

MILLWOODSCHOOL, BURY

POLICY : FIRE SAFETY and Emergency Evacuation

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1. Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 came into immediate effect for all non domestic premises' on 1.10.2006 in England and Wales. It has consolidated all existing fire related enactments and repealed and revoked others.

In all cases the person who to any extent has **control** of the premises is deemed to be the legally "responsible person". At Millwood the "responsible person" is Helen Chadwick

The responsible person must appoint one or more competent persons to assist him/her in undertaking the fire safety measures. At Millwood the "competent person" is Joanne Hurst. The chief fire marshal is Joanne Hurst. Fire Marshals with specific responsibilities are:

Whitelow: Angela Preston, Zoe Toone and Joanne Hurst

Redvales: Bev Hodgins, Dawn Todd and Caroline Henley

Irwell: Sarah Hayton, Sarah Manning and Jill Tierney

Office: Alison Wilkinson

Hub: Helen Chadwick

Hall emergency evacuation door: Christine Guinn

Hall- Premises Team

Hydrotherapy pool: Kerry Waldram

Fire Investigation Panel: Duty Officer (Site)

Kitchen/Premises: Michelle Tomlinson

Site Compound: Barry Stenson

Please refer to section 9, Fire marshals, for specifics

Please note that the general workforce also have specific duties detailed in the Order. All staff will be required to fulfil their "general duty as an employee" detailed

in Article 23 of the Order. This duty is in addition to, and makes similar requirements as, the “duty of care” required from workers under health and safety legislation

Fire Risk Assessments

It is a legal requirement to complete a Fire Risk Assessment (FRA). It is also a legal requirement to record its findings if there are more than five employees.

Assessment of fire safety on a yearly basis will allow the fire hazards and the risk associated with those hazards, to be removed, reduced or managed. It will also ensure that adequate fire precautions are provided.

Fire risk assessment is usually carried out in April of each year. This year an additional fire risk assessment has been completed to take into account the new build starting on 7/1/19 which will last for approximately 26 weeks

Emergency Planning

Emergency planning for fire is required in the workplace by law. An emergency fire plan is in essence a premises fire policy. It will include detail relating to safety procedures, methodology, objectives and information on how these are managed. The plan will also detail specification of safety systems, installations and equipment and how staff will interact with these facilities.

Protective and Preventative Fire Safety Measure Required

The “responsible person” has specific duties detailed in Article 8-22 of the Order. These fire safety duties include provision and management of:

- Fire risk assessment
- Fire precautions
- Fire prevention
- Safety procedures including fire drills
- Maintenance of equipment
- Nomination of competent persons to act as assistants
- Dissemination of information

- Staff instruction and training
- Liaison with all "relevant persons"

2. Fire Awareness

Many people do not appreciate the dangers associated with fire and smoke and, whilst the chances of dying in a fire are relatively low (there were 303 fire-related fatalities in England during 2015/16, this was 39 more than in 2014/15 and the highest figure since 2011/12) the chances of being involved in a fire are relatively high. Fire and rescue services (FRSs) attended around 528,7001 incidents in England during 2015/16, 7% higher than the previous year. Fire and rescue services (FRSs) attended around 162,000 fires in England during 2015/16. This is 5% more than the 155,000 attended in 2014/15 but it is estimated that only one in five fires are reported to the Fire Service.

Approximately 2000 schools each year require fire brigade assistance. There is a 1:15 chance of having a fire in our school. The annual cost of fires in school is over £50 million. 40-50 school fires cost over £100,000 and around 20 fires cost over £250,000

It is very important that fire, as a subject, is treated as a priority and planned for accordingly.

3. Fire Safety in the workplace

Research shows that many people do not treat fire seriously and this is reflected in the response to the operation of a fire alarm. Many people will assume that the alarm is operating because of a test, drill or false alarm. In many instances this will be the case but as can be seen from the previous figures.

The most common causes of fire in the workplace are

- Arson (80%)
- Faults in electrical apparatus
- Misuse of electrical equipment

If a fire occurs in the workplace it is essential that all personnel are aware of the procedures to be followed and they follow it. All staff must have read and understand the fire policy:

It is everyone's responsibility to play an active role in fire prevention, reporting risks and acting responsibly and professionally during fire drills and in the event of a fire. All staff must sign in and out of the building and this includes daily movements to and from school. There are no exceptions to this.

4. Fire training

Fire training at Millwood School is viewed as a high priority. Fire training will include new and existing staff, temporary staff, students and volunteers. Visitors will be accompanied by their host in school during their visit and the host will act as fire buddy for them in the event of a fire either real or a drill.

Fire training will take place yearly. A record of any training will be documented and placed in the Fire Safety File. In addition on a yearly basis, all staff will reread the Millwood Fire Safety Policy as it is updated and sign a form to say they have done so.

