

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out at least termly and logged in the fire log book. These will comprise both announced and unannounced drills.

Signage

Evacuation procedures are displayed in all classrooms. A sign in Reception clearly states where evacuation procedures are located and the assembly point in the school.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system



In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Head Teacher

The Head Teacher will ensure there is an annual Fire Safety Risk assessment and that preventive and protective measures are in place. All maintenance checks are carried out in line with guidance provided by the school's Health and Safety advisor, Peter Byrne. The Head Teacher (or most senior member of the SMT on site at the time) will liaise with the emergency services on their arrival.

Office staff

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.)

Office staff will take out:

- School phone
- Class registers, Late book and Visitors book/signing in & out book
- Pupil contact details
- Gate keys / fire warden jacket
- Plan of school file

Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

Teaching staff are responsible for ensuring that the children in their class know the evacuation procedures and what to do in the event of a fire and are reminded of this throughout the year. This includes children knowing what to do if they are out of class e.g. delivering register/ message to another class.

All staff have a responsibility to know the evacuation procedures, be aware of the escape routes and to take charge and ensure the children in their care evacuate the building in an

emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Staff should ensure that the children line up quickly and safely and walk out of the building quietly and in single file.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may have visual or hearing impairments or may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps . The PEEP will clearly state what is to happen to those children. Any missing children or staff will be reported to the head teacher (or most senior member of the SMT on site at the time) detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

Designated Fire Wardens

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The ***Designated Fire Wardens*** are: Noel Campbell, Anne Harper, Pat Shaw, Barry Prince, Rebecca Eastmond, Tanya Lorimer, Loraine Taylor

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises.

What staff should do if they discover or suspect a fire:

Staff should break the nearest break glass point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points. Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out.

How the evacuation of the premises should be carried out:

1. Evacuate all persons from the building as quickly as possible. Staff on breaks or on PPA should not walk through the school to get to their classes but should leave the building immediately by the shortest route.

2. Classes should use the escape route identified in the *Fire Procedures* notice displayed in every room.
3. Ensure that, if more than one adult in class at time of fire alarm, there is an adult at the front and back of the class.
4. Teaching assistants should check toilets and cloakroom areas are empty on leaving the building, closing doors behind them.
5. Classes coming downstairs should use both sides of the staircase.
6. Children who are out of class and on their own (e.g. collecting registers) should be made to join the nearest class line and accompany them to the school field. If adults come across children out of class on their own, they should escort them out of the building on their own way out.
7. One of the office staff will call the Fire Brigade and bring registers, visitors' book, mobile phone, gate keys, fire warden jacket, Plan of School File and Pupil Contact List to the assembly point on the school field. Office staff will check the disabled toilet as they exit the building.
8. The 'competent' person (Head, deputy or in their absence next senior member of staff) should wait at the gate to meet the fire brigade and communicate with them.
9. All pupils and adults should be checked against the names in the registers once assembled in the playground. Ensure children reply by stating their own first name instead of responding 'here'. Office staff will check visitors' book for missing people. Any suspected missing people should immediately be notified to the Fire Brigade, with possible location.
10. No register of adults will be taken during fire alarm as this is not practicable. It is reasonable that we have 'sight of adults' and that we alert head, deputy head or site manager if an adult, known to be at school when fire alarm sounds, is missing.
11. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely (practical training i.e. having actually used a fire extinguisher and are aware of different types of extinguisher and what types of fire they could be used on). If so and the fire is in its early stages and there is a clear escape route, a member of staff who is not directly responsible for pupils may tackle the fire using appropriate firefighting equipment. However, **AT NO TIME SHOULD YOU PUT YOURSELF AT RISK.**
12. The Fire Officer (site manager or if absent the head /deputy head) should go to the playground entrance (Birchanger Road) with a plan of the school to meet the fire brigade. When the fire brigade arrives, the fire officer should direct them to the source of the fire (if known) and provide an A3 encapsulated plan showing high-risk areas and utility shut off points.
13. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officer in charge.

