



# High Down Schools

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## FIRE AND EMERGENCY PROCEDURES POLICY AND ARRANGEMENTS

Signed Nolan Hill (Chair of Governors)

Signed Alan (Executive Headteacher)

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**Rationale:**

This document details the fire and emergency procedures (including evacuation) for the premises of High Down Schools. Staff should ensure they are familiar with these procedures and act upon the requirements.

**Aims:**

It is the overall aim of High Down Schools to minimise the risks to staff, pupils and visitors which may arise from a fire or other emergency. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises, or for evacuating where necessary, are in place.

**1. FIRE OR OTHER EVACUATION****Roles and Responsibilities**

Responsible Person – this is the Executive Headteacher, who has the overall responsibility for fire safety management at the schools. The responsible person can delegate operational management to the Fire Safety Coordinator.

Fire Safety Coordinator – main – Executive Headteacher. Back up – Associate Headteacher and Deputy Headteachers

Fire Marshals – all staff

Site Safety – all staff (with particular duties for the Executive Headteacher, Business Manager and Site team)

**Fire Drill Procedures and Exit and Assembly Points:**

In each classroom there is guidance on the fire drill procedures (Appendix A) and a plan of the school showing the fire exit and assembly points

**Designated Fire Assembly Points:**

- **Infant Front Playground – Nursery, hall, ICT suite, Penguins, Swans, Ducks**
- **Infant Back Playground – Parrots, Puffins, Robins, Falcons, Owls, Pelicans, SEN room, Library**
- **Junior Lower Playground – all Juniors**

**Evacuation Routes:**

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places.

**Responsibility of all Staff:**

All school staff (including consultants, contractors, peripatetic teachers and others working on the school site) are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular staff should ensure:

- that they are fully aware of the fire evacuation procedures (displayed in every room, set out in visitor handbook and set out in Appendix A of this policy)
- that door vision panels and fire exits are kept clear and fire alarm call points and fire fighting equipment are not obstructed
- that the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately
- that the pupils for whom they are responsible are made aware of the fire evacuation procedure
- that classroom doors are shut when classrooms are not in use unless on dorguards

**Fire Marshals:**

All staff will act as fire marshals. Teachers are responsible for ensuring children leave the classroom quickly and safely. LSAs are responsible for sweeping the toilets (checking individual cubicles) and group areas before following the teacher outside. Office staff are responsible for collecting the registers (if they have been sent to the office), the visitor and pupil signing in/out books, the medication and the grab bag, and for sweeping the office area, staffroom, toilets and Junior changing rooms.

If staff encounter any other persons they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered via an exit to the assembly point.

The site team have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with Waterhouse, the compliance contractors, on fire safety maintenance.

**Staff Absences:**

If staff leave the school premises for any reason during the school day (other than going home at the end of their working day) – for example to attend a meeting elsewhere or going

out at lunchtime they should let a member of staff in the school office know that they will be off site, and also check in again on their return.

Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

**Action when the fire alarm sounds:**

- Teachers to check all pupils exit the classroom, cloakroom and any other areas used for group work
- Pupils should form a line and leave quietly and calmly by the nearest exit and assemble behind their class spot on the relevant playground (Junior pupils will line up in register order)
- Pupils and staff should not stop to collect belongings
- All windows and doors to be closed
- Registers to be taken outside (either by the class teacher or the office staff) and checked by the teachers to ensure all pupils are present
- Visitors book to be taken outside by office staff who will check all visitors and staff are accounted for
- Infant office staff will evacuate to the Infant Back Playground and will communicate with the most senior member of staff on the Infant Front Playground by walkie talkie to check all pupils, staff and visitors are accounted for. Areas will be referred to as Area 1 (Infant Front Playground), Area 2 (Infant Back Playground) and Area 3 (Junior Lower Playground). Walkie talkies are located in the Infant foyer, the school office and the Headteachers' cupboard.
- Junior office staff will evacuate to the Junior Lower playground
- LSAs to check classroom, cloakroom and group rooms as they leave the premises
- Staff room, office area, staff toilets and Junior cloakrooms to be checked by office staff
- Office staff to summon fire brigade (unless it is a fire drill)
- No one is to re-enter the building until the all clear is given

**Lunch Time:**

If the fire alarm sounds at lunchtime then the SMSAs are responsible for ensuring evacuation of pupils and checking registers at the assembly point. Other staff on the premises but on lunch break will gather at their usual assembly point to be accounted for.

