



# Fire Procedure Policy



CURRENT

APPROVED – APRIL 2018  
REVIEW – APRIL 2019  
PERSON RESPONSIBLE – HEADTEACHER

### **Fire Procedure Policy**

**Everyone on the school premises must leave the building when the fire alarm sounds.**

**NB If the school system is not working the Responsible Fire Person (“RFP”) will ring the school playground hand bell continuously to alert all staff and pupils.**

**All adults and children have been made aware of these emergency procedures through staff meetings and assembly.**

#### **Fire drill:**

1. The school will have a fire practice at least once each term.
2. The Headteacher will arrange this in consultation with the caretaker who will set off the alarm from a different point and at different times of the day for each test.

#### **Adult responsibility:**

3. Adults know to leave through the nearest available exit accompanying children. The last adult to leave a room will ensure the fire doors are closed.
4. Children will be taught to leave the school in single file through the appropriate doors, accompanied by their teacher or other adult and walk as quickly as possible to the Multi-Use Games Area for all classes in Key Stage 1 and 2 (apart from Sharks) or the school entrance pathway for Sharks, Early Years and the Castle Community Hub Building.
5. Children should line up silently at their fire point in the Multi-Use Games areas or school entrance pathway (see map attached). It is **vital** that children line up silently at their correct fire point so that checking of children and relaying of information is efficient and timely.
6. On receiving the register, staff **must** first count pupils quickly to ensure they are all present then call the register if necessary to ascertain which child is missing.
7. Staff will indicate that are all present by raising their hand.

**NB** If any children shall be outside of class, they will be taken by the adult in charge to the nearest fire point. The RFP will liaise with staff in person or by walkie-talkie to ensure all children are accounted for.

#### **Office responsibility:**

8. Telephone 99 (for an outside line) and then 999 to inform the fire brigade.
9. One member of the office staff will take the following outside to the Multi-Use Games Areas:-
  - (i) the evacuation register sheets for KS1 and KS2;
  - (ii) lists of any children working out of class with the gardener or forest school personnel;
  - (iii) any lists of adults and children on trips out of school;
  - (iv) the electronic staff/visitor attendance device;
  - (v) one walkie-talkie;
  - (vi) the Emergency Evacuation Box, containing a key to the rear gates, any special evacuation clothing/covering for adults or children and the Emergency Scheme.
10. Another member of the office staff will take the evacuation sheets for Early Years and Sharks to the school entrance pathway.
11. The evacuation register sheets will be distributed quickly to staff.
12. Office staff will also be responsible for checking the electronic staff/visitor attendance device to ensure all adults visiting/working in school are accounted for.
13. Office staff will liaise with The School Catering Supervisor who has responsibility for checking her own staff.
14. Office staff will ensure that a copy of this Policy is given to all supply staff.

**Fire Marshal responsibilities:**

15. Fire Marshals must collect high-visibility jackets.
16. Fire Marshals will check that all rooms in their zones are empty and will ensure all fire doors are shut. This includes exit doors.
17. The Fire Marshall for Zone 6 will take one walkie-talkie and the Visitors Register for the Castle Community Hub Building to the school entrance pathway and check that all visitors are accounted for.
18. The Fire Marshals will report to the RFP outside in person or by walkie-talkie (in the case of Zones 2 and 6) when their task is complete.

**Responsible Fire Person (“RFP”) Duties:**

19. The Responsible Fire Person will liaise with the Fire Marshals, Office Staff and other adults in person or by walkie-talkie to ensure all adults and children are accounted for. The RFP is the Headteacher or the Deputy Headteacher in her absence.
20. The RFP will liaise with the fire service when they arrive.
21. No one shall enter the building after evacuation until the all clear has been given by the RFP and the caretaker in consultation with the fire service.
22. The RFP will ensure new members of staff are inducted in regard to fire safety and given a copy of this Policy.
23. The RFP will ensure personal evacuation plans are in place for any members of staff or children with exceptional circumstances.

**Responsible Fire Person:**

Head teacher (Nadine Sadler) or Deputy Headteacher (Keith Lockwood) in head’s absence

**Caretaker/Competent Person:**

Ian Thwaites or Howard Marshall

**Fire Marshals:**

Zone 1: RFP.

Zone 2: Richard Myers (or Sara Black in his absence).

Zone 3: Navneet Kaur (or Rachel Hinchliffe in her absence).

Zone 4: Margaret Rogers (or James Lewis in her absence).

Zone 5: Wendy Farrand (or Sarah Barlow in her absence).

Zone 6: Stan White (or Deborah Heywood or Jill Mellor in his absence)

**6 zones (These zones will be swept by Fire Marshals wearing high-visibility jackets):**

Zone 1: Headteacher and deputy office; admin office; main reception area and toilets; reprographics room; staff workroom; meeting room; staffroom; dance studio; hall.

