



Fire Evacuation Policy

Rationale

The purpose of this policy is to outline the procedure for evacuating the school in the case of fire or other emergencies which require staff and students to be moved from the school. It cannot be over emphasised that the underlying principle of this policy is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this. Good organisation and clear/simple procedures are key.

Aims

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Procedures

Responsibilities

Staff have collective responsibility for ensuring that the building is evacuated successfully.

General

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

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

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the students through the nearest fire exit.
- Leave lights on, close windows if possible quickly.
- Students **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Students must be evacuated to the fire assembly point.
- Class tutors will check students against the class register and immediately inform administration staff of any missing students. In the case of absence of a class tutor, the member of staff who registered the class at the start of the day assumes responsibility.
- To facilitate monitoring of the assembly point, teaching staff will raise the class registers if they tally and report any missing student IMMEDIATELY.
- Do not re-enter building until told to do so by Head Teacher or Fire Service.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the lead receptionist (or assistant in case of absence) will on hearing the alarm immediately contact the Fire Brigade on the emergency number.
- Physical copies of the school registers will immediately be distributed at the fire assembly point outside the main entrance (registers are taken at 09:00h every morning and kept up to date throughout the day with any changes).
- The visitors' and staff signing in books must also be taken out and checked by the designated person. Any persons missing must be reported to the Head Teacher. All visitors on entering the site and receiving their 'visitors ID card' should be given a copy of the school's 'Evacuations Procedure &

Safeguarding' pamphlet immediately in order that they are informed of procedures before commencing their visit.

Head Teacher

- The Head Teacher will monitor the evacuation of the premises.
- The Head Teacher is ultimately responsible to account for all persons on site and will receive and coordinate this information from staff.
- The Head Teacher is responsible for giving the all clear to re-enter the building in liason with the Fire Services.

Appointed 'Sweep' of the Building/Deputy

One member of staff is appointed as 'sweep' of the main corridor and another of the EYFS annex along with deputies in case of absence.

- The following areas should be checked visually: classrooms and bathrooms.
- A communication is then made to the Head Teacher stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to 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 they leave.
- Assemble at the fire assembly point.
- **NO ONE** should stop to collect personal belongings.
- Do not re-enter building until told to do so by Head Teacher or Fire Service.

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

Precautionary Measures

- All rooms have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with the fire evacuation policy on their first day and are given an induction by the 'Mutua' on how the school functions in the case of a fire.
- Regular fire drills are arranged.
- Bells, break glass and smoke detector units are situated throughout the building. These are tested on a rota basis.
- The main fire alarm panel is serviced annually.

Key Escape Routes

- All areas have direct escape routes to the fire assembly point. If necessary students and staff can further be evacuated from the site via the main entrance gate or back entrance gate.
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.

Fire Fighting Equipment

There are a variety of fire extinguishers throughout the building (see evacuation maps which clearly state locations). These are checked on a rota basis and serviced annually.

Fire Prevention Measures

- The buildings are maintained to a high standard with daily cleaning during the school day and high levels of expectation for staff and students with regard to the upkeep of facilities.
- Electrical installations and equipment are maintained, inspected and tested on a regular basis.
- It is prohibited to smoke on the school site.

Monitoring and Review

This policy should be reviewed as standard a minimum of once every two years.

Date of implementation: September 2018

Policy review date: September 2020