**Disabled Persons:**

Pupils with disabilities will leave the building with their support assistant. Individual risk assessments will take place if a child's disability would require additional support and a Personal Emergency Evacuation Plan (PEEP) will be prepared – see Appendix B for template.

If a member of staff is employed who requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

In the event of a visitor needing support the teaching and/or support staff working with this individual will provide support.

All of these groups will need to make their way via the nearest safe exit to the relevant assembly point.

**Action on discovering a fire:**

- Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point. Inform the school office of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the reception lobby)
- School office to call the fire brigade
- Report directly to the relevant assembly area as set out above, ensuring that you sweep any areas you move through for anyone who may still be inside
- It is the schools' policy that all staff and pupils leave the school immediately without attempting to fight the fire. Fire fighting equipment should only be used when the fire is blocking your only means of exit
- Upon arrival of the fire brigade, the Executive Headteacher, Associate Headteacher (or in their absence a Deputy Head or member of the Senior Leadership Team) will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, site team room, containers by Junior Upper Playground, asbestos), location of the nearest water supply (which is in the road opposite the schools) and access points into the buildings
- If there is no risk of injury, mains services such as gas or electricity should be turned off. Keys for access are kept in the grab bags and in the site team room:

1. The mains isolator for electricity can be found in the main electrical cupboard in the Infant School
2. The mains isolator for the gas (Junior main block and Infant Main Block) can be found outside the boiler room in the green meter boxes
3. The mains isolator for gas (school kitchen) can be found in the meter box by the external kitchen door
4. The mains isolator for the gas (annexe block) can be found outside the hexagonal boiler room, off the Infants back playground

**Roll call:**

At the assembly points children will line up in classes behind their class spot. Each teacher will call out their register and double check numbers to ensure that no pupil is unaccounted for. If Infant Registers are with the Infant Office Staff then those on the Infant Front Playground will liaise with Office Staff by walkie talkie to ensure all are accounted for. Staff and visitors will be checked by the office staff (in the case of the Infant School, using the walkie talkies where necessary)

**Fire Drills:**

Fire drills are carried out at least three times per year and logged in the fire log book by the School Business Manager.

**Visitors and Contractors:**

All visitors and contractors should report to the office and sign in and out using the visitors' book. Contractors working on the premises should be made aware of the fire and emergency procedures that apply.

**Fire Training:**

Onsite training will be provided regularly for all school staff in fire safety and the school fire procedure. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point. Fire safety training will be an element of the induction of new staff.

**Fire Log Book and other records:**

The Fire Log Book is stored in site team room and records of evacuations, issues and their resolution and training are logged by the School Business Manager as they arise.

Records of regular testing of fire exits, alarms and visual inspection of fire extinguishers carried out by the site team are recorded by the site team in the Fire Log Book

Records of fire fighting equipment checks, emergency lighting tests and 5 year electrical fixed wire tests and PAT tests are kept by Waterhouse in the compliance files

**Equipment testing:**

- Fire alarm test: the site manager will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested on a weekly basis with a new fire call point tested each week. The outcome of these tests is recorded weekly in the Fire Log Book. The fire alarm system is maintained by KIS.
- Fire exit doors: daily check by site manager to ensure doors are opening and closing freely and that they are free from obstruction. This is recorded in the Fire Log Book
- Fire fighting equipment: a monthly visual inspection of fire fighting equipment is carried out by the site manager, and this is recorded in the Fire Log Book. The equipment is tested annually by Waterhouse and records are kept in the compliance folder
- Emergency Lighting: emergency lighting is tested monthly by Waterhouse and records are kept in the compliance folder
- Electrical testing: fixed wire testing is completed every 5 years, and PAT testing every year by Waterhouse. Records are kept in the compliance folder.

**Lettings:**

The office administrator will ensure that those letting the building have been informed about fire exits, fire break glass call points, evacuation procedures and the need to telephone the fire brigade. They will also be made aware of the need to contact the site manager in case of a fire. All groups/individuals entering into a letting agreement must have £5 million liability insurance.

## **INVACUATION**

In the case of an intruder or other incident requiring invacuation/lockdown, the procedure is as follows:

1. Lockdown will be signalled by a continuous monotonous ring tone on the alarm (as distinct from the evacuation tone which is a whooping tone). The alarm will sound for approximately three minutes. The alarm stopping does NOT signal that the lockdown is over.
2. Teachers must check whether all children are present by completing a headcount and report the outcome to the school office by telephone as soon as possible. All windows and doors must be secured.
3. If the children are playing outside then adults should get the children into the nearest building as quickly as possible. From the Infant front playground all children will enter the hall to be met by class teachers. From the Infant back playground staff will make a judgement call to either move to the annexe or to Reception classrooms depending on the situation. From the Junior playgrounds all children will make their way to their classroom or to the Junior library if closer, depending on the situation.
4. The all clear will be signalled by three short blasts on the alarm. Until that signal is received, the lockdown remains in effect.