All staff must be responsible for knowing exactly what their role is and what the fire procedures are.

New staff, students and volunteers will have fire safety training as part of their induction process on their first day in school.

Contractors will read Emergency Evacuation Procedures when signing into school and sign to say that they understand the procedures and agree to adhere to them.

New Build have Emergency Evacuation Procedures in place, developed by Barry Stenson (site manager and fire marshal)

Fire prevention is one of the most important aspects of fire training as most fires are preventable.

UK fire regulations require yearly risk assessments to be carried out and these findings need to be recorded and communicated to all staff. In addition to the formal fire risk assessments, it is expected that all employees rectify, or at least report any fire hazards that come to light during the normal working day.

All staff must be aware of the Fire Prevention Checklist- item 8 within this document.

Please note that everyone has specific duties detailed in the Order. All staff will be required to fulfil their "general duty as an employee" detailed in Article 23 of the Order. This duty is in addition to, and makes similar requirements as, the "duty of care" required from workers under health and safety legislation. It is everyone's responsibility to play an active role in fire prevention, reporting risks and acting responsibly and professionally during fire drills and in the event of a fire. All staff must sign in and out of the building

and this includes daily movements to and from school. There are no exceptions to this.

5. Personal Emergency Evacuation Plan (PEEP)

A PEEP is necessary if any member of staff new and existing, student, volunteer or visitor require help or assistance to evacuate the building if the fire alarm sounds. A notice relating to a PEEP is located next to the signing in book at reception.

If any person advises that they may need a PEEP- please report to Alison Wilkinson in the first instance who will inform a member of the Senior Leadership Team: Helen Chadwick, Caroline Henley, Joanne Hurst, Jill Tierney.

6. Fire Doors

Fire doors are strategically located throughout school and they perform a particularly important function. Fire doors prevent the spread of fire and smoke in a building. It is imperative that they are not held open in an improper manner- they must remain closed unless they have an automatic self closing device which is activated when the fire alarm sounds. Fire doors can be left open providing that there is someone in that area and that they are closed when the person leaves. It is a criminal offence to wedge open a fire door and then leave it, this could result in a fine of £5000.

A closed door can give protection from the fire and smoke for approximately 20 minutes whilst a closed fire door can give protection from the fire and smoke for approximately 2 hours .

7. Fire Exit doors

Fire exit doors can sometimes be confused with fire resisting doors. A fire exit door ensures that the occupants can escape to a place of safety quickly and easily.

Fire exit doors must not be blocked or obstructed.

Fire exit doors should not be locked when the building is occupied.

Fire exit doors are key fobbed, however in the event of an emergency evacuation, the key fobs will deactivate immediately with the exception of the hall which has a 3 minute delay. However should you need to vacate the hall immediately there is an over ride system in place which is the green emergency exit evacuation push button system situated adjacent to the door.

Some fire exit doors have been decommissioned: W1, W2, N2, R3 and all Irwell classrooms. If you have wedged your exit doors open you must ensure that the wedges are removed and the doors are closed when you leave the classroom.

If for whatever reason the key fob does not deactivate, there is a green emergency exit evacuation push button system next to each door that is opened via a key fob. Please note that this is for emergency use only.

8. Fire prevention checklist

- All escape routes and exit doors must remain free from obstructions and doors must be easy to open
- Extinguishers must be wall mounted or safely located in a floor unit.
- Extinguishers should be sited in accordance with the findings of the Fire Risk Assessment and readily available for use
- Extinguishers should only be used by those who are trained in their use (within the last year) and only if the person is comfortable and competent to do so.
- Extinguishers should be inspected by a competent person on an annual basis and visually inspected monthly by a member of the Premises Management Team. A record of these inspections will be kept.
- All electrical equipment should be PAT tested annually. A record of PAT testing will be kept.
- Fire exit door signs will not be positioned on doors
- Fire doors will remain closed at all times unless fitted with an automatic release mechanism linked to the fire alarm system.
- All other doors and windows in the building must be closed as rooms become empty
- At the end of the school day, the last person on site must check that all windows and doors are closed.
- Fire blankets will be kept in high risk areas and they will be of a modern woven synthetic fibre type
- Fire alarm call points must be readily available for use
- All staff must be trained on what to do in case of fire. This will include evacuation procedures, action on discovery of a fire, fire extinguisher operation where appropriate and the contents of the Fire Risk Assessment.
- Please remember that all staff have a duty to report fire safety deficiencies, take part in fire drills, avoid doing anything that would endanger themselves or others.
- Staff should take part in a fire drill each term.
- Staff must adhere to the signing in and out policy within school without exception.
- Papers/files and any combustible materials must not be left on top of electrical appliances such as computers.