Zone 2: Sharks’ classroom & toilets; Reception classrooms, toilets, quiet room, office & kitchen.

Zone 3: KS1 Corridor; KS1 Group Room and area outside KS1 Group Room; Pandas’, Penguins’ and Wolves’ classrooms and toilets.

Zone 4: KS2 Corridor; KS2 Group Room and area outside KS2 Group Room; Tigers’, Manatees’, Lemurs’, Whales’ and Javan and Sumatran Rhinos’ classrooms and toilets.

Zone 5: Inclusion and Finance room and Stock Room, Inclusion Room, ICT Store Room, Cleaning Store and Toilet, Library and Forest School Room.

Zone 6: The Castle Community Building including Inclusion Office, Training Room, Community Room, Kitchen, Meeting Room, Nursery Room and Toilets.

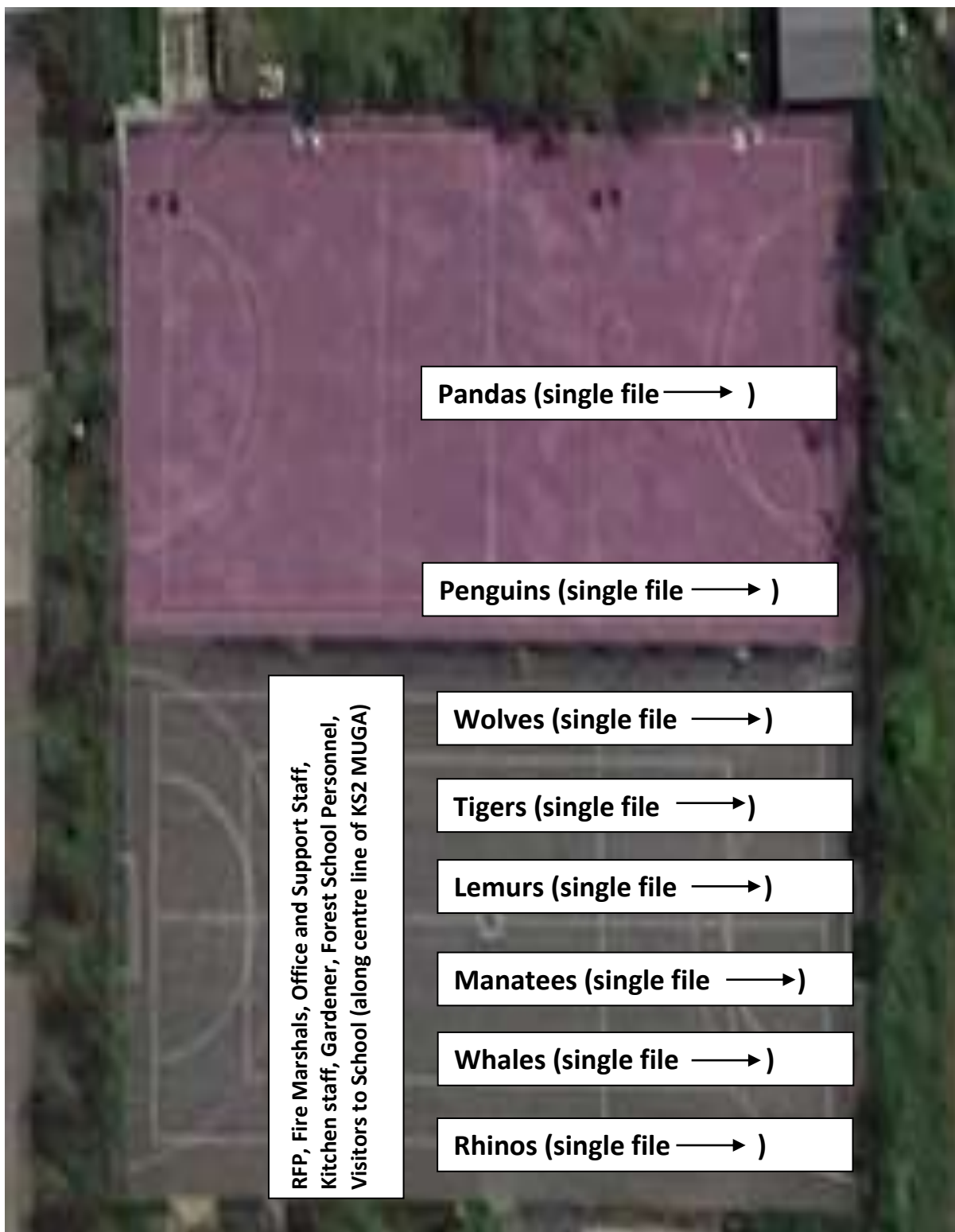
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# Fire Evacuation Lining Up Stations Pandas, Penguins, KS2, school staff/visitors and kitchen staff



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# Fire Evacuation Lining Up Station for Sharks Class, Early Years and The Castle Community Hub Staff and Visitors



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