

AMBITIOUS – CARING – EXCELLENCE

Stapleford Community Primary School

Fire and Evacuation Procedure Including Nursery



STAPLEFORD COMMUNITY PRIMARY SCHOOL Fire and Evacuation Procedure			
Review frequency	Annually	Date of next review	Spring 2023
Governor approval (date)	Res Comm Spring 2022	Required by Law	No
Staff / governor responsible	HT	Website (public area)	No
		Date first produced	Nov 2016

Required by law*

Version	Amendments	Date	Author
V2	Incl procedures for Nursery	Feb 2020	CS

FIRE PROCEDURES

What to do if you discover a fire

Immediately you discover a fire or one is reported to you, shout 'FIRE' and operate the nearest fire alarm call point by breaking the glass.

What to do when you hear the fire alarm

If you hear the fire alarm – a loud continuous ringing on the fire alarm bells – evacuate the building immediately. Our first and over-riding duty is to look after the children for whom we have responsibility. No attempt should be made to fight the fire until the safety of all children has been assured. Internal fire doors and the hall fire shutters close automatically when the alarm is activated.

Evacuation

On hearing the alarm, children must stand quietly and listen carefully to the instructions given by the person in charge of them. They will be told:

- To leave the building in silence and in single file
- To follow the evacuation route
- To line up at the fire assembly point in silence and answer their name when it is called

The person in charge of the class must be familiar with the blue and white Fire Action Notice nearest the part of the school where they are working. Each notice outlines the procedure to be adopted when the fire bells sound and gives details of the nearest evacuation route from the building and Assembly Point. As the children leave the buildings, members of staff should:

- Shut doors and windows where possible
- Ensure that all children leave the premises via the nearest safe exit point

It is not expected that members of staff spend time checking toilets and other areas of the school but they must ensure that all the children for whom they have responsibility are familiar with the evacuation procedure and know what to do, whichever area of the school they are in.

Calling the fire and rescue service

The Headteacher and Deputy Headteacher share responsibility for ensuring that the fire and rescue service is called. They have delegated this duty to a member of the administrative team. They will check that the call has been made.

Assembly points

There are two assembly points for the school. The playground adjoining the school field at the rear of the school is for both office staff and anyone in school, hall, staffroom, music room, Y2, Y3 classes, KS2 block and community room. Children will line up in their classes facing towards the school in silence ready for the register to be called and a head count to be completed. Classes exiting the building onto the front playground will assemble on the infant playground by the front hedge. A walkie talkie is provided which should be taken to the front playground so that the front can confirm safe evacuation for all, or the teacher in charge may use the mobile phone to liaise with these at the back of the school. If contact is lost an adult on the front playground

should walk along Bar Lane along the main school road entrance to the back playground to verbally confirm the all clear. The teacher in charge of the class should take a head count on the playground before leaving the area.

Attendance registers should be sent to the office directly after the register is taken in the morning and after lunch. A member of the administrative staff will bring the 'grab bag' containing class lists, attendance data and emergency data. Teachers have a fire sheet in their daily morning registration bags, and the fire list should be taken to the playground. A register will be taken and the staff member will report to the Headteacher, or Deputy Head in her absence, whether all the children are present.

Evacuation of the Nursery

On hearing the alarm, the nursery teacher/assistant will line the children up at the door leading to the Elm class fire exit. The rooms and outdoor area will be checked prior to evacuating the building. The door automatically unlocks in an emergency. The children and adults will access the front playground assembly point through the internal access route and use the reception fire door and will proceed to the assembly point on the front playground for a headcount using the daily register, and to await further instructions. If any child or adult has a mobility issue, they will use the alternative route, through the main Nursery fire doors, which unlock in an emergency, and proceed outside to the front playground assembly point.

In case of an evacuation at lunchtime

At lunchtime, the children will go from wherever they are to their usual assembly points where they will be met by the person in charge of their class who will take the register as above. If a member of staff is absent, the register will be taken by another member of staff, who will be directed to do this by the senior staff member present. Children playing on the front playground will be taken to their assembly point by the Midday Supervisors. Children who are in the hall eating will be directed to leave the hall through the most appropriate fire exit – usually through the PE cupboard – and told to assemble with their classes.

Fire fighting

Fire fighting must always be secondary to life safety. Circumstances will dictate whether fire fighting operations should be attempted. Members of staff should be familiar with the operation of fire fighting appliances around the school. Annual fire safety training will be arranged.

After the evacuation

Do not re-enter the building until advised that it is safe to do so by the Senior Fire Officer/ Head teacher. If the fire has been extinguished by a member of staff, do not disturb any evidence which could indicate the cause of the fire. After a fire, the Headteacher has responsibility for ensuring that the buildings are in safe working order, the fire doors are operating satisfactorily, the fire alarm is operating and the extinguishers are recharged.

Raising awareness

Teachers must discuss the school's fire routine with the children in their class regularly. It is important for the children to understand that the fire alarm could ring at any time and they must know what to do, how to behave and where to go.

A teacher whose class contains a child with special needs should consider carefully any special arrangements which should be made in the event of the fire alarm sounding. A 'personal evacuation plan' can be created as necessary, with the help of the SENCO.

Fire drill

There will be a fire drill every term which will be arranged by the Headteacher. From time to time, there will be additional drills to test procedures at lunch times, break times, etc.

Further information

Further information about the procedures to follow in case of fire is contained in the Fire and Risk Manual which is kept in the School Office.

Updated C Spain: Spring 2022