- Sockets must not be overloaded and the use of double adaptor plugs is prohibited.
- Fire alarm will be tested each week, it will be tested from a different call point each week, a record of these tests will be kept by a member of the Premises Management Team. Test will be on the same day and at the same time- Monday at 7.00a.m.

Arson Prevention in schools

- Waste must be secured away from the school building
- Contractors skips must be away from the school building
- Wooden sheds etc. must be away from the school building- at least 8 metres
- Monitor intruders out of hours

9. Fire Marshals

Fire marshals in school with specific responsibilities are as follows:

Whitelow:

Fire marshal:	Room number	Room name
Angela Preston	G0059	ICT support
	G0058	Whitelow Room
	G0057	Jungle
	G0056	Buggy Store
	G0050	Equipment
	G0051	Whitelow 4 and associated rooms
	G0045	Whitelow 3 and associated rooms Exit point

Fire marshal	Room number	Room name
Zoe Toone	G0031	Equipment
	G0037	Store
	G0036	Toilet
	G0035	Store
	G0029	Whitelow 1 and associated rooms Through bathroom into G0040
	G0040	Whitelow 2 and associated rooms
	G0041	Equipment
	G0042	Assistant Head teacher. Exit point

Fire marshal	Room number	Room name
Joanne Hurst	G0070	Curriculum Resource
	G0027	Laundry
	G0067	Family room
	G0068	Prayer room
	G0069	Staff room
	G0066	Staff work room
	G0064	Toilet
	G0063	Toilet
	G0062	Staff office
	G0061	Utility
	G0060	First Aid
	G0043	Resource
	G0052	Whitelow 4
		Exit point

Once completed W5 will be part of Joanne Hurst's sweep

Millwood Pool

Fire marshal	Room number	Room name
Kerry Waldram	G0012	Pool store
	G0016	Circulation corridor
	G0018	Toilet
	G0019	Group change 2
	G0020	Group change 1
		Circulation area leading to:
	G0026	Change 2
	G0024	Baby change
	G0023	Toilet
	G0021	Change 1
	Exit into Whitelow corridor. Exit point is at the top of this wing.	

Redvales:

Fire marshal	Room number	Room name
Caroline Henley	G0095	Deputy Headteacher
	G0110	Server
	G0108	Utility
	G0107	First AID
	G0106	Equipment
	G0103	Toilet
	G0102	Toilet
	G0101	Store
	G0096	Equipment
	G0097	Redvales 6 and associated rooms Through bathroom into G0105
	G0105	Redvales 5 and associated rooms Exit point.

Fire marshal	Room number	Room name
Bev Hodgins	G0093	Equipment
	G0089	Toilet
	G0088	Toilet
	G0087	Store
	G0082	Equipment
	G0083	Redvales 1 and associated rooms Through bathroom into G0091
	G0091	Redvales 2 and associated rooms Exit point

Fire marshal	Room number	Room name
Dawn Todd	G0124	Speech and Language
	G0077	Treatment room
	G0078	Sensory Integration
	G0079	Physio room
	G0079	Nurse
	G0123	Staff WC
	G0081	Library
	G0121	Equipment
	G0117	Toilet
	G0116	Toilet
	G0115	Store
	G0111	Equipment
	G0112	Redvales 4 and associated rooms Through bathroom into G0120
	G0120	Redvales 3 and associated rooms Exit point

Irwell:

Fire marshal	Room number	Room name
Jill Tierney	G0140	Store
	G0139	Toilet
	G0138	Store
	G0134	Irwell 1 and associated rooms Through bathroom into G0143
	G0143	Irwell 2 and associated rooms
	G0147	Assistant Head teacher Exit point

Fire marshal	Room number	Room name
Sarah Manning	G0164	Communication
	G0162	First Aid
	G0152	Store
	G0154	Toilet
	G0159	Store
	G0161	Equipment
	G0160	Irwell 5 and associated rooms Through bathroom into G0151
	G0151	Irwell 6 and associated rooms Exit point

Fire marshal	Room number	Room name
Sarah Hayton	G0191	Curriculum Resource
	G0126	Pirates
	G0127	Light
	G0128	Dark
	G0178	Staff WC
	G0129	Library
	G0177	Equipment
	G0176	Store
	G0170	Toilet
	G0168	Store
	G0174	Irwell 3 and associated rooms Exit point
	G0167	Irwell 4 and associated rooms Exit point

Hub

Fire marshal	Room number	Room name
Helen Chadwick	G0073	Helen Chadwick Headteacher
	G0073	Meeting room
	G0071	Radcliffe Centre
	G0011	Stationary/Safe
	G0010	Visitor WC M
	G0009	Visitor WC F
	G0008	WC
	G0007	Buggy store/Aquarium
	G0125	New World Cafe
	G0199	Theatre
	G0200	Music store
	G0192	Rebound
		Exit point

