



# **Fire and Emergency Procedures Policy**

**Signed:**

**Chair: R. Dutton**

**Head: H. Swindells**

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# **Chesterton Primary School**

## **Fire and Emergency Procedures Policy**

### **Rationale:**

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

### **Aims:**

It is the overall aim of Chesterton Primary School 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 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 Heather Plant.

Fire Safety Coordinators: Heather Plant  
Headteacher

Fire Marshals – Karen Jones, Paula Hill, Heather Plant, Rebecca Stevenson

Site Safety – Neil Parsons

#### **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:**

**Nursery Front Playground – all EYFS inc. Reception**  
**KS2 Playground – all other children**



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### **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, visiting 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 staff 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 firefighting 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 door guards

### **Fire Marshals:**

Key staff will act as fire marshals but will be supported by all staff as children exit the building. Teachers are responsible for ensuring children leave the classroom quickly and safely. Fire Marshalls are responsible for sweeping the toilets (checking individual cubicles) and group areas before following the teacher outside. Office staff are responsible for issuing the registers, the visitor and pupil signing in/out inventory and the grab bag.

Staff are aware of contingencies if key staff are absent or not on site.

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



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either identified by them, or reported by another member of staff or pupil, and the compliance contractors, on fire safety maintenance.

All fire marshals complete training on SS Learning annually

### **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 sign out using the electronic system 'In V Entry.' The office will know that they will be off site. It is important to check in again on 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 (pupils will line up in register order)

Pupils and staff should not stop for belongings

All windows and doors to be closed, but not locked

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

'In V Entry' of visitors to be taken outside by office staff who will check all visitors and staff are accounted for

Office staff will evacuate to the nursery playground and will enter through the side gates to the KS2 playground

Areas will be referred to as Nursery Playground and KS2 playground.

Staff room, office area, staff toilets and breakfast club room to be checked by the



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designated member of staff: Rebecca Stevenson

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 lunchtime supervisors 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.

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 children leave the school immediately without attempting to fight the fire. Firefighting equipment should only be used when the fire



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is blocking your only means of exit

Upon arrival of the fire brigade, the Headteacher and Site Manager 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, caretaker's room, location of the nearest water supply and access points into the buildings

If there is no risk of injury, mains services such as gas or electricity should be turned off.

1. The mains isolator for electricity can be found in the nursery by the front window
2. The mains isolator for the gas can be found in the Boiler Houses and on the box on the driveway

### **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.

Staff and visitors will be checked by the office staff

### **Fire Drills:**

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

### **Visitors and Contractors:**

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

### **Fire Training:**

SSS on line training will be provided regularly for all school staff in fire safety and staff meetings will cover the school fire procedure. All staff will have the fire procedure explained



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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.

Leaders will attend updates provided by Entrust.

### **Fire Log Book and other records:**

The Fire Log Book is stored in the front office and records of evacuations, issues and their resolution and training are logged by the School Administrator 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 equipment checks, emergency lighting tests and 5-year electrical fixed wire tests and PAT tests are kept 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 the office administrator.

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 and records are kept in the compliance folder

Emergency Lighting: emergency lighting is tested monthly and records are kept in the compliance folder

Electrical testing: fixed wire testing is completed every 5 years, and PAT testing every two years. 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



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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 liability insurance.

### **INVACUATION**

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

Procedures for lock down

- A bell will ring in short bursts – this means – “This school is in lock down. “The police will be informed straight away
- An email to staff or phone call will be sent/made to keep you informed
- A text message will be sent to parents as soon as possible

In the event of a lock down

- Staff and pupils in KS2 must move to either Room 22 if possible or down the Year Two/Year Five or Year Six cloakroom areas
  - Sitting on the floor out of view from the door and windows
  - Close the blinds
  - Turn the lights off
  - If possible – lock the door
- EYFS will move into the main corridor at the top end away from the entrance door or move into a secure corner of their classroom away from windows and doors (the near side of VDs room)

The school remains in lockdown until otherwise instructed, which could be by email or classroom visit.

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





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### APPENDIX A

#### Fire Regulations

1. The fire alarm is a continuous 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). EYFS staff, visitors and children on the nursery playground. KS1 and KS2 children and staff on the KS2 playground. Children to line up in register order or according to class protocol.
5. Class teacher to make the office member of staff (or the most senior member of staff present) aware when the register has taken place.
6. All administration staff and kitchen staff to evacuate immediately and assemble on playground ensuring that windows and doors are closed.
7. Fire Marshalls to do a sweep before leaving of commonly used areas (staff room, offices, adult toilets, junior changing rooms, first aid area etc)
8. Signing out records from 'In V Entry' 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

#### Notes:

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