



THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION
STAGE AND THE PRE-PREPARATORY SCHOOL

**Fire Procedure in the Main School
2018 – 2019**
Evacuation procedures at Main School

Staff should read the Staff Handbook for detailed instructions

- Staff must familiarise themselves with the following arrangements:
- A practice drill will be held each term
- On discovering a fire there is a need to raise the alarm, this can be done by operating the nearest manual call point or shouting 'Fire, Fire'.
- Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the School is alerted and that the pupils in your charge are evacuated safely
- The **Controller** will call (or instruct a call to) the Fire Brigade on hearing the Fire Alarm sound without prior notice
- The designated Fire Marshals will check their area so ensuring that the building is completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting. The door should be closed by the last person vacating a room, corridor or lobby and leaving the building
- Pupils will be expected to exit the building quietly and calmly and to line up on Headmaster's Lawn – Year 2 nearest dining room.
- Staff allocated to pupils with special needs will accompany and supervise them
- Staff and pupils should follow the instructions on the Evacuation Notice in the room and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise
- Classes will line up at the following Assembly Points as indicated on the Evacuation Notice:

<u>Classes</u>	<u>Assembly Point</u>
Games	Children on games will remain on field, once they have received a call from controller to say that it is safe for them to do that..
Swimming pool	Car Park area near the pool
All others	Headmaster's Lawn
Staff or pupils who require aid during evacuation will follow their personal emergency evacuation plan.	

The following procedures for checking for safe evacuation will apply:

<u>Responsible Person</u>	<u>Duty</u>
Designated Fire Marshals	See Fire Marshal Section below
Reception Staff	Brings out class registers and distributes to teachers
Class Teachers	Call register and report any missing pupil to Controller/ Deputy immediately
Receptionist	Brings out Visitors' signing-in book, checks visitors' presence and reports anyone missing to the Controller/ Deputy immediately
Designated Office Staff	Brings out Teaching and Support Staff signing-out book, checks presence and reports anyone missing to Controller/ Deputy immediately
Kitchen Manager	Brings out staff signing-out book, checks and reports anyone missing to Controller/ Deputy immediately

Pupils with special needs will have designated members of staff to support them [see Personal Emergency Evacuation Plan (PEEP)] All staff should notify Health and Safety office if a pupil requires support in the short term due to an injury or disability.

All staff without a specific duty have to report to the Controller to be available to provide support.

Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the designated member of staff.

The Bursar or the Site Manager or their deputies will direct the Fire Brigade to the site of the fire.

No one will re-enter the building until instructed to do so.

After each drill or real emergency the Management of the School will review the effectiveness of the procedures. Other staff will be asked to comment if they think that the system could be improved.

Instructions on what to do in an emergency are displayed in every room

It should not take more than 4 minutes to evacuate the building

In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action

In the event of a bomb warning or gas leak the premises will be evacuated under the direction of the Police or the Gas Board

Evacuation procedures at Bevendean

- The ALARM is in the entrance hall of the Main Building. The key is fixed in the lock on the out side of the box.
- There are 'Call Point' alarms throughout the school. The nearest is listed on the instructions for each room.
- Please note where the nearest extinguishers are located
- Please make sure that you are aware of an alternative escape route
- The fire alarm is a continuous sounding of the siren.
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On hearing the fire alarm:

1. Close all doors and windows if safe to do so.
2. If in a classroom, the teacher should instruct the children to be silent. Silence should be maintained.
3. The teacher in charge should leave the room last and close the door, taking the register with them if applicable. The class room assistant will lead the pupils out. Assembly point is the designated place in the Playground.
4. When reaching the Assembly Point, either on playground or field, all children must KEEP SILENT. Roll call will be taken by each Form Teacher. (The registers must be filled in every morning and afternoon and registers and names of absentees taken to the office. Latecomers must be deleted when appropriate.)
5. Registers, names of absentees, school lists, pupils' and teachers' signing-out book will be collected by the Receptionists.
6. The designated Fire Marshalls will check the areas assigned to them.
7. The Head of Pre-Prep or Deputy Head (in her absence) will open the emergency vehicle access gate.
8. Teachers with groups of children in any other parts of the school should accompany children to their class lines in the playground.
9. Kitchen staff will assemble with the children.
10. Form Teachers will signal all children present by raising their hand.
11. Colleagues will check that roll calls are being taken in the lines on either side of their own and alert Head of Pre-Prep to the absence of any colleague. (Vigilance would be necessary, for example, during lunchtime, when it is possible that a teacher without a duty may have left the building. (Names should be recorded in the signing out book.)
12. Everyone will remain silent in form lines until the Head of Pre-Prep indicates that they may return to classrooms.
13. Fire practices will occur at least once a term and must be recorded.

