

## **Policy and Procedure: Fire and other Emergencies**

Date of Board Approval: April 2018

Review date: February 2019



### **Aim**

To ensure that all people in school can feel confident that in the event of a fire or other emergency, they will be able to leave the building safely with the minimum of stress or alarm.

To achieve this, the school needs to be kept tidy and clear of unnecessary obstacles and clutter. Exits must be kept clear at all times and staff, children and visitors must be familiar with fire drill and evacuation procedures.

Fire Safety procedures should be followed with regular visual and technical checks undertaken in accordance with LA and Landlords guidelines.

### **Fire Doors and External Doors**

- Fire doors must be kept closed and clear for opening at all times.
- External doors must be clear to allow for emergency use.

### **Fire Prevention Equipment**

- Extinguishers and alarm points should be accessible at all times.
- Staff should be familiar with the use of fire prevention equipment.
- Fire prevention equipment should be serviced and maintained on a regular basis in line with LA and Landlords guidelines.

### **Equipment and Materials**

- Equipment [both fixed and portable] should be checked and maintained in accordance with national and LA and Landlords guidelines
- Staff and visitors should not bring into school equipment or materials which may be a potential fire hazard which have not been authorised and checked by the Principal or Vice Principal.
- Materials marked as a Fire Safety Risk may only be kept in school in suitable secure storage and if the presence in school is essential.

### **Fire Drill**

- All members of staff should be aware of the fire drill procedures.
- A fire drill must be practised at least every term.
- The Principal will sound the alarm and all staff will escort children to their designated place of safety. [This will normally be the fire assembly point on the school playground]
- The Fire Drill must be entered on the school's Fire Log, indicating the date, timing and comments specific to the drill.
- The drill must be assessed and the procedures modified to create the safest and most efficient ways of evacuating the building.

### **In the Event of Fire**

- The fire alarm must be rung immediately from an alarm point in order to alert people in the main building.
- In the event of an exit being blocked by fire or other obstruction, evacuation should be by the nearest safe point of exit.
- Evacuation should be immediate and calm. It is essential to avoid accidents at this point.
- Teachers and assistants should line up classes to evacuate in single file.
- Each teacher is responsible for escorting their class or group to the designated safety area by a safe route.
- Teachers should check that all are present once classes are assembled in the designated safe area.
- All other adults or visitors should evacuate using similar safe routes to the designated safe area.
- No one should re-enter the building until an 'all clear' has been given.
- The Principal or Assistant Principal should alert the fire service immediately.
- If it is safe and practical to do so, the school's Senior Administrator should take Class Registers to the designated safe area for checking.