

*"Learning Today, Leading Tomorrow"*



**Bishops Down Primary School**

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

# Fire & Emergency Evacuation Policy

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Reviewed and updated by: Headteacher &  
Health and Safety Governor

## ***“Learning Today, Leading Tomorrow”***

### **Fire and Emergency Evacuation**

If an employee discovers a fire they should immediately operate the nearest alarm call-point, and then attack the fire if possible with the appliances available, and without taking personal risks.

Fire extinguishers are located in or near classrooms. For example, they are near fire exit doors, and in the ICT room outside Year 5 classrooms.

The electrical fire alarm system will sound on operation of the manually operated alarm call-point to warn other people in the building.

**On hearing the alarm the Headteacher will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate. After 5pm this will be done by a member of staff from Wrap Around Care.**

All staff will usher children and visitors out of the building.

Children with disabilities should be helped to the nearest fire exit by their named Teaching Assistant. This list is available in all classrooms.

The host/employee must take responsibility for any visitors they may have and ensure they leave the building by the nearest exit.

Contractors will be given information about fire procedures when they arrive on site and in an emergency should leave the building by the nearest exit.

Everyone in the building should leave by the nearest exit and report to the assembly point. During class time this will be on the playground by the trees.

All exit doors can be used as escape routes.

**Children will be trained to remain calm and alert on hearing the fire bell as follows.**

When the alarm rings:

1. Children stop and stand still in silence.
2. Teacher tells children to line up at the external door nearest their assembly point.
3. Teacher or designated child closes the windows and other doors in the classroom.
4. Class walks silently in single file to assembly point with teacher. Outside door is closed.
5. Registers are given to teachers who take a roll call, then report to the Lead Marshall.
6. Classes wait quietly until the ‘all clear’ is given.

### **Duties and identity of employees with specific responsibilities in the event of fire.**

Staff are to ensure that all windows and doors in classrooms and offices are shut when they leave the room during the day, and also at the end of the school day.

### **Registers and Grab Bag**

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Registers will be collected from outside the office, and the Grab Bag from in the front office, and taken out to the teachers on the playground by Admissions Secretary. Once the register has been taken each teacher confirms all are present by raising their arm to inform the Lead Marshall.

**Visitors/Staff/Cleaners sign in books** will be taken out to the playground by the Finance Officer (Mon to Thurs), or by the Admissions Secretary (Fridays). Once all visitors and staff are accounted for, this will be reported to the Lead Marshall.

A nominated Fire Warden will liaise with the Fire Brigade on their arrival and notify them of any specific risks e.g. the location of highly flammable materials. A list of these will be held in the front office, together with the Record of Fire Warden training, and Fire Briefings in the Fire Manual.

### **After School Activities**

It is the responsibility of the leaders of any After School Activities between 3.15 -4.15pm to

- escort children safely from the school building to the closest assembly point
- take a register once there
- confirm all are present to Lead Marshall.

### **Wrap Around Care (Breakfast Club, After School Club, Holiday Playscheme)**

Staff working in WAC are responsible for

- escorting children booked in safely from the school building to the front field
- take a register once there
- confirm all are present to Lead Marshall/senior member of staff/Site Manager

### **Holidays**

During holiday time all staff, visitors, and cleaners who attend school need to sign in and out at Wrap Around Care so WAC staff know who is on site.

The Wrap Around Care Manager will

- call 999
- collect the staff/visitors/cleaners sign in books.
- check all school staff and contractors are present at the assembly points.

During school holidays the cleaners are responsible for evacuating the site independently and accounting for themselves to the most senior member of school staff.

### **The following arrangements and training is given to staff:**

- Wrap Around Care will continue to operate separate fire drills, one taking place during Breakfast Club, one during After School Club, and one during Holiday Playscheme.
- All staff will take part in a Fire Drill three times a year.
- All staff will have a Fire Briefing once a year. This is scheduled for September to refresh everyone’s knowledge.
- Fire Warden training will be passed down to staff by either current designated wardens or the Head teacher.
- Training is to be reviewed on a yearly basis and planned into the school budget.