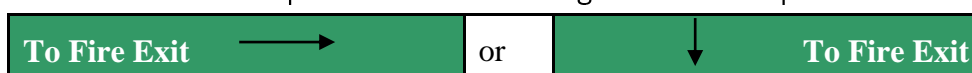
Fire Safety Rules for Pupils

Staff are asked to make sure that the pupils are familiar with the Evacuation Procedures displayed in their main classroom and the other main areas they use. They should be given the following information and termly reminders.

You will practice a Fire Drill **each term** to help you be better prepared to get out safely in the event of a fire.

Your teacher will be with you at all times during evacuation of the building:

1. Keep noise to a minimum
2. Shut doors on the way out, if you are instructed to do so or you are the last person through them
3. We will leave immediately by the designated escape route, if safe to do so, otherwise we will take the alternative escape route. Routes are signed – for example



No one is allowed to collect belongings before leaving

Keep in **single** file

Move quickly but do not run

Assemble in a line in **designated place** in **register** order

You will not be allowed to go back into the building for anything

If separated from your class, rejoin it without delay at the Assembly Point by a safe and sensible route – leaving the building as quickly as possible

Join another class if there is a problem and report to the teacher

Note the importance of

1. Reporting to reception when arriving late at school
2. Reporting to reception when having to leave school during school hours
3. Reporting to reception when returning to school

Fire Safety Rules for Pupils with Special Needs

Main School:

The Learning Support Department will be responsible for organising the safe evacuation of any disabled person from their lesson to a safe place during a fire or any other emergency. The Department will be notified by form teachers if a child requires assistance and a copy of that child's timetable will be available for them to find the child at any time. A place of safety should be identified by the Department. A Personal Evacuation Plan (PEEP) will be drawn up for each child.

Fire Safety Designated Responsible Persons Role

Designated Responsible Persons have to ensure that Fire Risk is safely managed, on a day-to-day basis, within their area of responsibility. They should:

- A) Report any deficiencies in the Fire Safety systems (Fire and Smoke alarm, Evacuation and Fire signage, Emergency lighting, Fire Extinguishers/ blankets, Automatic Door closing, etc) which come to their notice, to the appropriate person
- B) Make sure that:
 - fire marshals are appointed and available
 - passageways and exits are kept clear
 - fire exits open easily
 - there is no build-up of combustible materials
 - there are no other unnecessary fire hazards (easy access to flammable substances, aerosol cans, unguarded sources of heat, overloaded adapters, etc)
 - all disabled persons have the necessary support plan drawn up
 - all new staff are made aware of the Evacuation Procedures
 - staff and pupils respond appropriately to the sounding of the Fire Alarm

The Fire Marshal role

Fire Marshals (and back-ups) should familiarize themselves with:

- (i) Fire/ Emergency Procedures in the Health and Safety Policy and
- (ii) in their designated areas
 - (a) the Call Points locations
 - (b) the escape routes (main and alternative)
 - (c) the Fire Extinguisher placements
 - (d) the types of extinguishers and their use
 - (e) the Refuge Point and
 - (f) their Assembly Point

It has to be noted that

- no one is required to put themselves at unnecessary risk in the event of a fire
- only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear. **The advice is to evacuate**

On hearing the alarm the Fire Marshal will

- be available to direct pupils to the nearest escape route
- ensure that assistance is given to those who need it
- check that their area is clear of all people

In checking, they will

- look in all rooms, toilets, walk-in cupboards and any other area known to be used by staff or pupils
- ensure corridor doors and final exit door are closed behind her/him as s/he leaves

They have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is a disciplinary matter)

They have to be aware of the plan for the safe evacuation of anyone with special needs in their designated area

Once they have checked their designated area, the Fire Marshals will

- report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc) to the person in charge. In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Controller (telephone, two-way radio, etc)
- Fire Marshals are then requested to be available in order to further aid the Controller, if necessary

They are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it so further endangering life

Fire Marshals will receive "hands-on" training in the use of Fire Extinguishers which will enable them to tackle small fires

Fire Fighting Equipment

You are not expected to use fire fighting equipment unless you have been trained to do so.

Your primary responsibility is to get the children out safely.

Fire Training

Fire Training will be carried out at regular intervals during inset to ensure all new staff are trained as they join the school.

Date of Policy: 1 February 2014

Renewed 1 February 2018 TJC

Date of Policy Renewal: February 19