



## RED HALL PRIMARY SCHOOL

# Fire Safety and Emergency Evacuation Policy

Document History	
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## **Introduction**

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

## **Aims**

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

## **Fire Drills**

Fire drills are carried out each term and recorded on the fire drill log (located on the G Drive). Staff are not warned in advance in order to maintain authenticity and reduce complacency.

## **Sounding of the alarm**

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the closest emergency call points.

Upon hearing the fire alarm (a continuous ringing of the fire bell) or if an emergency occurs: All adults and children are to leave the building in an orderly fashion by the nearest external door and make their way to the designated assembly points for registration (see school plan).

All Designated Fire Wardens will take their wear their high visibility jacket and use their hand held walkie-talkie's for communication using the **frequency '3'**. These are there to ensure the whole school is thoroughly searched without putting lives at risk through a lack of communication.

## **Non-Negotiables:**

- No-one is exempt from leaving the building (this also applies for fire drills)
- No-one is to delay evacuation for any reason
- No-one is to wait/look for missing children
- Children must be made familiar with the procedures, instructed to leave by the nearest exit and make their way to their assembly point, if not in class when the alarm sounds. They **must not** return to class.
- No one is permitted to return to the building until instructed to do so by the Headteacher or a member of the Senior Leadership Team.

### **Persons with limited mobility**

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point. Personal Emergency Evacuation Plans (PEEP) are in place within the school office to ensure staff are fully aware of their obligations.

### **Roles and Responsibilities**

The following persons have fire safety responsibility within the school:

#### **Head Teacher**

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Darlington Borough Council's Health and Safety advice and that repairs are carried out immediately.

During an evacuation the Headteacher will walk the route from their office through to the ground floor fire exit doors situated at the far end of the building. The Headteacher will check the staff toilets, staff room, music room, conference room and classrooms along the route.

The Head Teacher (or Deputy Head Teacher) and Chief Fire Warden will liaise with the emergency services on their arrival. Depending upon the site of the fire the HT (or DHT) and Chief Fire Warden will meet the fire services on the car park.

#### **Deputy Headteacher**

During an evacuation the Deputy Head will walk the route up the Key Stage 2 stairs checking all 1<sup>st</sup> floor classrooms and exit the school via the external fire exit and remain on the Key Stage 1 playground. If the Deputy Head is teaching during this time, the classroom's Teaching Assistant will take the class register on the Key Stage 2 playground and remain with the class as the class teacher would be expected to do.

#### **Office staff**

In the event of a fire, the Office Manager, or in their absence, admin staff should telephone for emergency assistance using their mobile phone if the alarm sounds (except when a scheduled practice is taking place).

Office staff will take out:

- Mobile Phone.
- Class registers; Lynnette Heseltine to take Early Years and Key Stage 1 to their yard (via side entrance) Mandy Denton to take Key Stage 2 to the bottom yard.
- Late book and Inventory Evacuation List.
- Gate keys (Mandy Denton) will open both yard gates in preparation for the arrival of the Emergency Services).

## **Teaching Staff**

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Designated Fire Wardens may need to walk the opposite way along corridors.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register to check if any children are missing.

Emergency medication (Epipens or Asthma Inhalers) will be collected upon leaving the classroom, where practicably possible. This must NOT inhibit the evacuation of the school.

Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Under no circumstances is anyone to re-enter the building until the all clear is given.

## **Designated Fire Wardens**

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The **Designated Fire Wardens** are:

- Julie Davidson (Headteacher)
- Laura Snowdon (Deputy Head) - Key Stage 2
- Beth Sewell - Early Years
- Lyndsey Wharton - Key Stage 1
- Mrs Marshall – Lower Key Stage 2
- Miss Henry – Upper Key Stage 2
- Mandy Denton (Office)
- Mark French - Caretaker

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.

Designated Fire Wardens will be issued with a High Visibility Jacket which must be worn in all instances and make their way along the escape route ensuring the following:

- No-one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- Doors are not to be opened unless people are seen or heard on the other side.
- Ensure fire doors are closed.
- Ensure that any child with a PEEP is evacuated safely. Report anything suspicious to the Chief Fire Warden.

**They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.**

Upon leaving the building, the Designated Fire wardens will ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

### **Chief Fire Warden (CFW)**

A Chief Fire Warden will be nominated during a scheduled practice and in the event of a fire. The role of the CFW is to co-ordinate the Designated Fire Wardens, this will normally be the Headteacher or Deputy Head in their absence.

### **All other staff**

All other adults will cooperate in the emergency procedures in event of a fire.

### **Non-Employees**

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

### **What staff should do if they discover a fire;**

Staff should break the nearest call point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely. Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

### **What children or visitors should do if they discover a fire:**

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.

Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

### **How the evacuation of the premises should be carried out:**

All occupiers of the premises should exit by the nearest available fire exit and make their way to the designated assembly points for registration (see school plan).

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly but do not run. In the event of an emergency evacuation and during scheduled practices:

### **Designated Assembly Points:**

1. **Foundation Stage:** KS1 Playground (lower) furthest point from building
2. **KS1:** KS1 Playground (lower) furthest point from building
3. **KS2 & Office Staff:** KS2 Playground (lower) furthest point from building
4. **Kitchen Staff:** KS2 Playground (upper) adjacent to car park

If you are in another part of the school (ICT Suite or Library you are expected to remain with the children in your care and exit the school via the nearest exit and assemble on the nearest Designated Assembly Point (KS2 Playground lower - furthest point from building).

### **Fire Evacuation Plan – Lunchtimes**

For health and safety reasons, it is imperative that **children are never left alone in any part of the school during lunchtime**. All staff including the Lunchtime Supervisors should be extremely vigilant during lunchtimes in ensuring children are not in the school without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!' Upon which the Lunchtime Supervisors will assemble the children into their class line at the designated assembly points. In the absence of the teaching staff, Lunchtime Supervisors should take responsibility for the roll call and counting the children. The register will be provided by the Office in the same manner as if it were during class time.

### **Dry Lunchtimes - outdoor play**

Lunchtime Supervisors are to assemble the children into their class line at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or classes will check toilets, computer suite, library and classes on their way out of the building.

### **Wet Lunchtimes - indoor play**

Lunchtime Supervisors and pupils to leave through designated exits and assemble at the designated assembly points within this plan. This would be the same procedure as if the alarm sounded during class time.

## Appendices 1

### **Receiving a Bomb Threat Guidance**

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimised if the recipient of the threat knows how to handle it.

#### **TELEPHONE THREAT**

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; **OR**
2. Wants to disrupt normal activities by creating anxiety and panic

#### **EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC**

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition, the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

#### **WRITTEN THREAT**

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

#### **CONCLUSION**

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

Note; In the event of a bomb scare or risk of explosion children must assemble at least 400m from the school building. The designated assembly point is the open field at the end of 'the black path', the pedestrian footpath between Headingley Crescent and Haughton Road.

The sound of the alarm for this type of evacuation will be a louder alarm to signify the difference. See Emergency Lockdown procedure.