Fire marshal	Room number	Room name
Premises and Cleaning Team	G0005	Hall and associated rooms:
	G0205	Store
	G0204	PE store
	G0203	Changing room F
	G0202	Changing room M
	Exit through Hall double doors G0206	
	G0201	Rest room Exit point

Fire marshal	Room number	Room name
Alison Wilkinson	G0002	Office and associated rooms
	G0001	Secure Lobby Exit point

Fire marshal	Room number	Room name
Duty Officer (Site)		Panel Investigation in lobby area Exit point

Fire marshal	Room number	Room name
Christine Guinn	G0005	Hall emergency Evacuation Door

Fire marshal	Room number	Room name
Michelle Tomlinson	G0187	Kitchen and associated rooms
	G0196	Store
	G0197	Office
	G0195	Changing room
	G0189	Switch
	G0188	Cleaning store
	G0185	Premises staff
	G0181	North Door
	G0182	Garage
	G0190	Store Exit point

Fire Marshal	Location
Barry Stenson	Site compound on Whitelow (external area)

The above fire marshals have specific and key roles to play not only in the event of an emergency evacuation such as a fire or but also on a daily basis when they enter school each morning.

Fire Marshals role and responsibilities on a day to day basis:

- To be aware of the fire safety measures as you go about your normal duties.
- Check that all fire fighting equipment is in place and is fit for purpose.
- Check that all exit doors and routes are free from obstructions
- Check that all fire doors in your zone are working correctly and are not being wedged open.
- Be aware if the fire risk for your area has increased- if so report to chief fire marshal
- At the end of the day unplug all electrical appliances and remove the plug from the socket- only leave items plugged in that are specifically designed to be left on.
- Close windows and doors when leaving a room unoccupied.
- Ensure all fire safety call points and signs are visible.
- Make chief fire marshal aware of any defects or issues in the first instance.
- **New Build has an emergency plan in place developed by Barry Stenson and shared with school. This includes Fire Marshals role and responsibilities on a day to day basis.**

Fire Marshals role and responsibilities in the event of the fire alarm sounding:

- Fire marshals should sweep their designated area, closing doors in each room after it has been checked. Ideally this should take no longer than 60 seconds- however after taking into consideration the facts that there are highly sensitive smoke detectors, sprinkler systems in place, fire exit doors in all areas and that school is on one level, it has been decided that the sweep time may rise to 2 minutes.
- If the fire marshal is not in their zone but they are near to it then they should still sweep their area providing that this can be done without putting themselves or any one else in danger. If they cannot do this then they must report to the chief fire marshal that their zone has not been cleared. They must not put themselves at risk at any time- if in doubt get out and stay out but make sure you pass on this information.

- In line with the hydrotherapy pool guidelines staffing ratio will be at least 1:1. However as an additional precaution, Kerry Waldram will be available to assist if necessary with the safe evacuation of the children from the pool area. Kerry is the designated fire marshal for this area.
- Fire marshals must search from the greatest danger point first
- Fire marshals must not enter a smoky area
- Fire marshals must remain calm and in control at all times
- Fire marshals must close all doors as each room is checked in your designated zone.
- Fire marshals must report to chief fire marshal most importantly they need to report that their zone has or has not been cleared and everyone is or is not accounted for. This is the first thing that the fire crew will ask if a real fire has occurred. The fire marshal needs to let the chief fire marshal know if there were any problems e.g. blocked exits.
- **New Build has an emergency plan in place developed by Barry Stenson and shared with school. This includes roles and responsibilities in the event of the fire alarm sounding.**

Please note that the everyone has specific duties detailed in the Order. All staff will be required to fulfil their “general duty as an employee” detailed in Article 23 of the Order. This duty is in addition to, and makes similar requirements as, the “duty of care” required from workers under health and safety legislation. It is everyone’s responsibility to play an active role in fire prevention, reporting risks and acting responsibly and professionally during fire drills and in the event of a fire. All staff must sign in and out of the building and this includes daily movements to and from school. There are no exceptions to this.

10. Action on discovering a fire:

- Sound the alarm
- Close the door to the room where the fire is located
- Leave immediately by the nearest available fire exit
- Do not stop to collect personal possessions
- Proceed to the assembly point on the main playground at the end of Redvales' wing or if a contractor working in either of the plant rooms to assemble at the front of the building in front of the hall
- **New Build has an emergency plan in place developed by Barry Stenson and shared with school. This includes action on discovering a fire.**
- Ensure that the Fire Service has been called- Who ever discovers the fire must take responsibility for this in addition the Duty Officer (site) will be responsible for this and Alison will be their deputy.
- Report what you have seen/done to any Fire Marshal- they will be wearing high vis jackets
- **Do not return to the building until told it is safe to do so by the Fire Service or Helen Chadwick**

11. Action following a bomb threat

Bomb threats can be communicated in a number of different ways. Whilst many threats are made by telephone an increasing number are sent using e-mail and social media applications (e.g. twitter). However, threats may also be delivered in written format, recorded message, face to face or via a third party. The overwhelming majority of threats turn out to be hoaxes, designed to cause fear and disruption. Terrorists may also make hoax bomb threats to intimidate the public, draw attention to their cause and/or mislead the Police.