14. In the event that the school site needs to be evacuated, children will be walked to **Woodside Primary and Children’s centre on Morland Road.**

Evacuation Exits and Assembly Points

Area	Closest Exit	Assembly Point
Reception Classes	Classroom outside doors	Infant Playground
Year 1 classes	Classroom outside doors	Infant Playground
Year 2 classes	Classroom outside doors	Infant Playground
St Bernadette	Classroom outside door	Junior Playground
St Peter	Classroom outside door	Junior Playground
St Paul	Main door to KS2 playground	Junior Playground
St Therese	Main door to KS2 playground	Junior Playground
St Cecilia	Hall door to KS2 playground	Junior Playground
St Martin	Hall door to KS2 playground	Junior Playground
St Benedict	Classroom outside door	Junior Playground
St Brigid	Classroom outside door	Junior Playground
Library- fiction	Main outside door	Infant Playground
Music room	Through St Bernadette class to outside door	Junior Playground
ICT suite	St Joseph outside door	Junior Playground
Becket Room	Hall door to KS2 playground	Junior Playground
Camelot Room	Hall door to KS2 playground	Junior Playground
Staffroom	Hall door to KS2 playground	Junior Playground
Main office	Hall door to KS2 playground	Junior Playground
Kitchen	Kitchen outside door	Birchanger Close
SEN Room	Hall door to KS2 playground	Junior Playground
PPA Room	Hall door to KS2 playground	Junior Playground

Assemblies in hall – There will be at least two adults in the hall with the children at all times. Adults working in classes in assembly time or on a break, will leave via nearest exit. Adults exiting through the hall should assist with evacuating children on the way to the playground.

If the designated exit is blocked by the fire, you will need to use the nearest alternative exit.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes, library or ICT suite during lunchtime.

If any staff leave the school at lunchtime they should inform a colleague.

Children in Playgrounds

If an evacuation is needed at lunchtime the adults on lunchtime duty on the playgrounds will assemble the children on the playgrounds at their designated class spot in the

playground. The class teacher will take responsibility for the roll call upon arriving at the assembly point. In the absence of the class teacher, staff on lunchtime duty should take responsibility for the roll call (upon receiving registers) and counting the children.

Children in the Hall

If the alarm sounds at lunchtime, the responsibility for escorting children in the hall safely outside (through both double doors that lead directly to the outside) rests with the adults on duty in the hall. However, it is expected that teachers and LSAs will join their classes at their usual assembly points (KS1 infant playground; KS 2 junior playground). Any staff exiting via the hall should assist with evacuating the children from the hall on their way. Any staff exiting via corridors should also assist with evacuation of children on their way, checking any toilets on their route.

Teachers should go straight to the assembly point to take charge of registration of the children in their classes. On their way to the assembly points, as long as it appears safe to do so, LSAs should check their own classrooms and toilets to ensure that no children are left inside the building.

Once the fire alarm sounds, children should stand, leave their lunch and exit via both sets of double doors to the playgrounds, on the instruction of the adults on duty in the hall. Infant children will be led through the right-hand doors and junior children will be led through the left-hand doors.

Wet Lunchtimes

Classrooms - Lunchtime supervisors and pupils to leave through designated exits and assemble at the designated assembly point within this plan.

Escape Routes

ESCAPE ROUTES MUST BE KEPT UNOBSTRUCTED AT ALL TIMES.

Good Practice

- Fire drills are carried out at least three times a year at different times of day and results recorded in the fire log.
- Fire alarms, emergency equipment and lighting are checked weekly by the site manager and recorded in the fire log.
- To help ensure adult safety all visitors sign in and out in the visitor's book.
- Rubbish and combustible waste should not be allowed to accumulate inside the school building.
- All non-essential electrical equipment should be turned off and all doors and windows closed before the building is locked at the end of the school day.
- All school users are made aware of this fire procedure.