



# Evacuation Procedure and Fire Safety Policy

Reviewed by the Resources Committee:

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**Nexus Education Schools Trust (NEST)**  
*group of schools*



## Evacuation Policy

The **overall aim is to save lives**, therefore evacuation is of paramount importance. Staff are **not** expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up silently.
- Ensure that the classroom is empty before leaving.
- Staff must ensure that all fire doors in the classrooms are closed
- Everyone on site, children and adults, must leave by the nearest exit.
- Any child with a disability whose additional needs compromise their ability to leave the building safely and quickly will be supported by an additional named adult.

School SENCo Assistant or Admin Assistant will check that the staff room/staff toilet/infant toilets are empty. They will call the fire brigade once an fire outbreak has been confirmed (using the emergency mobile telephone) and notify them that the fire alarm has been activated and fire details.

Two designated members of staff will check the children's junior toilets/ classroom/teaching areas are empty:-  
**2016 - 2017 the designated staff will be Mrs Ashley, Mrs Browne and Mr Lord**

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff /Premises Officer will check the access to the site is open to allow access for the fire brigade.

The Heads of School (or Deputy in their absence) or designated member of staff will check that all adults and children are accounted for:-

**2016 - 2017 the designated staff to check the site will be Mrs Ashley, Mrs Browne and Mr Lord**

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office a late note will be given to pupils to show to teachers to acknowledge they have been marked in the register.

Any child that is later taken off site for illness or an appointment will be notified to class teachers through the register.

All visitors are made aware of the evacuation and safety procedures on entry into the site. If any visitors are present the adult they are working with should ensure that they know what to do.

All pupils are reminded of the evacuation procedure through half termly practices and discussions in class and assembly.



## Fire Safety Policy

### **Aims**

It is the overall aim of Farnborough Primary School to **minimise the risks to staff and employees** which may arise from fire. 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 are in place.

### **Overall Responsibility for Fire Safety Matters 2016 - 2017**

**Mr A Lord** is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

### **The School Fire Evacuation Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

### **Responsibility of all School Staff**

All school staff 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 procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

### **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire evacuation procedure by the Local Authority. Specific training will be organised for fire safety managers, both on appointment and at least every two years by the Borough Health, Safety and Welfare Unit. The school will ensure the School development timetable and Administration meeting reflect the need and skills of all staff.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. Any child or adult whose physical needs may compromise their access from the building will be supported by a named additional adult. It is important that the school is made aware of any additional needs on entering the premises. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix B.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The fire safety manager will provide a report to the Head Teacher each term regarding fire safety and evacuation procedures, which she will include in her termly report to the Governing Body.

## Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to the fire alarm	Weekly	(with the fire alarm) Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly

## Appointment and Duties of Fire Marshals

The school annually appoints a number of teaching or administrative staff as fire marshals.

**2016 -2017 - Mrs Ashley and Mrs Browne are senior fire marshals. Mrs Ashley, Mrs Browne and Mrs Jones (School Bursar) are appointed to ensure that all areas of the school have been evacuated and that this is reported to Mr Lord, Fire safety manager in charge of the evacuation (see appendix a).**

## Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

## Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school secretary/ office is responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school office/ secretary will call the fire brigade if a fire is confirmed.

## Meeting the Fire Brigade

The fire safety manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

**In 2016 -2017 this will be Mrs Ashley, Mrs Browne, Heads of School and Mrs Panai, Deputy Head**

### **Events Taking Place Out of School Hours Such as School Plays or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. Where a license is required, the licensing officer (Local Authority) may specify particular requirements as a condition of the license and these conditions will have to be met (see Lettings policy).

### **Notices**

All fire exit routes will be signed by clear signs with directional arrows.

### **Records**

The following records will be kept by the fire safety manager:-

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results. Correct operation of self closing fire doors List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

## Appendix A

### Roles and Responsibilities

Role	Person responsible	Person Responsible In case of absence	Area to check
Fire Safety Manager	Mr Lord (Premises Officer)	Mrs Ashley and Mrs Browne – Heads of School	
Fire Marshals	Mrs Ashley and Mrs Browne	Mrs Jones	<ul style="list-style-type: none"><li>• Infant and junior teaching rooms</li><li>• music rooms</li><li>• junior toilets</li><li>• library</li></ul>
	Mrs Brunsdon	Mrs Jones	<ul style="list-style-type: none"><li>• Staffroom</li><li>• Admin rooms –Deputy, Head and Office</li><li>• Staff toilets</li><li>• Infant toilets</li></ul>
Calling the fire brigade	Mrs Pugh	Mr Lord	
Meeting the fire brigade	Mr Lord /Mrs Browne or Mrs Ashley	Mrs Panayi	

## Appendix 1

### Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:-

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

## Appendix 2 (Letting Policy App 1 –Emergency Operating procedures)

### Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:-

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.