What to do

- If the threat is a recorded message write down as much detail as possible.
- If the threat is received via text message do not reply, forward or delete the message. Make a note of the number.
- If the threat is delivered face to face, try and remember as many distinguishing characteristics of the threat maker as possible.
- If you discover a threat in written format (e.g. note, letter or graffiti) do not let anyone touch it.
- If the threat is received via e-mail or social media do not reply, forward or delete the message. Note the sender's e-mail address and/or user name/ID.

Call Bradley Fold Control Room (253 6606) and give them the details of the threat. They will liaise with the emergency services where appropriate and deal with the issue.

If you receive a telephone threat, stay calm and listen carefully.

- Whoever receives the call in the main office or member of SMT to gather information as detailed on the clip board next to the phone. CONFIDENTIAL INFORMATION.
- If practical, keep the caller talking for as long as possible and alert a colleague to call 999 and then Bradley Fold Control Room (253 6606) and give them the details of the threat.
- Bradley Fold Control Room will also contact emergency services, Carol Gill and send security to school.
- Dynamic risk assessment to be undertaken taking into account the possible considerations: is it a credible threat? Do we need to move to a different part of the school? Is a search by search coordinator needed? Do we alert staff with code "BT"? Do staff need to look for anything different in the classroom-

suspicious package/bag?

- Advice is that the safest place is inside the school building even if the caller says there is a bomb in the building - there may be a secondary bomb outside or someone could be waiting outside to do harm.

In the event of a search

Fire Marshals may be asked to check the building/areas of the building (including public areas) for suspicious objects. All other employees must remain at their place of work. If a suspicious object is found:

- Place a distinctive marker near the suspicious object if possible but do not touch it;
- Do not use mobile phones or radios within 15 metres of the suspicious object as this could increase the likelihood of detonation;
- Inform the search team coordinator (chief fire marshal) immediately;
- The person finding the suspicious object must be available for interview with the emergency services.

In the event of a partial evacuation

- The fire alarm will not be activated - staff/pupils that are thought to be in immediate danger will be moved to a safer location.

In the event of a full evacuation

- The fire alarm will be activated via the nearest emergency call point and staff/pupils must evacuate through the nearest emergency exit (make sure you know which exit is the nearest to your place of work and the whereabouts of alternative exits in case your route is blocked) and assemble on the play ground. Fire marshals will advise staff/pupils if they need to evacuate beyond the play ground to a pre-identified muster point (main car park via path near MUGA pitch) or other, in accordance with minimum distance requirements (Appendix 1). Staff/pupils must remain at the evacuation point and await further instructions.
- Be aware of secondary devices and do not attempt to re-enter the building until you are told that it is safe to do so.
- **Advice given on 15/11/18 from Paul Dernley (Operations and Development Manager AT Bradley Fold) is that the safest place is inside the school building even if the caller says there is a bomb in the building - there may be a secondary bomb outside or someone could be waiting outside to do harm**

12. Fire and Emergency Evacuation Plan

After alarm sounds:

- All staff and pupils to leave the building by the nearest exit
- At exit point collect emergency evacuation bag containing space blankets, transport schedule and resources deemed appropriate for the pupils in your class: twiddles etc.
- Make way to main playground at the end of Redvales' wing for roll call
- Assemble on playground in class order.
- Pool users will take part in a phased evacuation: they will follow the emergency evacuation route leading them to the exit doors at the end of Whitelow wing. They will remain at the exit door until it has been established whether there is a need to evacuate e.g. fire by Duty Officer (Site) and/or the fire service, If it is established that there is a need to further evacuate (they will be notified by the fire service and or Joanne Hurst) then at this point the pool users and staff will exit the building and assemble on the main playground at the end of Redvales' wing. They can only return to the pool area when instructed to by the fire service and/or chief fire marshal. If it is established that there is not a need to further evacuate then pool users and staff will remain at the exit door at the end of Whitelow wing. They can only return to the pool area when instructed to by the fire service and/or chief fire marshal.
- Duty Officer (Site) to check the fire alarm panel for location of fire, check the area and assess if it's a real emergency or false alarm and ring 999 to advise if it's a real fire.
- Alison to collect staff register after her sweep
- Shelia to collect visitors book and pupil's daily signing in/out sheet
- Christine to collect grab bag.
- Mary to collect the fire file and SOS sheets
- Alison to guide visitors and parents and carers (who have not entered the main body of the school and have therefore not signed in) to wait on the car park. Visitors and parents and carers who have signed in will be guided to the assembly point by Alison Wilkinson
- Fire marshals to sweep their area, closing doors after they have checked each room, this will take no longer than 60-120 seconds, put on their high vis jackets and collect space blankets at their final exit point: **Please note that if you are not in your zone and it is safe to check i.e. no visible signs of smoke, then the zone**

can still be checked, however if any doubt do not enter and report to chief fire marshal that zone has not been checked.

