

## 1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

On hearing the fire alarm the Administration Officer/Administration Staff will call the Fire and Rescue Service.

## 2 ASSEMBLY POINTS

There are 2 assembly points these are the Key Stage 1 and Key Stage 2 playgrounds.

## 3 EVACUATION MANAGEMENT

### EVACUATION MANAGER

The **Head Teacher** will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.
- The DHT (NF), or DHT (RA), or CC will assume this responsibility (in that order) should the HT be absent or unavailable or occupied elsewhere.

### ROLL CALL MANAGER

**Helen Edmonds** will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

The HT, DHT (NF), or DHT (RA), or CC will assume this responsibility (in that order) should Natalie be absent or unavailable or occupied elsewhere. ***There is an assumption that if the roll call clipboard has not been taken, then the alternate staff member will take on this role.***

### FIRE SERVICE RECEPTION MARSHAL

The office team will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons. Because of their location at the front of the school, they will also liaise with Immanuel church to ensure evacuation has happened,

and then radio to the roll call manager to confirm that Immanuel has been evacuated.

## FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. They should take medication (epipens/inhalers) with them.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

LSAs will be responsible for General Fire Marshal duties as follows:

- Encouraging every one in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

Please see the updated guidance at the end of this document for fire evacuation procedures.

## 4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff and children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan" (PEEP), which will identify the needs and support actions necessary and details of that support.

## 5 FIRE FIGHTING ARRANGEMENTS

Generally with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

## 6 FIRST AID ARRANGEMENTS

Office staff will take out first aid kits to the evacuation area.

## 7 EMERGENCY INFORMATION PACK

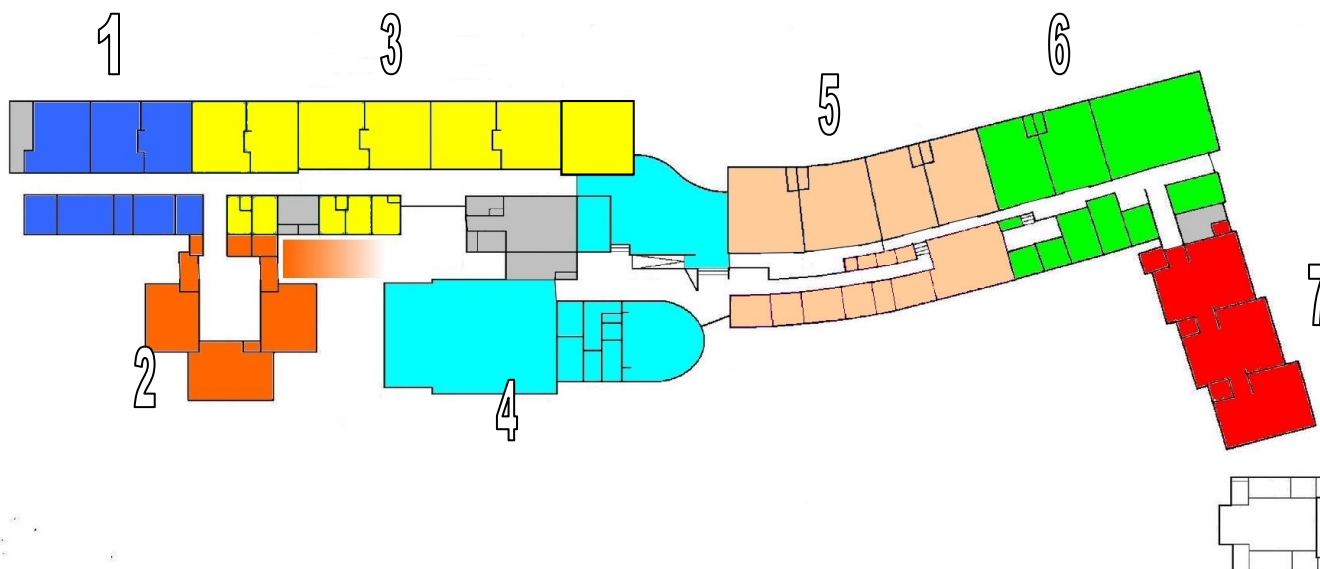
To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

The asbestos register (or copy).

