



TITLE OF POLICY	Fire Evacuation Policy
COVERAGE:	Whole School
PERSON RESPONSIBLE	Principal Security and Safety Manager
CONTRIBUTORS	SLT & Board
DATE OF RATIFICATION	June 2016
DATE FOR REVIEW	June 2017

1. FIRE EVACUATION PROCEDURES

1.1 IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU

Anyone discovering a fire, or other emergency, for which the buildings should be evacuated should activate the nearest alarm. Pupils should be instructed to report any activation to a member of the school staff. Reason for activation must be given to senior member of the management team at the earliest opportunity. Any alarm activation will show the exact location of where the alarm was raised.

1.2. FIRE FIGHTING:

The safe evacuation of persons is an absolute priority. The school's maintenance and security team have been trained in the use of portable firefighting equipment.

Due to the greater risk of fire in science and food technology these staff members have also been trained in the use of portable firefighting equipment.

Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

1.3 ON HEARING THE FIRE ALARM:

The fire alarm is a continuous ringing bell.

When the Fire Bell is heard staff, pupils, occupants of building must respond to alarm activations (unless it has been made clear that the alarm is being tested and 'no action' should be taken). Designated persons from the maintenance department who will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate. The principal or safety and security will authorise the call to the emergency services (**DIAL 911**) necessary.

Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s).

Those supervising children during a fire evacuation should ensure

- Students leave in single file.
- Students leave by the nearest available escape route.
- The last person to leave the classroom must close the door.
- Students should walk quickly (but without running) and quietly in their subject / form groups and remain with their teacher at the assembly point.
- Lifts are not used.
- Nobody stops to collect belongings.
- Students understand that if they are not in a classroom when the alarm sounds, they must not attempt to return to their classroom. Instead they must walk to the assembly point leaving the building by the nearest marked and safest escape route.

As soon as the alarm sounds the registers should be taken down to the sport's field by the Principal's PA to distribute to Class Teachers and Form Tutors.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and go to the assembly point.

1.4 Assembly Points

There are 3 clearly marked assembly points

1. For Foundation Stage the assembly point is the playground in front of the Foundation Block
2. For all other pupils the assembly point is on the sports field
3. The Bus Park for the bus drivers and wheelchair users (if exiting from the M or T floor).

On arrival at the assembly area pupils must stand in their form groups while staff check their registers. Once the register has been taken and all the children in the class have been accounted for the children should sit down. If there is a class with an accountable absentee then they should remain standing. This should ensure that any absentees are quickly identified.

The result of this check must be reported to the principal as soon as it is completed.

1.5 Fire Wardens

During a Fire Evacuation (including Fire drill) Maintenance Staff will act as Fire Wardens with designated floors to attend in the instance of an alarm activation. Fire Wardens are responsible for ensuring corridors/buildings are cleared and liaising/communicating with the Security and Safety Manager to confirm when corridors/buildings have been cleared.

1.6 Security & Safety Manager

The Safety and Security Manager will liaise with the Civil Defence Department on their arrival at the Security Office. The building must not be re-entered until staff are notified it is safe to do so by the Civil Defence Department, Principal or other senior member of staff.

If the building cannot be reoccupied following a fire evacuation then there is a secondary assembly point at the junction with the main road. The school buses will be used for this starting with FS and then moving up through the years. The buses for KG will wait by gate 2 and the remaining buses will collect pupils from the rear entrance of the playing field. It is accepted that the buses will be overcrowded, however, this is regarded as an acceptable risk due to the circumstances and the short distance travelled. Arrangements will be made to contact parents by the most appropriate means possible considering the circumstances.

1.7 All Clear

When it is decided that it is safe to return to the building, the Principal or other nominated person, will authorise teachers to take their class back in an orderly and safe manner in year and class order. This will be communicated via a loudhailer.

2.0 EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

2.1 Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety.

Arrangements for Tala Lozi (wheelchair)

We currently have one wheelchair user, Tala Lozi, who is assigned a Learning Support Assistant as well as her personal assistant from home. Tala's timetable takes her to all three floors of secondary and therefore we need to be prescriptive as to her evacuation in order to give clear understanding as to what action to take.

If the Fire Alarm sounds, Tala's personal assistant will immediately make her way to Tala's location together with the LSA and the Inclusion Officer. The inclusion officer will call the Maintenance Manager who will direct two members of staff from facilities will also make their way to her location to assist with her evacuation. Training has been given to all staff involved in the process.

Tala will have two potential assembly points depending upon her location in the building:

- If she is on the J floor her assembly point will be the sports pitch.
- If she is on the M or T floor her assembly point will be the bus park.

Tala must be carried with respect, care and dignity in the following manner:

- She will remain in their chair and strapped in securely.
- When being taken down the stairs they should be carried facing the stairs, but leaning back in their chairs.
- The Inclusion officer will inform the Security Manager by mobile phone when they have mustered and at which assembly point.

For those pupils who are temporarily confined to a wheelchair or have other restricted mobility, appropriate and necessary procedures will be applied.

Visual disability:

We currently have no visually impaired persons in the school.

Hearing disability:

We currently have no hearing impaired persons in the school.

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Fire Evacuation Map