- Whitelow: Angela Preston, Zoe Toone, Joanne Hurst
 - Redvales: Bev Hodgins, Dawn Todd and Caroline Henley
 - Irwell: Sarah Hayton, Sarah Manning, Jill Tierney
 - Admin/Reception - Alison Wilkinson
 - Hub: Helen Chadwick, Premises and Cleaning Team
 - Hall emergency evacuation door: Christine Guinn
 - Hydrotherapy pool: Kerry Waldram
 - Fire Investigation Panel: Duty Officer (Site)
 - Kitchen/Premises: Michelle Tomlinson
 - Report any difficulties to Joanne Hurst
-
- Helen Chadwick, Caroline Henley, Jill Tierney, Joanne Hurst, Margaret Miller, Alison Wilkinson, Mary Lowe, Fran Thompson, Christine Priestley, Sheree North (T, W, Th), Brenda McCarthy (M morning and Tuesday morning) and Sheila Bromby will stand in the fire marshal line during roll call - see plan (Appendix 2 page 83)
 - Alison to check staff members - each class to allocate a member of their team to report the whereabouts of their class team to Alison who will be standing in the fire marshal line. This member of staff is taking responsibility and will be accountable for their colleagues in the roll call process and it is imperative that they give the right information to Alison. All staff who sign in on the daily sheets e.g. physios, nurses etc. will also follow this procedure.
 - Helen Chadwick will walk down central path between Redvales and Whitelow to gather the names of the Premises Team present for roll call from the Duty Officer (site) and report this information to Alison Wilkinson.
 - Shelia and Christine to check visitors/contractors. Contractors assembling at the front of the building will be accounted for by the hall door fire marshal who will make their way via the external route to the roll call assembly point in Redvales
 - Mary to give each class the class sheets from the SOS report- each class to allocate a member of their team to collect the SOS sheet from Mary who will be in the fire marshal line.
 - Each class will complete their own pupil roll call using the class sheet from the SOS report and will then return it to Mary.
 - Mary will return the SOS sheets to the fire file

- Joanne Hurst to let Duty Officer (Site) know if all staff/pupils/visitors are accounted for.
- JB Eye will ring Duty Officer (Site) to see if there is a real fire
- Duty Officer (Site) will meet fire brigade at front of school and report whether all pupils/staff/visitors are out of the building and report the location of fire
- Duty Officer (Site) will ring Bradley Fold Control Room on 0161 253 6606

After roll call

- Helen/Fire service to let staff and pupils know when safe to return
- Joanne to write a fire report and share with Fire brigade, SLT and fire marshals
- Joanne to give feedback to staff in school of findings of the report
- Fire risk assessment for the affected area will be reviewed and updated
- Duty Officer (site) will complete documentation in fire file.

- **New Build has an emergency plan in place developed by Barry Stenson and shared with school.**
- **Should this need to be triggered Barry Stenson will debrief school staff and provide a written report.**

Please note the following additions and procedures which are to be followed during periods of transition at the beginning and end of the school day

Transition a.m. before 9:15 a.m.

- If fire alarm sounds evacuation for pupils and staff in class to remain the same.
- Marshals roles to remain the same.
- Children still on buses/in taxis to remain on buses/in taxis with the supervision of escort/driver. Doors to be closed and tail lift raised and stowed in case buses/taxis need to be moved.
- Staff and children in transition to class but within school building to leave school at the nearest and safe exit point. If overseeing child to class to then ensure that they leave the building by the nearest exit point. Children to then assemble with their class peers and staff with their class team on the playground.
- Staff supporting children who are not on the buses and are in transition to school to be taken to the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo. Children to then assemble with their class peers and staff with their class and class team
- Helen and Margaret to collect transport clip boards from buses using wheely box trolley.
- Transport clip boards to be taken to playground by Helen and Margaret for cross checking against non filled in SOS sheets (in grab bag) with Joanne, Caroline and Jill

During roll call:

- Helen Chadwick, Caroline Henley, Jill Tierney, Joanne Hurst, Margaret Miller, Alison Wilkinson, Mary Lowe, Fran Thompson, Christine Priestley, Sheree North (T, W, Th), Brenda McCarthy (M morning and Tuesday morning) and Sheila Bromby will stand in the fire marshal line during roll call- (Appendix 2 page 83)

