

# Chandos Primary School, Children & Family Centre

## FIRE EVACUATION POLICY

### INTRODUCTION

This policy explains:

- What to do on discovering a fire and after the alarm has been given.
- How the fire brigade is to be summoned.
- The evacuation procedures for all areas.
- Any special circumstances relating to the premises which need to be considered (e.g. ensuring lifts are not used).

This must be explained and understood by all staff and regularly reviewed in the light of experience, re-organisation of areas within the establishment.

The first priority in an emergency situation must be to ensure life is not endangered. Evacuation of the premises must be carried out in all instances where there is any doubt about the origin of the alarm. Full evacuation procedures must be adhered to in all situations, including alerting the appropriate emergency services.

### EVACUATION

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Our evacuation policy has been drawn up with the Site Manager in consultation with safety representatives. Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

Anyone discovering fire or smoke should raise the alarm by pushing the glass at the nearest alarm point. During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants. Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc.

Every area has at least two escape routes. Route 1 is the preferable route as it involves the fastest escape to open air. Route 2 is a secondary route that should only be used in the event of the primary Route 1 being blocked or impassable.

## On hearing the alarm:

### Class teacher/assistant:

- Direct children to walk quietly to the nearest exit identified on your class evacuation plan, and then walk quietly in single file to the assembly points on the playground. (see plan displayed in class).
- Ensure that the classroom is empty before leaving.
- Ensure children with asthma take their inhalers, or that a responsible adult takes them with the children.
- The following members of staff will check the children's toilets are empty and corridors are cleared –

Year 3/6	Claire Jarrett
Year 4/5	Fatima Bibi
Year Rec	Arnesta Sargeant
Year 1	Henna Dehal
Nursery	Sonia Brown
Admin/Y2	Claire Blagg
Front office	Fiona Smith

- All staircases have fire proof doors top and bottom of staircase. These provide 15 minutes fire and smoke protection. These can be used as a safe refuge for those with difficulties evacuating the site. However, every effort must be made to exit these areas as quickly as possible.
- Everyone on site, children and adults, must leave by the nearest exit indicated RED on displayed evacuation plan in each room.
- If Red route is blocked, children and adults should leave by alternative BLUE route as indicated on plan.
- Children will line up in register order with teacher, on the far side of KS2 playground facing Middlefield Road.
- Classes should stand still and quiet until asked to re-enter the building.
- The lift should NEVER be used during evacuations.

**NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.**

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

**Office/admin staff:**

- Either Head Teacher or Site Manager will check the fire alarm board situated outside the front office to identify which zone has registered. They will advise the Site Manager so that he or another fire marshal or responsible person can check out the situation before calling, if necessary, the fire brigade (they will not send an appliance until this procedure has been carried out).
- School Business Manager will check all admin offices are empty. See attached procedure, displayed prominently near phones with external lines.
- PA to HT, or in her absence Clerical Assistant/Finance Officer will check that the foyer/front entrance is empty.
- Administrator is responsible for ensuring lunch registers for circulation to all teachers when all classes have evacuated onto main playground.
- The receptionist will collect and check the Visitors' Signing In book from the front office and ensure all visitors are present.
- The receptionist will take the "emergency grab bag" out to the assembly point.
- Site Manager will also unlock the playground gate to allow access for the fire brigade.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.

If any visitors are present the adult they are working with should ensure that they know what to do. Visitors will need to be identified by use of the Visitor Sign In book and hence accounted for during evacuation. Admin staff are responsible for the collection of this book.

**RE-ENTRY INTO THE BUILDING.**

**RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN** – this should only be permitted when instructed by the fire brigade.

If fire brigade instructs that no return to school is possible, designated member of staff (HT/DHT) will use Site manager's internet link to use school web based texting service to contact all parents. Emergency messages would also be passed onto local radio news stations.

Arrangements to be made with St Alban's Academy re sheltering of children in adverse weather conditions should access back into the school be disallowed.

## **EQUIPMENT**

**FIRE FIGHTING MUST ALWAYS BE SECONDARY TO FIRE SAFETY** – whilst fire fighting equipment is necessary in all establishments, it must be strictly limited to what is necessary and what can be used effectively with little training.

Staff's primary concern is the immediate evacuation of all children and adults from the building. Fire evacuation procedures are to be displayed prominently in every room/zone of the school.