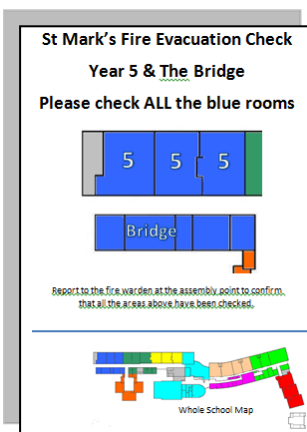
A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

## ADDITIONAL GUIDANCE ON THE EVACUATION PROCEDURES



1. On hearing the fire alarm, teachers will evacuate their class to the fire assembly points (KS1 or KS2).
2. LSAs with 1-1 responsibility for a child at that time will evacuate with the child.
3. An LSA or other member of staff for each year group will go the fire marshal point (FMP) in their year group. There is one FMP in each of the coloured zones.
4. At each FMP, there is a clipboard with a piece of paper containing a map of the rooms to check in that coloured zone. The adult must take the clipboard, which also signals that the coloured zone is already being investigated by an adult. No clipboard means that the zone doesn't need checking.
5. For each coloured zone, the adult is to check each room in the zone for any children who may be in that room (if it is safe to do so). **Be diligent in checking.** All pupils must be evacuated where it is safe to do so. If a child is trapped in a room with a fire, the emergency services must be told immediately.
6. Once the rooms in the zone have been checked, go to the fire assembly point and report to the roll call manager.
7. The Roll Call Manager will tick off the coloured zone to show that it has been checked by an adult.
8. The kitchen area is to be checked by the staff working in the kitchen.



## Additional Information Given to Staff:

- **All staff** - Please DO NOT tell any child about an upcoming fire drill. Please ask permission from the HT if you feel this is necessary. Exceptions include Bridge pupils.
- **Teachers & LSAs** - remember to take the Fire Register and medical box with you during the evacuation.
- **Teachers & LSAs** - must be aware of all children who may or may not be present in school. This includes children with additional needs who may be working in other parts of the school at a particular time e.g. with ELSA, outside agencies, requiring behaviour support etc. If a child has come into school but struggled and left, teachers need to know.
- **Teachers** – when you have registered all children at the Fire Assembly Point please hold your laminated register cards in the air to enable staff to monitor who is accounted for.
- **Office Staff** – ensure the class teacher of any pupils who arrive late (i.e. after Registration) are notified.
  - Office Staff are to accompany pupils in Years R, 1 and 2 down to their class and inform the class teacher in person.
  - Pupils in Year 3, 4, 5 and 6 are to be reminded by Office Staff to notify the class teacher themselves. During Evacuation these 'late' pupils in KS2 will be checked first by a member of the Office Staff, then 'late' pupils in KS1 will be checked.
- **Year Groups 2 and 3** – nominate 1 teacher in each of these classes to inform Roll Call Manager that all pupils in their Key Stage are present.
- **All staff** - Please ensure ALL DOORS ARE CLOSED as the building is evacuated. This includes external classroom doors. COVID-19 addition: Fire doors in corridors may be propped open using door wedges to improve ventilation. However, these must be closed on evacuation.
- **Bridge Staff** - 1 member of The Bridge staff to inform Roll Call Manager that all Bridge pupils are present.
- **One to one LSAs** – if your 1-1 child can safely be evacuated (and does not have a PEEP) then please assume the role of a Fire Marshal. Priority must be given to sweeping the building as opposed to accompanying a 1-1 to the Fire Assembly Point.
- **Kitchen staff** - (if the route is safe) to assemble on the KS1 playground and inform the Roll Call Manager in person that all staff have been accounted for. If the route to the playground is blocked then Kitchen staff to assemble in the car park and await further instruction.
- **Office Staff** - inform Roll Call Manager that all late/ absent pupils have been checked.
- **Admin staff** – please ensure visitors are aware of, and read and sign, the health and safety information on arrival into the school buildings.
- **All staff** – the code for the combination lock on the gate by the bins (near Y6) and by the Year R gate (next to Dandelions) is the same code as the KS1 and KS2 gates. This will enable easy access from the front to the back of school and allow staff and children to assemble on the relevant playgrounds if direct evacuation is not onto the playgrounds initially.
- **All staff** - to be aware that the Office Staff may delegate some of their duties (e.g. accounting for visitors, accounting for late/ absent children, ...) to another member of staff (likely to be an LSA) if they are short staffed.

