



Lake Haven School

Fire and Emergency Evacuation Procedure 2026/27

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DSL	Sarah Hill
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Approved by	Alexandra Marshall
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On hearing the fire alarm, the following procedure must be followed (if safe to do so): Immediately raise the alarm, by shouting or by hearing the alarms sounding.

**NEVER TACKLE A FIRE LARGER THAN WASTE BIN SIZE.
ALWAYS RAISE THE ALARM AND EVACUATE IMMEDIATELY.**

The following persons have additional duties~

**A member of SLT to call 999 and ask for the Fire Service to report the fire.
Then to take these items out of the building via the front doors using the black evacuation bag**

- ❖ EMERGENCY EVACUATION REGISTER LISTS (FROM HORISONS)
- ❖ SIGNING IN FOLDER
- ❖ CONTACT FOLDER
- ❖ MEDICAL ITEMS

- **Headteacher or whoever is in the office ~ check the school house and all bathrooms including closing all of the internal doors. Class teacher to take their emergency bag out with the children.**
- **Teaching staff in the Nook ~ to check all three teaching spaces including closing all of the internal doors. Class teacher to take their emergency bag out with the children.**
- **Teaching staff in the Nest ~ to check all three teaching spaces including closing all of the internal doors. Class teacher to take their emergency bag out with the children. Class teacher to take their emergency bag out with the children.**
- **Teaching staff in the Lodge ~ to check all of the teaching spaces including closing all of the internal doors. Class teacher to take their emergency bag out with the children.**
- **Headteacher/SLT ~ to take the register and list of emergency numbers**

All other staff are responsible for the safety of the pupils.

Actions to be taken when fire alarms sound /hear the evacuation instruction

Staff must stop teaching and instruct their class to evacuate and go to the fire assembly point using the nearest fire escape. (Indicated with green and white signs).



The teacher should ensure that everyone has left the classroom and that the classroom door is closed behind them. They should then join the class at the assembly point.

The teacher or other designated adult should keep the class together at the assembly point until the Headteacher or lead teacher says that it is safe to return to the building.



Actions to be taken if someone is unable to evacuate without assistance including children with additional needs who have a Personal Emergency Evacuation Plan (PEEP).

Instruct the individual according to their PEEP. All children at Lake Haven have a PEEP

The office will be aware of any visiting disabled persons and they should allocate a member of staff to help them in an emergency evacuation

General Fire Precautions when teaching

The capacity of every classroom is based on the number of people who can evacuate safely from that room in the event of a fire alarm sounding – this capacity should never be exceeded.

Fire exit doors (indicated by green and white signs) must be maintained clear at all times and teachers should ensure that they are not blocked by bags, tables, chairs, boxes, or in any other way.

Gangways in classrooms and emergency routes must be kept clear at all times.

Fire Exits and Assembly Points

The Assembly point is on the playground at the entrance to the Forest Area.

Pupils should use the most appropriate fire exit as listed within their classrooms or base where they are working.

All classes take their emergency grab bags to the fire assembly point. The main evacuation bag which is located on a hook in the Boot Room which will be taken by a member of SLT.

Classroom and exit doors should be closed on exiting and windows too if safe to do so.

Exits are:

- Front visitors door out to the allotment plots
- Rear door through the Boot Room
- Patio Doors in the craft room/conservatory
- Through the main doors at each end of the Nook classrooms
- Through the main front door or patio doors in the Lodge
- Through the front or rear door (Swans) of the Nest
- The Lodge, Nest and Nook are all on the ground floor and if required, the windows could be used as an exit if the fire doors are unsafe.
- Exit the outside area through the main gated entrance
- Forest School - through their main door

Once at the assembly point please line up and stand in silence

- All children line up in silence, facing away from the school and listen for their name to be called.
- Teacher or staff member in charge of the children to line up class and do HEAD COUNT and

- call class register.
- Then pass the register back to the Headteacher.
- Any child unaccounted for – inform Headteacher asap

Unexpected alarm with no sign of fire

If the alarm has gone off and there is no sign of any fire, a full check of the building will be carried out once all people have been accounted for, provided that there is no risk, to ascertain the cause of the alarm and to take appropriate action.

This will be carried out by the Headteacher or member of SLT and/or other designated adults. They would check the fire alarm and then walk around the exterior of the building to check the area through windows/doors if possible. If this is not possible then we would ring the emergency services immediately.

All other adults must remain on the playground until given instructions to return to the building or normal play-time activity.

IMPORTANT REMINDERS

Fire is fed by oxygen; therefore all doors should be closed as occupants leave rooms.

All staff MUST sign in and out of school so that leaders know who is on site in case we need to evacuate.

Evacuating to an offsite location

This would be necessary if there was a fire that was causing smoke on the playground or in the event of another incident such i.e. a gas leak, violent persons or bomb threat.

In the event of it being necessary to evacuate to a safe position off the school site, it has been decided that Bramcote Golf Centre on Bazzard Road is the safest option with regard to transporting the children and having enough space.

To evacuate to Bramcote Golf Centre on Bazzard Road please leave the school in the same manner as you would for a fire drill or emergency and walk up the school drive, across the front of the school towards the main entrance to the fisheries and cross over the road when safe to do so and assemble outside the facility.

Ensure one/two adults are positioned on the road as the children cross over to alert motorists. Staff and children should congregate in Bramcote Golf Centre on Bazzard Road: children should sit quietly in their classes so that their teacher can do the roll call and ensure everyone is accounted for.

No one must leave Bramcote Golf Centre on Bazzard Road until the Headteacher has assessed the threat/danger and has authorised staff and pupils to do so.

In the event of a telephone bomb threat the office has a protocol to follow. In this situation an alarm would not sound. A member of staff would be sent to each class to tell them to evacuate. The teacher will be informed by office staff in code with the words~ 'CODE BLUE or 'TEST CODE BLUE' (if it is a test evacuation) and they should activate evacuation plans immediately.

Additional Information

Warwickshire Fire and Rescue Service were contacted and we spoke to Gabi Ahnger (Fire Protection Inspector) who informed us that we didn't require an inspection but they gave advice and a booklet to follow and conform to fire safety guidance for educational premises. 24/10/22

We have now enlisted the support of AMP Fire, Barwell, Leicestershire who have serviced all of our extinguishers and made them operational ready. Andy from AMP Fire has advised that once we employ five members of staff we will require his services to update and agree a new fire procedure policy. We have discussed this and feel that we would like this in place sooner and are awaiting a date.

Completed 23/08/2023;

August 2024;

August 2025

We had a discussion with Andy from AMP about our gates automatically becoming unlocked with the fire alarms. However, on discussion of the risks associated with the M69 and the lakes, it was deemed a higher risk than keeping the gates locked. Children are safe from any emergency vehicles requiring access to the school grounds.

Candles & Matches

As a safety precaution when using candles in classrooms, always ensure the candle or tea-light is in a holder or embedded in sand.

Matches should be kept by a teacher out of reach of children in a metal container. They MUST be stored somewhere inaccessible to the children, usually in the school office.

Under no circumstances should matches be left unaccompanied and unattended by an adult.

Flammable materials

Chemicals and paints should be kept in locked storage by the Proprietors.

AMENDED 30.01.2024