### **FIRE BLANKET (Staff room/kitchen only)**

These are kept rolled up in red cylinders or folded in a red sleeve, equipped with a quick release tape. These are useful for dealing with people whose clothes are alight – they should be wrapped and rolled in the blanket. They can also be used for putting out small fires of burning fat or oil, (where the use of an extinguisher might cause the fat or oil to splash or spread), by smothering pans which catch fire – once the blanket has been placed over the pan leave until contents have cooled.

### **PORTABLE FIRE EXTINGUISHERS**

Extinguishers have a limited capacity, but have the advantage of being easily carried to the fire and quickly put to work. Different types of extinguishers are designed to fight different types of fires so it is important to use the correct kind.

#### **RED**

*Water* – Suitable for extinguishing paper, wood, textile and fabric fuelled fires.

DO NOT USE ON FLAMMABLE LIQUIDS OR LIVE ELECTRICAL APPARATUS

#### **BEIGE**

*Foam* - Suitable for fires involving flammable liquids such as oil, fats, paints, gas and petrol.

DO NOT USE ON ELECTRICAL APPARATUS.

#### **BLUE**

*Dry Powder* - Suitable for fires involving flammable liquids and gasses or electrical apparatus.

#### **BLACK**

*Carbon Dioxide* - Suitable for fires involving flammable liquids and gases or electrical apparatus DO NOT USE IN CONFINED SPACES.

## **FIRE PREVENTION**

### **ENSURE**

- Fire points (alarm points and fire fighting equipment) are correctly signed and kept clear.
- Exit doors are **NEVER** obstructed.
- Exit doors can easily be opened from the inside.
- Exit doors are kept unlocked when the building is in use.
- Fire doors are clearly labeled and kept closed at all times, they should NEVER be locked.
- Furniture, equipment and displays do not impede escape routes.
- Rubbish and combustible materials are disposed of as soon as possible.
- All heaters have a fire guard and are regularly maintained.
- All electrical services and fittings are regularly maintained (Electricity at Work Regulations).
- Regulations concerning control and storage of flammable liquids are followed.
- All notices concerning evacuation etc. are clearly displayed and updated (one in each room).
- All escape routes and exit doors are clearly marked with the correct signs.

## **FIRE AND EVACUATION PROCEDURES**

The school is divided into 4 zones. Each class/office within each zone has an evacuation plan clearly displayed in each classroom. The primary route 1 is indicated in red, the alternative route 2 (to only be followed if primary red route is blocked) is indicated in blue.

See attached example at end of policy.

Teachers are responsible for ensuring their class are aware of primary and alternative routes.

## **OUT OF SCHOOL HOURS**

If the alarm sounds outside school hours (before 8.50 or after 3.15) the above procedures should be followed.

All adults should leave by the nearest possible exit (indicated as a red primary route on plans displayed in every room).

If supervising a group of children or a club, the adult is responsible for leading the children out safely by the nearest fire exit route. They should check their club registers, that they will have been given at the start to the club, to ensure all children are present.

The site manager and/or head teacher will check the alarm board to identify location of alarm and check the nature of the cause.

All adults and groups should wait at the designated meeting point (front or side car park, rear playground) until the site manager or head teacher or next most senior available member of staff indicates that it is safe to return to the building.

## **Fire Safety Instruction**

The instruction and training should cover:-

- The action to be taken on discovering a fire.
- Raising the alarm, the location of and operation of alarm points.
- The action to be taken on hearing the fire alarm.
- The correct method of calling the Fire Service.
- The location and use of fire fighting equipment.
- Knowledge of escape routes.
- Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire.

All instruction and training is recorded in our fire safety manual by Site Manager, Sean Rochford. These include:-

- Date of instruction or exercise.
- Duration.
- Name of person giving instruction.
- Names of persons receiving instruction.
- The nature of instruction, training or drill.

In schools at least once a term (or more frequently if circumstances dictate) a practice fire drill should be carried out. The routine should be rehearsed as fully as circumstances allow. On each occasion one primary red route will be blocked, requiring a class/room to use the alternative blue route.

## **FIRE WARNING SYSTEM**

The fire warning system shall be operated at least each week to ensure that it is always available for use and in good condition.

The call points require numbering so that they can be operated in sequence, one per week, to ensure each fully operational and can be identified as being operated in the log.

The call points shall be numbered and tested in rotation to ensure all call points are in working order and available when required. The test should be carried out at the same day each week (6 pm on Friday). Any person who is in the premises at that time will know that this is the alarm test. If the alarm rings for longer than the specified time, then people should

evacuate the premises, as this will indicate a real emergency. Records of all tests are maintained by site manager.

Adopted July 2018

Signed \_\_\_\_\_(chair)

To be reviewed July 2019