

Filey Junior School



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3.09 Fire Evacuation Procedure

Date this version of policy adopted by Governing Body: January 2019

Signed Headteacher:

Signed Chair of Governors:

On discovering a fire

Raise the alarm immediately.

The alarm will either be a loud high pitched wailing siren (main building) or a continuous ringing (Haigh Building and canteen).

Teachers in the main block advise children to evacuate the classroom and alert the duty receptionist to sound the alarm.

Teachers in the new block and Haigh use the Break Glass alarm button and evacuate the children.

Teachers in remote temporary classrooms, or the classroom at the back of the hall must use walkie talkies to alert the office who should raise the alarm.

Priority must be for safe evacuation of children, however, if appropriate and without endangering yourself or others, extinguish the fire.

On hearing the alarm

Evacuate the classroom in single file, swiftly and in a calm and orderly manner and proceed to the assembly point on the playground nearest the playing field. If the fire is in Mobile 3, or the Haigh, assembly point to be on the main playground. Overtaking of classes or individuals must not be permitted. Staff in main school to evacuate out of nearest and safest exit.

Know the details of any personal evacuation plan for children with physical or mental disabilities who are under your care.

Ensure any medication for individual children is taken out with them.

No running, to avoid panic.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point on the top playground.

Fire signs, medication and walkie talkies to be taken out from each classroom.

Office staff to take visitor book. (All visitors on arrival to school are to be advised to meet in the Gazebo in the event of a fire).

Immediately classes have assembled at the assembly point, a roll call must be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises at that time must be included.

Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation drill the Person In Charge.

Special events and 'Open Days'

If school is hosting a performance or other activity where a number of visitors to the school are gathered in one place, the person leading the event should ensure they give a fire awareness message, detailing evacuation procedure, at the beginning of the event.

School should consider placing a member of staff / warden on each of the exit doors (for example in the hall).

Where school is hosting a less formal 'open' session involving members of the public / visitors (including parents) who may be moving around different areas of the school, the school should ensure that visitors are informed of the evacuation procedure and fire assembly points by placing information around the school and including information on any invitation newsletter article.

Meeting the Fire Service

The person in charge of the roll call must identify him/herself to the Fire Service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.

Typical information the Fire Service will want to know:

- Is everyone accounted for?

- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building?

Responsibilities are as follows

Registers on Scholarpack must be completed immediately on a morning and after lunch. In the event of any member of staff not being able to do this, a paper register must be completed.

Head Teacher or H&S Co-ordinator has overall responsibility and is the Person In Charge.

Person In Charge calls the Fire Service and sweeps the main building. He/she opens the gates at the reception end of the school to allow access for fire appliances and meets the Fire Service.

Each class teacher is responsible for the evacuation of and accounting for all children in their class.

Assistant Head - Roll call

Office staff responsible for ensuring all visitors are accounted for.

Headteacher / Responsible Person - Harvey McCarthey

Health and Safety Co-ordinator/Responsible person - Claire Fenby

Assistant Headteacher - Ian Grice

In the canteen / kitchen the cook is responsible for her staff and is the Person In Charge.

Personal Evacuation Plans must be in place for children with specific needs at the time of a fire.