

## Beaucroft School – Fire Procedures

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

### Classroom Staff:

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Staff to take their 2 way radios with them if they have with one.
- Children **MUST** evacuate the building (in silence if possible)
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point (the field)
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher at the earliest opportunity.

### Office Staff:

- The front of office staff will, on hearing the alarm, check the panel and inform the Site Manager via the radio where the alarm has been activated. When the fire service call (as the ADT system is linked directly to them when the alarm is activated) the office staff will inform them if it is a false alarm. If it is not a false alarm the office staff will leave the building with the class registers and take them to the assembly points.
- The school registers will immediately be distributed to the two assembly points on the main playground and the playing field
- School office will ring post 16 to inform staff that the alarm has sounded in the main building.
- The office radios must be taken out with the registers to receive any class messages regarding fire assembly point changes
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Co-Headteachers for the respective assembly point.

**Co-Headteachers (if Site Manager is off-site then other members of SLT fill in this role):**

- The co-headteachers will monitor the evacuation of the premises from the main assembly points (the field). In their absence the deputy headteachers will monitor.
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Co-Headteachers will inform the Business Manager that everyone is present.

**Site Manager:**

The Site Manager will:

- Investigate the area where the alarm was activated and inform Office staff if there is a fire or not.
- A radio call will be made to the Co-headteachers stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the Site Manager is not on site the responsibility passes to the Co-Headteachers.

**Kitchen Staff:**

**When the alarm is activated staff will:**

- Evacuate by designated route
- Assemble at their assembly point on the field.
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Co-Headteachers, Deputy Heads or Fire Service

***No-one may re-enter the buildings until they have been given the all clear by The Co-Headteachers, in the case of a fire drill or Fire Officers, in the case of a fire.***

**Fire Warning System:**

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance reception. **This is serviced annually.**
- Personal 2 way radios: some staff are in possession of a 2 way radio.

**Swimming Pool:**

- If a group is in the pool when the fire alarm sounds they are to remain in the pool until directed otherwise by either the Site Manager, Co-Headteachers or Deputy Headteachers.

#### **Evacuation Procedures:**

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are provided with the H&S policy and Fire Procedures. This contains all Health/Safety information and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information when they sign is visitor's book.
- Regular fire drills are arranged

#### **Key Escape Routes:**

- All areas have planned escape routes to assembly points on either the playing field or main playground.
- Fire exit signs are posted on all exits.
- All exits are either kept unlocked or use a keypad system that is overridden when the alarm activates and kept clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are fully serviced bi-annually.

#### **Fire Fighting Equipment:**

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are visually checked weekly on a rota basis and serviced annually.

#### **Assembly Points:**

- Field

#### **Fire Risk Assessments:**

Risk assessments are carried out annually.

#### **Personal Emergency Evacuation Plans (PEEP):**

- This is an individual plan for means of escape from fire/emergency for adults/children with a physical disability that hinders their ability to leave the building unaided.
- These are put in place after consultation with staff who work with the child (supported by their team leader) or with the staff's line manager.

#### **General Fire Precautions:**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

**Fire Prevention Measures:**

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

**Fire Protection Measures:**

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**