

THE FLYING BULL ACADEMY

POLICY FOR FIRE and EMERGENCY EVACUATION

The main aim in any fire is to remove all children and staff and other adults from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits.

We follow the Fire and Rescue Service's policy: 'Get out, call the Fire Brigade out, Stay out.'

In the event of a drill, no-one is permitted to re-enter the building without express permission of the Fire Brigade or the Headteacher (or nominated person in their absence).

- Fire notices are displayed on all fire doors and in all main thoroughfares.
- Escape routes are checked by the site manager every morning. All bolts are checked daily by the Site Manager and ongoing maintenance is carried out where necessary.
- Fire Extinguishers are maintained and checked every year.
- Alarms are tested every 3 months.
- The site manager tests the fire alarms weekly and the school will carry out a full fire drill termly at various times of day.
- Emergency lighting is tested every 6 months with an in-depth review every 3 years. The site manager carries out a monthly spot check.
- Emergency evacuation procedure will be tested once every half term.
- All of the above are recorded in the Fire Log Book.

Premises evacuation arrangements - in case of an alarm being activated are as follows: -

DURING NORMAL SCHOOL HOURS

Responsibilities

Every member of staff is ultimately responsible for the children in his/her care and any decision to deviate from the normal exit route.

All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for parent or other helpers working with them.

All staff must sign in at the front desk and sign out when they leave the building.

All visitors will sign in at the main office and will wear a Visitor's badge. They should be told and shown where the fire assembly points are.

ALL meetings must begin with informing visitors of fire escape routes and congregation areas.

Raising the alarm

On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm. The Office Staff or nearest adult to the telephone in the main office will contact the emergency services (999). In the event of the alarm not working due to electrical failure, repeated whistle blasts will replace the alarm.

Assembly points

Teachers will supervise the evacuation of the children and other adults according to the instructions displayed in every room.

THE BIG PLAYGROUND (KS1) IS THE ASSEMBLY POINT FOR THE WHOLE SCHOOL.

Teachers should take their iPads to carry out register check. A member of the office staff will take the paper dinner registers in event of an IT breakdown.

All members of the SLT have Inventory on their mobile devices and can check staff and visitors.

The headteacher will attend the playground, while the Pupil Attendance Support Worker will take the 'grab pack' and wait in the car park for the fire service. In their absence, the Deputy Headteachers will stand in for the Headteacher and the School Business Manager will stand in for Pupil Attendance Support Worker.

Class teachers to line their class up facing away from the building. Class teachers will check children initially by headcount and then by name, reporting any missing children to the HT or DHT. The teacher will raise a hand to indicate that all children are present and safe.

If a child is in the school carrying out an intervention, the adult with them should take them to their class if possible.

During PPA sessions, the adult leading the group must take their children through the nearest fire exit and make their way to the big KS1 playground. Here the children should join their class line. Teachers also make their way to the big KS1 playground.

If the class teacher is out, the supply teacher will lead the children out and line them up. On a Friday afternoon, a member of the SLT or class teaching assistant will register the class

Lunchtimes

Should the alarm sound during lunchtime, children and staff will gather on the same playground but must exit the building from the nearest fire exit.

Teaching and support staff on site should line up with their class. If the teacher is not present a member of the Senior Leadership Team, or Learning and Pastoral Team will stand with that class. Paper dinner registers will have to be used in this instance.

Once on the playground, the procedures above for checking the staff and children present will take place.

If no children are present, e.g. INSET days, adults will leave the school by the nearest exit and assemble in the playground.

OUTSIDE NORMAL SCHOOL HOURS

Evacuation and Assembly

In the event of a fire, the alarm will be raised as above.

When the building is occupied outside school hours, for example, **the assembly point is the front car park area.**

For events when children are left in our care or in an activity run by an outside organisation, a register will be kept and checked should an evacuation be necessary. It is the responsibility of the most senior member of staff present to ensure the safety of children and adults on site.

Staff working in school out of hours, e.g. in school holidays or at weekends, should sign in and out as usual using the electronic sign in system.

Reviewed: September 2019

Review Date: September 2020

Appendix 1 (Reviewed September 2019)

PLEASE DISPLAY IN ALL CLASSROOMS

FIRE PROCEDURES

| | |
|----------------|---|
| 6B | Use individual fire door and make way to large playground using the gate between the provision and Year 5 |
| 6C | Use back exit and leave through Year 6 main door and make way to large playground |
| 5B | Use individual fire door and make way to large playground |
| 5T | Use individual fire door and make way to large playground |
| 4E | Use individual fire door and make way to large playground |
| 4P | Use individual fire door and make way to large playground |
| 6CH | Use individual fire door and make way to large playground |
| 3G | Make way to Year 3 exit and make way to large playground |
| 3B | Use individual fire door and make way to large playground |
| 2F | Use individual fire door and make way to large playground |
| 2S | Exit through Year 2 entrance and make way to large playground |
| 1KD | Leave through Year 1 resource area and make way to large playground |
| 1N | Use individual fire door and make way to large playground |
| FB | Use individual fire door and make way to large playground |
| FC | Use individual fire door and make way to large playground |
| NURSERY | Use Nursery entrance and make way to large playground |
| PROVISION | Use main entrance and make way to large playground through gate between Year 5 and Provision |
| KS1 Support | Use Year 1 exit and make way to large playground |
| HALL | Leave through Year 2 doors and make way to Year 2 exit and make way to large playground. |
| MUGA | Move to large playground |
| ART / DT ROOM | Use individual fire door and make way to large playground. |
| PLAYGROUND | Line the class up on the large playground. |
| ANY OTHER AREA | Leave through nearest fire exit and make way to the large playground |