



# FIRE AND EVACUATION POLICY & PROCEDURES

This policy is issued to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises and to be read in conjunction with the schools Health and Safety Policy.

It is the obligation of all Employees to know and apply the emergency procedures in respect of fire and emergency evacuation. Teachers are expected to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire.

All designated fire doors must be kept shut.

The fire bells will be tested every Friday at 7.30am by Mr Burwood or as he delegates. Practice fire drills will take place at least once a term both during class time and during recreation. A log of all tests and drills will be maintained by Mr Burwood.

All staff share responsibility for ensuring that emergency routes are kept clear. Premises staff perform daily/weekly/termly maintenance checks; including routes, the emergency lighting, trigger points and fire bells which are logged and ensure that all notices and signs are in place. All fire-fighting equipment is checked annually by Bush Fire Ltd.

Fire evacuation details are displayed in every room. All visitors and contractors upon reporting to the office are given a visitors badge which includes fire evacuation details on the reverse.

Upon discovery of a fire or hazardous situation requiring evacuation, the glass in the nearest fire alarm should be broken to activate the alarm. Under no circumstances should efforts be made to quench flame before the alarm is sounded. Before use is made of fire extinguishers care must be taken that the extinguisher is appropriate for the type of fire.

Spillages fluids/substances hazardous to health and present a risk to any individual coming into contact with them and as such must be dealt with in line with the Control of Substances Hazardous to Health (COSHH) Regulations.

The teachers in charge of the class when the alarm sounds in effect become fire marshals for those pupils. Mrs Rosario and Mr Burwood or Mr Sparks will act as the Competent Persons and will assist in taking preventative measures including fire-fighting and evacuation. Competent Persons will be given fire awareness training will be given every 3 years. As part of induction *all* staff are made aware of the fire evacuation and safety procedures.

**In the event of a sustained ring of the fire bell, an emergency evacuation of the school building is to take place.**

- Rudiments and Elements proceed down the stone stairs (of the 1960 wing) and out of rear lobby doors.
- Figures and Prep – proceed down link block fire escape.
- Lower Kindergarten – proceed out of external fire door.



- Secretarial staff, staff room, Head's Office – proceed through the Millennium block and exit via the old Practical Room. If this is blocked proceed through the front door to school forecourt and use St James Alley to access the rear of the school.
- Attic classrooms – proceed down link block fire escape to rear of building.
- Art and Science rooms – proceed via Art room down link block fire escape to rear of building
- Upper Kindergarten and Reception – proceed out of external fire doors and make way around Millennium Block to Upper School Playground.
- Pre-Prep 1 and 2 – proceed out of first floor fire exit in Millennium Block via Pre-Prep 2 classroom to Upper School Playground.
- Old Practical room – proceed out of fire exit door into lower school playground.
- Computing Room and Library - proceed down link block fire escape to rear of building.
- Hall – proceed out of nearest fire door and assemble on the top playground. If the tiered seating is out, use the exit doors from the hall as an additional fire door and if necessary via the Old Practical room.
- Instrumental Music Room – proceed to the Old Practical room– proceed out of fire exit doors into Lower playground. If this exit is blocked by smoke or flame, proceed through front door to school forecourt and use St James Alley to access the rear of the school.
- Catering staff – from Kitchen proceed out of rear lobby doors.
- Catering Manager's Office – proceed past kitchen and out of rear lobby doors. If this route is blocked proceed upstairs to Millennium Block and exit out of Old Practical room's fire exit.

In the event of an evacuation alarm whilst pupils are in the playground, the pupils must stand still and in silence once the alarm sounds and listen to instruction from supervisory staff. Pupils evacuating from their form rooms in Upper Kindergarten and Reception, Pre-Prep 1 or Pre-Prep 2 should line up in the upper playground facing away from the building in single file; pupils from all other classes line up in the lower playground facing the adventure playground in single file. Staff in the staff room should proceed via nearest safe fire exit to the rear of the building in order to assist.

**Boys must walk not run and must proceed in silence.**

The **assembly points** for **Lower Kindergarten, Prep, Elements, Figures and Rudiments** is the lower school playground. If this area is considered dangerous then further back onto the Adventure Playground. **Upper Kindergarten, Reception and Pre-Preps 1 and 2 assembly point** is the upper school playground.

Registers, staff list and the Visitors' Book should be taken to the evacuation points to account for any missing individuals following headcounts.

## **Staff Obligations during Evacuations**

- Classroom staff should accompany classes from the front, if practically possible although an additional class assistant or support teacher present in the classroom should take the back. Any windows and doors not on self-closers should be shut. Once assembled, a head count should be supplemented by a calling of the roll, if necessary. Staff should remain with their classes and ensure that they remain silent and follow instructions. It is the responsibility of staff to ensure the safety and security of disabled pupils in the class. Unaccounted absentees should be reported to the Head or Deputy Head immediately.
- Office staff are responsible for bringing registers and the Visitors' Book to the assembly points.
- Mrs Brown should check the cubicles in the boys' lavatories before leaving the 1960's building and Mrs Joyce should check those in the Millennium Block.



- Responsibility for the conduct of proceedings during the emergency will devolve from Mrs Anthony to Mrs Brown to Mrs Payne according to the arrival of these persons at the assembly points at the back of the school.
- Responsibility for contacting the emergency services rests initially with Mrs Rosario or in her absence to Mrs Anthony and then members of the SLT. n.b. **Sounding of the fire-bell apart from planned drills, automatically goes through to the local fire services .**
- Pupils and staff should be familiar with these arrangements. From time to time, such arrangements should be reviewed by the School Management Team.
- Candles should not be lit in school premises unless two supervisory staff are constantly present. Matches and lighters used for this purpose must be kept in a secure place by the classteacher. Such times would be Classroom Worship or Mass.

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