement with Maes-Y-Coed Community Centre as a secondary assembly point in the event the entire school site has to be evacuated.

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Fire drills are held at least once each term. The most senior person on site will update the log book which is held in the Head Teacher's office with details of the Fire Drill procedure, including any lessons learnt. Any lesson learnt from the Fire drill will be shared with all staff via the internal email system.

*(Note: Whilst the Nursery has a temporary stand-alone alarm system which is not connected to the main school building, the nursery team will need to be informed by a phone-call made by the Admin Officer in the school office or the Admin Assistant.)*

Updated and approved by the Governing Body 13th May 2024