

# Fire evacuation procedures & Fires drill routines



**Note:** Any measures in place due to Covid-19 risk assessment will take precedence over this policy as necessary.

These procedures will be followed for evacuating the school building in the event of the fire alarm being sounded. The procedures will be carried out in a way which will ensure that all children are safely led away from the building. Staff members and other adults will follow these procedures without taking any undue risks.

## The purpose of the fire drill

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- the people who may be in danger are able to act in a calm and orderly manner;
- those people who may have designated responsibilities can effectively carry out their tasks to ensure the safety of all concerned;
- the escape routes are used in accordance with a predetermined and practiced plan;
- evacuation of the building is achieved in a speedily and orderly manner, and;
- to promote an attitude of mind so that people react rationally when confronted with a fire or other emergency at school or elsewhere.

## Fire drill routine

A fire routine is based on a critical sequence of events, these being:

### Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

### Calling the Fire Brigade

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. This task is the main responsibility of the school office manager but can be undertaken by any staff member who has access to a telephone by dialling 999.

### Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single line and in a calm, orderly manner using the nearest fire exit.
  - Year 5 to use the staircase adjacent to their classrooms, out of the building and walk around to the front playground
  - Year 6 to use the staircase adjacent to the front playground
  - Years 3/4 to use the back entrances to classrooms and walk to the front playground
  - Users of the Study Centre/ PAL Space to use the designated fire exits
  - All other classes to use the back entrance to the classrooms

All external gates have combination locks with the same number which is known to all staff members. Also, where necessary FB (fire brigade) locks are used.

- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the assembly point – the school's front playground.
- The teacher in charge should take the registers if they are in the classroom. The office manager is responsible for taking the registers if they are not in the classroom.
- Adults working with pupils with physical or mental disabilities should ensure that they are assisted during the evacuation.
- On staircases everyone must descend in single line. Overtaking of classes or individuals must not be permitted. Every is expected to walk – no running is to be permitted to avoid panic.

- Anyone who is not in class when the fire alarm sounds and finds themselves next to a 'fire marshal' point must pick up the hi-vis jacket and ensure the 'zone' is clear. Then they should go immediately to the assembly point – this includes staff working in the school kitchen and the school office.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or, in the case of a fire evacuation drill the person in charge.

### Fire Assembly Point

- The main assembly point is the school's front playground which is adjacent to Bigland Street.
- All classes should be vacated using the nearest fire exit to leave the building and then proceed to the assembly point.
- The assembly point for the Rainbow Room and the Kitchen is the Armadillo in the back playground.

### Roll Call

- A member of the school leadership team (SLT) will have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately after classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Each classteacher must hold up the register to indicate that all pupils are accounted for and report to the nominated person in charge if anyone is missing.

### Typical information the Fire Brigade will want to know

Is everyone accounted for?

- Where is your main fire panel? - (outside the main office + next to the back entrance)
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building?

### Instructions, training and recording

During the first week of term or as soon as practically possible thereafter, classteachers will briefly discuss the primary escape routes for their classes with the pupils and other adults. All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of staff shall each receive a personal copy of prepared written instructions on appointment. They shall receive further verbal instructions as part of their induction training. Such instructions will include details of how to call the Fire Brigade and details of exits to be used by different classes in the event of a fire evacuation.

A record of the fire drill held will be entered in the log book by the School Premises Manager.

Fire drills may be combined with the instructions given above, and will be carried out at least once every term. The drills will take place at different times of the school day to simulate potential difficulties with evacuating the school building. Each fire drill will be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

The Governors will review these procedures every two years or in light of any recommendations from relevant authorities.

Date	Signature	Next review
May 2023	B. A. Pailola	As required