

**F2. FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE**

*Our mission is to develop happy, confident and successful children who are well prepared for their future.*

ISSR no.	12b
Policy Owner	Bursar
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## **ASSEMBLY AREA – NETBALL COURTS IN INNER CIRCLE**

**NB the following procedure applies to all emergency situations.**

The following notes are produced for the guidance of all Staff.

### **SEQUENCE**

1. Sound the alarm
2. Call the Fire and Rescue Service (the Fire Service) and emergency services (automatically called via call centre linked to fire alarm)
3. Evacuate the building, taking the registers
4. Assemble at the fire assembly point
5. Check all registers and staff roll call
6. Tackle the fire only if safe to do so without risk

### **THE AIM**

To comply with Fire Safety guidance and regulations, by providing a procedure for safe, orderly, and efficient egress of all occupants of the School, using all the exit facilities available. This procedure should be used as a reference document by all members of staff when practising individual class evacuation, thereby ensuring a rational response if confronted by a fire, or other emergency, anywhere on school premises.

### **ALARM**

ANYONE (child or staff) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm. All children should be routinely reminded to inform the nearest teacher. The function of the alarm system is to warn every person in a building that a state of emergency has arisen and that the drill procedure should be initiated immediately. The fire alarm should be audible throughout the building. If it is not audible during practices, the Health & Safety Officer Officer must be advised. The sounding of the alarm in any part of a building is the signal for the COMPLETE evacuation of the WHOLE of that building, IMMEDIATELY. These procedures apply to all premises on the site, where a fire is discovered, or when a drill carried out.

### **EVACUATION**

On hearing the alarm pupils should be taught to stand to attention at their desks. They must be instructed not to rush for the door! They should be advised of the appropriate Safe Exit Route by the teacher in charge, and leave quietly, in single file at a steady pace, to the place of assembly.

### **DRIVE ON THE LEFT**

The protocol for exit is that all pupils and staff will proceed along passages, and stairs, on the LEFT. This protocol is designed to leave access to staff checking classrooms and other areas, and avoid congestion and panic or injury during exit. Pupils should be taught to go directly to the assembly area if they are not in the classroom when the alarm is sounded.

### **TEACHERS**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar. Teachers should impose silence on all children during evacuation to ensure that instructions can be clearly heard.

Teachers not with a class should search any anterooms, or cupboards in or adjacent to the classroom, make safe any classroom where experiments are in progress, shutting off any equipment where provident to do so. They should take any registers with them, and close all doors, as they proceed along the escape route.

Under no circumstances should any child be allowed to return to the building for any purpose.

### **DISABLED CHILDREN**

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar and Maintenance Team when notified.

### **THE HEAD TEACHER**

The Head Teacher, on hearing the alarm, should go at once to a pre-determined and conspicuous position at the place of assembly and remain there until he has received a full report from all sections of the teaching, administrative, kitchen, and maintenance staff. Where the Head Teacher is absent from School, responsibility is delegated to the Deputy Head Teacher, then the Bursar.

### **KITCHEN STAFF**

Kitchen Staff, on hearing the alarm, should turn off cooking and heating appliances, isolate all services using the emergency button, then report immediately to the assembly point.

### **ADMINISTRATIVE STAFF**

It may be that teachers do not hold paper attendance registers at the time of the alarm. The School Secretary will take a full register and an absence list along with the pupil signing in/out record to the attendance point so that a full roll call of all classes can be taken as quickly as possible. At the same time a full list of all administrative, kitchen, and maintenance staff should also be provided by the School Secretary and checked. In the absence of the School Secretary, another member of the administration / Bursary staff is responsible.

### **MAINTENANCE STAFF**

The Estates Manager is responsible for ensuring that the School gates are open so emergency services can gain access.

### **PERIPATETIC AND VISITING STAFF**

The peripatetic teacher signing-in book is the responsibility of the Head of Music. The School Secretary has responsibility for the visitor's book.

Any search for missing persons will be coordinated by the Head Teacher or Bursar. No one must be allowed to re-enter a building to retrieve possessions until permission is given by the Fire Service, or, in the case of a drill, by the Head Teacher, or his delegated representative.

