

NOTRE DAME SCHOOL FIRE PROCEDURES

NOTRE
DAME
SCHOOL



FIRE EMERGENCY EVACUATION PROCEDURES

This document details fire and emergency evacuation procedures for the premises. All staff, pupils (including those in the EYFS), visitors, hirers and contractors must ensure that they are familiar with these requirements.

Training on these procedures is provided to all staff and understanding of these procedures will be evidenced by their participation in the termly fire drills (section 8 below).

1. MUSTER POINTS

During School hours (8.30-4pm) the primary muster point is located on the rear field adjacent to the statue.

The alternative muster points are as follows:

- a. the Stables Land by the pedestrian gate opposite car park 3
- b. children undertaking swimming lessons and those staff supervising at the time of a fire alarm will meet outside the pool building
- c. children and staff using the All-weather pitch, courts or Stables land will remain in-situ unless directed to move by the Estates Team.

If evacuating via car park 2 and it is deemed unsafe to use the gate to access the primary muster point, proceed directly to the Stables Land.

Outside School hours (before 8.30 or after 4pm) the primary muster points are as follows:

- a. Staff responsible for Prep children will lead pupils to the Prep playground
- b. Staff responsible for Senior children will lead pupils to the yellow canopy in car park 4, outside the theatre
- c. Any staff onsite out of hours will proceed to the safest muster point and make themselves known to the **Lead Fire Evacuation Point Coordinator** notifying any absences of colleagues.

2. ACTION TO BE TAKEN WHEN FIRE ALARM SOUNDS

- All staff will immediately make their way to the nearest muster point (see 1 above):
- Any staff with a class will ensure that all pupils within their class are led to the appropriate muster point, swiftly and quietly through the nearest available exit point without running, and face away from the building.
- All doors must be closed where possible and door wedges removed when vacating rooms.
- When making way to the exit do not stop to collect possessions, coats, bags or go to the cloakroom.
- Staff members responsible for attendance registers should collect these, and following arrival at the muster point distribute these to form staff.
- Form staff should check the register and report to the Head of Year/Department who will in turn report to the Head teacher and /or Assistant Head teacher as correct, or the names of those missing. Should a pupil be missing, this should be cross referenced with other registers.
- The staff members responsible for visitors, teachers (this includes peripatetic teachers and Learning Support staff) and teaching assistants' attendance should report to the Head teacher and/or Assistant Head teacher that all personnel are present, or the names of those missing. Should a staff member or visitor be missing, this should be cross referenced with the register available from the Office Manager.
- Support staff are each allocated a fire team and are responsible for notifying the Bursar if any member of their team (and their visitors) are unaccountable for.

- The Catering Manager is responsible for catering staff and their visitors.
- The Estates Manager or Caretaker (**Lead Fire Evacuation Point Coordinator**) in their absence should investigate the cause and location of the alarm, and report to the Executive Team (both Head teachers and Bursar), or Assistant Head Curriculum or Assistant Head Teaching & Learning in their absence, the findings.
- If a fire is discovered the emergency services are automatically called and the Estates Manager or Caretaker will report this to the Executive Team or Assistant Heads in their absence, in order that the Critical Risk Incident Management Policy (CRIMP) can be initiated.
- In the case of a false alarm the monitoring company will be advised as soon as possible.

3. LESS-ABLED PERSONS

- Less-abled pupils have their own school-issued Personal Emergency Evacuation Plan (PEEP). They will be evacuated through the nearest available exit to the muster point, assisted by the designated Estates Team member/s who hold a copy of their timetable.
- Disabled visitors are the responsibility of the staff member they are visiting. They will be evacuated through the nearest available exit to the muster point.
- Disabled staff have their own PEEP. They will be evacuated through the nearest available exit to the muster point.
- The evacuation from the building of any disabled person will be given first priority but may only be done so if the Estates Team are formally made aware of such.

4. ACTION ON DISCOVERING A FIRE

- On discovering a fire raise the alarm by activating the nearest available call point.
- Do not attempt to put out a fire with the fire extinguishers unless suitable training has been received. The priority is to evacuate the building.
- All other staff and visitors will follow the procedures detailed in section 2.

5. ROLL CALL

- Following evacuation of the building those with responsibilities for roll call should immediately check the registers for attendance as detailed in section 2.

6. VISITORS & CONTRACTORS

- All visitors and contractors must report to the appropriate member of staff, signing in the appropriate register on arrival and prior to leaving the premises.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the muster point.
- Contractors, including any contract cleaners/caterers working on the premises, shall be informed of the fire and emergency procedures that apply including:
 - Action to be taken on hearing the fire alarm.
 - Fire evacuation procedures including means of escape.
 - Assembly points and name of person responsible for attendance recording and evacuation procedures.
 - The location of fire fighting equipment and the fire alarm call points in relation to the area of work.

- Hot works are not permitted on site without written consent from the Estates Manager (permit). To obtain a hot works permit a full risk assessment must be conducted and submitted, together with a full method statement, along with a safe system of work statement also in writing.
- Contractors' employees working on site unaccompanied, out of hours or at weekends, shall have read and understood these requirements, Furthermore, they will adhere to any prior agreements/arrangements made with school staff pertaining to their work/area.

7. HIRERS OF SCHOOL FACILITIES

- Hirers of school facilities must have read and understood these requirements, ensure that they are familiar with the emergency evacuation procedures, and the location of the muster point.
- Should an emergency evacuation occur out of hours, or during an event whereby the school facilities are hired out, the event organiser or hirer is responsible for following the procedures set out in this document.
- School facilities hirers must have a designated responsible person who will ensure that these procedures are adhered to and take control of an emergency situation further ensuring that the persons for which they are responsible for are evacuated safely from the building.

8. FIRE DRILLS

- Evacuation drills are carried out once each half term.
- The drills are carried out jointly with Preparatory and Senior schools.
- The Estates Manager and the Executive Team have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements should be made to vary the drills so that as many scenarios as possible are rehearsed.

9. STAFF ABSENCES

- When a member of staff with a specific responsibility during an emergency evacuation is absent from work, their duties must be delegated to other personnel in advance so that they fully understand their role. This should be practiced during drills to further facilitate understanding of emergency procedures.
- If the Head teacher is absent, their duties are taken over by the Assistant Head Teachers.
- If the Estates Manager is absent his duties are taken over by a Caretaker. Should both be absent then responsibility is passed to the Estates team.

10. SUMMONING THE FIRE & RESCUE SERVICE

- The fire detection system is linked to the emergency services and will automatically summon the fire brigade if activated.