- Any classes not using the band stand must line up in order going from left (Whitelow wing) to right (Irwell wing) starting with N1 and ending with I6. laminated numbers are in situ and plan identifies each assembly point for classes, non class based staff and visitors
- JH and SB will have non filled in SOS sheets for Whitelow wing
CH and ML will have non filled in SOS sheets for Redvales wing,
JT and FM will have non filled in SOS sheets for Irwell wing
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give wing line manager and office staff (JH & SB- W/L, CH & ML- R/V, JT & FT-IW the names of their children present for roll call.
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give Alison Wilkinson the names of their class staff present for roll call.
- Helen Chadwick will walk down central path between Redvales and Whitelow to gather the names of the Premises Team present for roll call from the Duty Officer (site) and report this information to Alison Wilkinson.
- SB will complete roll call for visitors and gives names of pupils signed in on pupil daily signing in sheet to JH & SB- W/L, CH & ML- R/V, JT & FT-IW
- Once clip board boards are brought to Redvales playground by HC and MM, these will be checked against hand filled in SOS sheets with each wing line manager and office team as detailed above.
- **Duty Officer (Site) will assess and make decision as to whether buses need to move to make way for the fire engine**

After roll call

- Helen/Fire service to let staff and pupils know when safe to return
- Joanne to write a fire drill report and debrief with SLT and fire marshals
- Joanne to give feedback to staff in school of findings of the report via the staff circular

Transition a.m. after 9:15 a.m.

- If fire alarm sounds evacuation for pupils and staff in class to remain the same.
- Marshals roles to remain the same.
- Children still on buses/in taxis to remain on buses/in taxis with the supervision of escort/driver. Doors to be closed and tail lift raised and stowed in case buses/taxis need to be moved.
- Staff and children in transition to class but within school building to leave school at the nearest and safe exit point. If overseeing child to class to then ensure that they leave the building by the nearest exit point. Children to then assemble with their class peers and staff with their class team on the playground.
- Staff supporting children who are not on the buses and are in transition to school to be taken to the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo. Children to then assemble with their class peers and staff with their class and class team
- Helen and Margaret to collect transport clip boards from buses using wheeley box trolley.
- Transport clip boards to be taken to playground by Helen and Margaret for cross checking against SOS sheets with Joanne, Caroline and Jill

During roll call:

- Helen Chadwick, Caroline Henley, Jill Tierney, Joanne Hurst, Margaret Miller, Alison Wilkinson, Mary Lowe, Fran Thompson, Christine Priestley, Sheree North (T,

W, Th), Brenda McCarthy (M morning and Tuesday morning) and Sheila Bromby will stand in the fire marshal line during roll call- (Appendix 2 page 83)

- Any classes not using the band stand must line up in order going from left (Whitelow wing) to right (Irwell wing) starting with N1 and ending with I6. laminated numbers are in situ and plan identifies each assembly point for classes, non class based staff and visitors
- JH and SB will have SOS sheets for Whitelow wing
CH and ML will have SOS sheets for Redvales wing,
JT and FM will have SOS sheets for Irwell wing
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give wing line manager and office staff (JH & SB- W/L, CH & ML- R/V, JT & FT-IW the names of their children present for roll call.
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give Alison Wilkinson the names of their class staff present for roll call.
- Helen Chadwick will walk down central path between Redvales and Whitelow to gather the names of the Premises Team present for roll call from the Duty Officer (site) and report this information to Alison Wilkinson.
- SB will complete roll call for visitors
- Once clip board boards are brought to Redvales playground by HC and MM, these will be checked against SOS sheets with each wing line manager and office team as detailed above.
- **Duty Officer (Site) will assess and make decision as to whether buses need to move to make way for the fire engine**

After roll call

- Helen/Fire service to let staff and pupils know when safe to return
- Joanne to write a fire drill report and debrief with SLT and fire marshals
- Joanne to give feedback to staff in school of findings of the report via the staff circular
- Duty Officer (site) will complete documentation in fire file.

WAVE 1 Transition p.m.

- If fire alarm sounds evacuation for pupils and staff in class to remain the same.
- Marshals roles to remain the same.
- Helen and Margaret to re collect transport clip boards from buses using wheely box trolley.
- Christine P to collect any remaining transport clip boards in school including details of pupils on the respite bus using wheely box trolley.
- Transport clip boards to be taken to playground by Helen and Margaret for cross checking against SOS sheets with Joanne, Caroline and Jill
- Children on buses to remain on buses with the supervision of escort/driver. Doors to be closed and tail lift raised and stowed in case buses need to be moved.
- Children getting onto bus to be assisted by accompanying staff member and then for the child to become the responsibility of driver and escort. Staff member to then make way to Redvales playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo.
- Staff and children in transition to bus but within school building to leave school at the nearest and safe exit point- if necessary taking note of instructions from fire marshals. Children to then assemble with their class peers and staff on the playground.