- **All staff** - Fire doors MUST NOT be wedged open at any time. Please make yourself aware of fire doors in your zone and remove all door wedges as these should not be used.
- **Office staff member/SLT who meets fire service & roll call manager** - These staff members are to have a walkie talkie each to enable effective communication between the front and back of school.
- **Office staff/ SLT** - to contact the fire service (if appropriate) and meet the fire team on arrival by the front of school and handover the Fire Emergency Pack.
- **Zone 5 Fire Marshal** - switch off the front door magnet switch (located in Charles' office behind Nikki's desk) as part of the 'sweep'. It is the switch with the plug in the double socket, not the stand-alone switch.
- **School Dog:** In the event of a fire alarm, a member of SLT is responsible for getting Simba from the office and taking him to a secure place on the field or ball pit, away from the commotion. If Simba is in a classroom or office area and SLT are not present, then a nearby adult should take him out to the field/ball pit. If a member of staff does not feel confident or have capacity to take Simba out, Simba should be left in the classroom and the Role Call Manager informed.
  
- **Lunchtime specific arrangements**
  - **For those in the hall:** An adult in the hall should check the reception (office) area for any smoke or sign of fire. If there is a sign of fire, the children in the hall should leave their food and quietly be taken through the back door, to the car park, and then through the back gate by Year 6. The children should then be taken to the playgrounds. If there is a fire by the Year 6 area, escort the children towards the gates by the Year R area and access the playground by going past the Year R area. If the dinner hall is full of children, then assuming it is safe to do so, half of the children should be taken through reception area, and the other half through the back door to the car park as above, with 2 adults.
  - **For lunches in classrooms:** simply leave the food where it is and take the children outside. If they are already outside, take them to line up on the playground.
  - **Outside Areas:** The lunchtime staff need to escort the children to the KS1 or KS2 playgrounds, where they will be lining up in classes as normal. Teachers will assist with this.
  - **Classrooms and toilets:** Children should vacate the classroom as in a normal fire drill: quickly, quietly, and onto the playground. All trained fire marshalls need to check the zones where possible. Should a zone not be checked, the roll call manager will inform the fire brigade upon arrival.
  - **PEEPS** – Some children have specific needs meaning that they need special help in ensuring a safe evacuation. This is covered within their PEEP. However, it is our duty to support the safe evacuation of all children where it is safe to do so.
  - All lunchtime staff must know the code for the padlocks.
  - ~~Teachers need to ensure that medical boxes are brought to the office at lunchtime and collected thereafter.~~ Medical boxes are kept with the class during lunch.
  - Registers will be taken out as part of the normal fire evacuation procedures.

- **Staffroom** – if you are in the staffroom over lunch and the fire alarm goes off, please check your classrooms and assume the role of fire marshal if it is safe to do so. Look for the clipboards! Lunchtime staff will most likely already be outside so can't come inside.

## Bridge Children Arrangements

- Non-Bridge children who are learning in the Bridge classroom should go to their normal classes for register on KS2 playground.
- Bridge children who are class based can stay with the class.
- Bridge children who are a mix of class and Bridge depending on time of day/activity: when they are in class, they should line up with the class. When they are in the Bridge, they should line up with the Bridge by Y6 area of the playground.
- Bridge children who are based solely in the Bridge line up with Bridge staff at the Y6 area of the playground.