



Fire Evacuation Procedure

September 2023

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff are aware of their nearest exit. Fire Evacuation notices and plans are in place in all areas of the school. All school users, including staff and visitors must take time to familiarise themselves with these plans.

On hearing the fire alarm, the following staff procedures/duties will take place:

- Unless otherwise informed that a fire drill is to take place, the monitored alarm system will immediately contact the Fire Brigade.

Classroom Staff

- On hearing the fire alarm, the person managing the class/group/individuals will take the children outside through the nearest fire exit to the assembly point.
- Fire registers and medical box will be taken outside by the person managing the class
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Staff will check children against the fire register and immediately inform senior staff of any missing children
- Once head count is complete fire register will be raised to inform HT/Senior staff if tallied.

Administrator

- The administrator will take the signing in iPad outside to headcount site users
- On her way out of building will check toilets, staff room and corridor to ensure clear of site users.
- Will report any persons missing to the fire control officer (HT)

Headteacher

- The Head (SLT in her absence) will monitor the evacuation of the premises from the assembly point (main playground)
- To enable her to monitor the evacuation, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported to the HT(SLT) immediately.
- HT will then then monitor the school main entrance to wait for the fire brigade and will ensure no persons re-enter the premises.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on the playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

Fire Warning System

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with Induction Policy on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
- Regular fire drills are arranged, at least termly.

Key Escape Routes

- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Main Playground

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.