### **ASSEMBLY**

At the Assembly point each class should go to a predetermined position, and remain with their teacher in line.

### **ROLL CALL**

Immediately the classes have mustered, a roll call or count of every class, and department must be taken, and reported to the Head Teacher, or his delegated representative. If any person is missing, an immediate co-ordinated search by designated staff should be made. It is vital that the search covers all school property, and, in the event of fire or other emergency, by adults in pairs.

### **CALLING THE FIRE SERVICE**

All outbreaks of fire, however small or any suspected fire should be reported immediately to the Fire Service, by the quickest means available. The fire brigade is alerted automatically when the fire alarm is activated.

### **NEW PUPILS AND STAFF**

On the first day of term, all new entrants, staff and pupils should be inducted over all primary and secondary escape routes, shown the alarm points, and instructed in the routine Fire Procedure. All staff should read the Fire Procedure, sign their acknowledgement of the Procedure, and understanding of any specific duties required of them in exercise or emergency.

### **TEST FIRE DRILLS AND ALARM TESTING**

Test Fire Drills will be held at least once per term, and a record kept of the same. This will be arranged with the Head Teacher, by the Health & Safety Officer, and no notice will be given to any other member of staff, unless absolutely necessary. Common sense will prevail.

Individual alarms will be tested on a rotational basis each week. A record of drills and testing will be kept, together with evacuation times and any risks or hazards identified by members of staff.

### **ATTACKING THE FIRE (FIRE MARSHAL TRAINED STAFF ONLY)**

Fire Marshal trained staff will be expected to know which appliance to use for each type of fire, should circumstances indicate that it is provident to do so. In the event of a fire it is important to remember that **FIRE FIGHTING MUST ALWAYS BE SECONDARY TO PERSONAL SAFETY, AND THAT OF CHILDREN.**

Whilst small fires such as spilled inflamed liquid in a laboratory may be dealt with summarily, safe evacuation must be the primary concern.

### **LUNCHTIME FIRE PROCEDURE**

- All staff on duty in the playground shall on hearing the fire alarm gather all children together away from the affected building and ensure no child re-enters the building;
- Staff on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated;
- The Head Teacher or his designated representative will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

## **FIRE AND BOMB ALERTS**

**In the event of a fire or bomb alert the Head Teacher or person designated must:**

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure);
- Phone 999 for the Fire Service and police;
- Check that the evacuation procedure has been followed;
- Remain at the front of the school to meet the Fire Service / Police and direct them to the incident;
- All children and adults must remain outside;
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the building (s).

## **FIRE NOTICE**

### **ASSEMBLY POINT – NETBALL COURT/PLAYGROUND IN INNER CIRCLE**

It is the duty of anyone discovering a fire to operate the nearest FIRE ALARM POINT, breaking the glass will operate the alarm.

### **UPON HEARING THE FIRE ALARM**

1. Persons in charge of classes will take up their registers and marshal the class in an orderly manner to the Assembly Point, ensuring the written evacuation protocol is followed, and that all cupboards and ante-rooms are checked. Close doors behind you as you leave.
2. All teaching staff should make all equipment safe, isolate supplies and services if possible, and make their way immediately to the Assembly Point.
3. Any child or member of staff not in a class or taking a class at the time should make their way directly to the Assembly Point.
4. Teachers should ensure that there is an orderly exit and no rushing or talking.
5. The form teacher, or the nominated person for a for a group or area, should take a roll call or register check, and report full role or any absences immediately to the Head of Year. The Head of Year will inform the Head Teacher, or his designated representative.

6. If any person is found to be missing, a co-ordinated search will be organised by the Head Teacher and Bursar. Under no circumstances should the building be entered by an individual. Searches will be in pairs. The search will be carried out on a designated area basis.
7. No other person must leave the assembly point to recover possessions, until permission has been given, either by the Head Teacher or Bursar or in the case of a fire, by the Fire Service Officer in charge.
8. Where it is deemed provident to do so, trained staff will tackle the fire with the available fire appliances, pending arrival of the Fire Service.
9. Any hesitation in carrying out the above procedure may prejudice the safety of all persons on the premises.