See also:

- Business continuity/ Critical Incident Plan on how to deal with the outcomes of a serious fire or other emergency
- Health and Safety Policy



## APPENDIX A



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### Fire Regulations

1. The fire alarm is a continuous whooping alarm bell
2. On hearing the bell, immediately vacate the buildings and do not attempt to bring any personal belongings
3. Class teacher/adult to ensure, where possible, that all windows are closed and the door is closed upon exit. Close doors and windows when vacating the class for PE or other activity
4. Walk in single file to the fire drill assembly point (see school plan). Junior staff, visitors and children on the Junior lower playground, Infant staff, visitors and children on either the Infant back/lower or front playground whichever is nearer. Children to line up in register order (Juniors) or according to class protocol (Infants)
5. First member of Infant staff to vacate to Infant front playground to collect walkie talkie from front lobby. Walkie talkie located in Parrots class to be taken to Infant lower playground
6. Class teacher to make the Executive Headteacher (or the most senior member of staff present) aware when the register has taken place.
7. All administration staff and kitchen staff to evacuate immediately and assemble on lower playgrounds ensuring that windows and doors are closed.
8. Administration staff to do a sweep before leaving of commonly used areas (staff room, offices, adult toilets, junior changing rooms, first aid area etc)
9. Administration staff to take walkie talkies to both lower playgrounds to communicate between themselves and with Infant staff who have evacuated to Infant front playground to check all are accounted for, including classes whose registers are not with the class teacher and small groups who have evacuated to a different playground than the rest of their class
10. Signing out books to be taken by administrative staff to one of the assembly points so that any pupils who have gone home and staff and visitors can be checked via walkie talkie if necessary
11. Walkie talkie protocol is as follows: Areas to be designated, and walkie talkie users to identify themselves as follows: Infant front playground - Area 1: Infant lower playground - Area 2: Junior lower playground - Area 3. One walkie talkie to be used on each playground, by admin staff or if no admin staff present, by the most senior member of staff present

#### Notes:

1. Ensure that all stairways and fire exits are clear at all times
2. Communicating doors between Year 6 classrooms to be unlocked and unobstructed.
3. Ensure that all external classroom doors are always unlocked and free from obstruction.
4. Supply teachers should be made aware of the fire regulations
5. Regular fire drills will occur throughout the year at a range of times during the day (lunchtime and class time)
6. The fire alarm will be tested weekly, using different call points. All fire drills and checks to be logged by the site manager.

## **APPENDIX B**

### **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

**Name:**

**Location:**

Alternative working locations (if applicable):

#### **Awareness of procedure**

I have been informed of the evacuation procedure in the following format:

(E.g. Braille, large print, it has been explained in BSL or shown evacuation routes)

#### **Alarm system**

I am informed of the emergency by (please indicate e.g. tick):

- The existing alarm system
- Visual alarm system
- Members of my work team (who have been informed of this requirement)
- The fire wardens on my floor (who have been informed of this requirement)
- Another method which is:

**Getting out:** I require \_\_\_ person(s) to assist me, and the following people have agreed to help:

**Names:**

**Reserves:**

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(Each of the people above has a copy of this personal evacuation plan).

**The following is a record of my evacuation plan (please refer to below for an example):**

*The following is an example of an evacuation plan record:*

- *My agreed helpers will meet me at my desk.*
- *They will help me by preparing the evacuation chair for use, helping me into the chair and fastening/ adjusting the safety belts.*
- *We will move to the nearest escape route and wait in the space at the head of the stairs for other people to evacuate first.*
- *When it is safe to do so, Helper 1 will position themselves in front of the evacuation chair and Helper 2 will control the chair. We will move slowly down the stairs and out of the building.*
- *Meanwhile the Fire Warden for our area will report to the Fire Safety Co-ordinator, informing them of our exit route.*
- *Once safely out of the building, one of my helpers will report to the Fire Safety Co-ordinator.*
- *If we are still evacuating when the Fire and Rescue Service arrive, the Fire Safety Co-ordinator will advise them which route we are taking.*

**The specialist equipment to assist my escape is:**

**My practice diary is (e.g. as per existing fire drills):**

Name of person(s) completing this plan:

Date:

