



## **FIRE AND EVACUATION PROCEDURE Whole school and EYFS**

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

### **1. ACTION ON DISCOVERING A FIRE**

On discovering a fire:

- Raise the alarm by striking the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- Staff will then follow the procedures detailed under Section 2.

### **2. ACTION WHEN THE FIRE ALARM SOUNDS**

The emergency services are alerted through the fire alarm system. The head of admissions calls the fire brigade. The health and safety advisor ensures that access is clear for emergency vehicles at all times.

The fire marshals will do a sweep of the building to ensure that the building is evacuated, and to re-direct the evacuation if necessary. This forms part of their own evacuation and is achieved through each person checking certain areas.

All members of staff will take responsibility for the evacuation of the building in the following way:

- They escort children out of the building to the fire exit indicated on the plan in each room.
- Keep children calm.
- All children must be quiet and walk, not run, during the evacuation.
- Children should not stop to pick up bags or go to the cloakroom.
- If possible, classroom doors and windows should be closed.
- The school assembles on the football pitch.
- Children line up in classes, from Year 6 to Reception (right to left).

#### **Head of Admissions:**

- Check the fire panel to identify the area affected.
- Take the school cordless phone.
- Take the staff register, visitor book and keys to the playground fire emergency gate.
- Go straight to the fire assembly point to inform the headteacher where the fire is.
- Call 9 then 999 to alert fire brigade.
- Wait for fire brigade at the main school door.

#### **Health and safety advisor:**

(Duties to be carried out by the school administrator in case of absence)

- Take pupil register and contact pyramids to the headteacher at the fire assembly point.
- The school administrator checks that all visitors and staff are accounted for.

An overview of the procedures that the school office follows in the event of hearing the fire alarm can be found in appendix 1.



Class teachers call the register and report to the headteacher as correct by raising their hands to show all children are present. Any names of missing children are immediately reported to the headteacher. This is cross-referenced with the registers before a search is organised by the headteacher.

The head of admissions will meet the emergency services at the front gates of the school and direct them to the headteacher who will wear a Hi Vis vest in order for emergency services to identify the responsible person on-site.

### **Disabled persons/persons lacking in mobility**

Disabled children are the responsibility of the designated teaching assistant or teacher.

They will be evacuated through the nearest designated fire exit and will follow procedure as detailed in their Personal Emergency Evacuation Plan (PEEP).

Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.

Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit and will follow procedure as detailed in their Personal Emergency Evacuation Plan (PEEP).

The designated refuge point for persons who are unable to evacuate for any reason is at the top of the new staircase beside the world map.

### **3. ALERTING THE FIRE AND RESCUE SERVICE**

The school's fire alarm monitoring service will call the fire brigade when the alarm is activated. The head of admissions or in their absence the school administrator will also dial 999 to call the fire service. Other emergency services will be called if necessary. The headteacher will be notified of this.

The headteacher will check with the health and safety advisor or the school administrator in her absence to ensure that vehicular access to the site is clear to allow access to the emergency services.

In the event of any casualties, these will be looked after by the designated first aid officers, who will have the responsibility for liaising with the ambulance service.

### **4. ROLL CALL**

The details of the roll call are set out in Section 1.

### **5. FIRE DRILLS**

Fire and evacuation drills are carried out at least termly, at different times of the school day, with one area blocked in the spring and summer terms. Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed. 'Missing' children is another scenario.

The health and safety advisor has responsibility for keeping records of the drills, and detailing any further action required. The headteacher and the health and safety advisor have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system. Feedback is given at the next staff meeting. Recommendations will be discussed at the termly health and safety committee meetings and will be reported to the proprietor.



The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new children and staff are aware of the procedures.

## **6. STAFF ABSENCES**

If the headteacher is absent, her duties are taken over by the school administrator.

If the health and safety advisor is absent, her duties are taken over by Linda Goodier.

All members of the administration team will be aware of their alternative responsibilities in the event of absence.

## **7. VISITORS AND CONTRACTORS**

All visitors/supply staff and contractors must report to the school office, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the office staff are responsible for notifying all visitors of the fire policy and procedure and/or escorting them to the fire assembly point. This includes after-school club staff.

Contractors, including any contract cleaners 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 or discovering a fire
- fire evacuation procedures including means of escape and location of the fire
- assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractors' employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire and rescue service. This information will be passed on at the start of the contract by the health and safety advisor.

The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.

Parents attending assemblies and performances will be advised by the leading staff member responsible for the event where the fire exits are located and the assembly point.

Persons who organise after-school clubs or events will be informed or given written instructions regarding what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## **10. EVACUATION ROUTES**

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

In the event of a real fire during the school day, the school will, if necessary, evacuate to the Madisson Nursery or if the children have to move further afield Kensington Prep, which will be used as a refuge. Parents will be notified at the earliest possible moment of any alternative arrangements using the Emergency Procedure Telephone Pyramid Cascade.



Please see appendix 2 for the evacuation procedure.

**11. FIRE ALARM TEST**

The fire alarms and call points are tested once a week by the school administrator and one other fire marshal. Records are kept. They have responsibility for reporting any defects to the health and safety advisor and together they ensure that any repairs are undertaken immediately.

**12. FIREFIGHTING EQUIPMENT**

Firefighting equipment will be examined and tested at least once a year by a competent service engineer. Visual checks are carried out weekly by the health and safety advisor.

This document will be brought to the attention of staff and any temporary workers at the school.

This procedure will be reviewed annually		
Written: December 2012	By: M McLachlan	
Reviewed: February 2013	By M McLachlan	Typographical errors
Reviewed: December 2013	By S Abbott	Updated job roles and procedural changes
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Reviewed: 1 August 2016	By: Helen Stavert	



Reviewed: 1 August 2017	By: Tim Cannell	
Next review: 1 August 2018	By: Tim Cannell	

## APPENDIX 1

### FIRE EMERGENCY PROCEDURE – SCHOOL OFFICE

When the fire alarm rings:

School administrator:

- Check the fire panel to identify the area affected.
- Take the school cordless phone.
- Take the staff register, visitor book and keys to the playground fire emergency gate.
- Go straight to the fire assembly point to inform the headteacher where the fire is.

Head of admissions:

- Call 9 then 999 to alert fire brigade.
- Wait for fire brigade at the main school door and direct them to the playground and headteacher.

Health and safety advisor:

(Duties to be carried out by school administrator in case of absence)

- Take pupil register and contact pyramids to the headteacher at the fire assembly point.

## APPENDIX 2

### EVACUATION PROCEDURES

