

# Gorefield Primary Academy



## **FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE**

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

## **Aim**

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

## **Fire Drills**

Fire drills are carried out regularly and logged in the fire log book. Staff are not warned in advance in order to maintain authenticity and reduce complacency. During a fire drill, Office staff / SLT are to notify Gorefield Pre School when a practice evacuation is taking place.

## **Sounding of the alarm**

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

## **Disabled Persons**

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to a fire exit, and make their way to the relative assembly point.

## **Roles and Responsibilities**

The following persons have fire safety responsibility within the school:

### **Head Teacher/ Deputy Head Teacher**

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Health and Safety advice and that repairs are done immediately. The Head Teacher and a member of the office staff will liaise with the emergency services on their arrival. Depending upon the site of the fire the HT and a member of the office staff will meet the fire services in the carpark. They will sweep the building, including the adult toilets, staffroom and break out rooms on the way out of the building (as per fire drills)

### **Office staff**

In the event of a fire, Office staff should telephone for emergency assistance (999) if the alarm sounds (except when a scheduled practice is taking place).

Office staff will take out (except when a scheduled practice is taking place).

- A mobile phone

- Pupil Contact details (Lever Arch File in office)
- Staff sign-in board and Visitors book

### **Teaching Staff**

All teaching staff are responsible for their class and support staff, they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked. Teachers will take their laminated fire registers (copies are retained in classes with a copy also held in the office) to the Fire Assembly Point.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Teachers will also check all shared areas

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the HT, DHT or a member of the office staff upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register to check what children are missing.

If a member of teaching staff is working 1:1 they are responsible for that child.

Any missing children or staff will be reported to the HT, or a member of the office staff detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the HT or a member of the office staff.

Under no circumstances is anyone to re-enter the building until the all clear is given.

### **Chief Fire Warden (CFW)**

A Chief Fire Warden will be nominated during a scheduled practice and in the event of a fire. If Steve Martin (Caretaker) is present then he is the CFW. If he is not present then the HT or DHT will assume the role with the support of the Office Manager. The role of the CFW is to co-ordinate the Fire Wardens. (Head Teacher/Deputy Head Teacher)

### **All other staff**

All other adults will cooperate in the emergency procedures in event of a fire.

### **Non-Employees**

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

### **What staff should do if they discover a fire;**

Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Chief Fire Warden, HT as soon as possible after ensuring children in their care have evacuated to the designated assembly points.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely. Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

**What children or visitors should do if they discover a fire:**

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.

Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

**How the evacuation of the premises should be carried out:**

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.

Staff should close the door behind them on leaving the room.

Staff and children should move quickly and quietly but do not run.

In the event of an emergency evacuation and during scheduled practices:

**Evacuation Exits and Assembly Points**

- Class 1 – Through classroom fire exit on to small playground
- Class 2- Through the Breakout room exit on the large playground at the front of school
- Class 3 - Through classroom fire exit door onto the big playground
- Class 4- Through the side door and round to the big playground
- Hall – Exit out thorough the back doors to the field
- Office/ HT/ SENDCo – Through the front main school entrance to the car park
- Kitchen – Exit their fire exit door onto main school entrance and meet on the car park
- Library – Through the break out room to the small playground.

**Whole School Assembly** – There will be one adult per class in the hall with the children at all times. Adults working in class bases in assembly time, will leave via nearest exit. Pupils in wheel chairs will exit via the main entrance at the front of school.

**If the designated exit is blocked by the fire, you will need to use the nearest exit.**

All children to line up, staff to count and check pupils present.

All children, staff and visitors will go immediately to the assembly points and children should join their class line.

**Fire Evacuation Plan – Lunchtimes**

For health and safety reasons, it is imperative that children are never left alone in the classes, quiet rooms or library during lunchtime. All staff including the Midday Supervisors (MDS) should be extremely vigilant during lunchtimes in ensuring children are not in the classes, quiet rooms or library without an adult present. If an evacuation is needed at lunchtime, the Designated Fire Warden will go onto the playgrounds, once the alarm has gone off. Upon which the MDS will assemble their classes at the designated assembly points. In the absence of the teaching staff, MDS should take responsibility for the roll call and counting the children. They should take the laminated sheets with them.

**Dry Lunchtimes**

MDS to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits (through the hall to the field). Staff in the building or class bases will check toilets, computer suite / library, cloakrooms and class bases on their way out of the building.

**Wet Lunchtimes**

MDS and pupils to leave through designated exits and assemble at the designated assembly points within this plan.