- Ambulant children approaching buses to be supervised to make their way to the bus or taxi. Staff to then assemble with their class and class team on the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo.
- Non ambulant children approaching buses/taxis to be taken to the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo. Children to then assemble with their class peers and staff with their class and class team
- Children waiting in reception to be assisted to playground following exit route

During roll call:

- Helen Chadwick, Caroline Henley, Jill Tierney, Joanne Hurst, Margaret Miller, Alison Wilkinson, Mary Lowe, Fran Thompson, Christine Priestley, Sheree North (T, W, Th), Brenda McCarthy (M morning and Tuesday morning) and Sheila Bromby will stand in the fire marshal line during roll call- (Appendix 2 page 83)
- Any classes not using the band stand must line up in order going from left (Whitelow wing) to right (Irwell wing) starting with N1 and ending with I6. laminated numbers are in situ and plan identifies each assembly point for classes, non class based staff and visitors
- JH and SB will have SOS sheets for Whitelow wing
CH and ML will have SOS sheets for Redvales wing,
JT and FT will have SOS sheets for Irwell wing
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give wing line manager (JH- W/L, CH- R/V, JT-IW the names of their children present for roll call.

- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give Alison Wilkinson the names of their class staff present for roll call.
- Helen Chadwick will walk down central path between Redvales and Whitelow to gather the names of the Premises Team present for roll call from the Duty Officer (site) and report this information to Alison Wilkinson.
- SB will complete roll call for visitors and gives names of pupils signed in on pupil daily signing in sheet to JH & SB- W/L, CH & ML- R/V, JT & FT-IW
- Once W1 clip board boards are brought to Redvales playground by HC and MM, these will be checked against SOS sheets with each wing line manager and office team as detailed above.
- **Duty Officer (Site) will assess and make decision as to whether buses need to move to make way for the fire engine**

After roll call

- Helen/Fire service to let staff and pupils know when safe to return
- Joanne to write a fire drill report and debrief with SLT and fire marshals
- Joanne to give feedback to staff in school of findings of the report via the staff circular
- Duty Officer (site) will complete documentation in fire file.

WAVE 2 Transition p.m.

- If fire alarm sounds evacuation for pupils and staff in class to remain the same.
- Marshals roles to remain the same.
- Helen and Margaret to re collect transport clip boards from buses using wheeley box trolley.
- Transport clip boards to be taken to playground by Helen and Margaret for cross checking against SOS sheets with Joanne, Caroline and Jill
- Children on buses to remain on buses with the supervision of escort/driver. Doors to be closed and tail lift raised and stowed in case buses need to be moved.
- Children getting onto bus to be assisted by accompanying staff member and then for the child to become the responsibility of driver and escort. Staff member to then make way to Redvales playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo.
- Staff and children in transition to bus but within school building to leave school at the nearest and safe exit point- if necessary taking note of instructions from fire marshals. Children to then assemble with their class peers and staff on the playground.
- Ambulant children approaching buses to be supervised to make their way to the bus or taxi. Staff to then assemble with their class and class team on the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo.
- Non ambulant children approaching buses/taxis to be taken to the playground for roll call taking safe route via the Sprinkler House service gate followed by the gate next to the MUGA pitch. Both gates have a combination lock- the code has been shared with staff via a confidential memo. Children to then assemble with their class peers and staff with their class and class team

- Children waiting in reception to be assisted to playground following exit route

During roll call:

- Helen Chadwick, Caroline Henley, Jill Tierney, Joanne Hurst, Margaret Miller, Alison Wilkinson, Mary Lowe, Fran Thompson, Christine Priestley, Sheree North (T, W, Th), Brenda McCarthy (M morning and Tuesday morning) and Sheila Bromby will stand in the fire marshal line during roll call- (Appendix 2 page 83)
- Any classes not using the band stand must line up in order going from left (Whitelow wing) to right (Irwell wing) starting with W1 and ending with I6. laminated numbers are in situ and plan identifies each assembly point for classes, non class based staff and visitors
- JH and SB will have SOS sheets for Whitelow wing
CH and ML will have SOS sheets for Redvales wing,
JT and FT will have SOS sheets for Irwell wing
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give wing line manager (JH- W/L, CH- R/V, JT-IW the names of their children present for roll call.
- Each class must nominate a representative, preferably the class teacher wherever possible, if class teacher is not present this will be the HLTA, or an agreed person in the class team to give Alison Wilkinson the names of their class staff present for roll call.
- Helen Chadwick will walk down central path between Redvales and Whitelow to gather the names of the Premises Team present for roll call from the Duty Officer (site) and report this information to Alison Wilkinson.
- SB will complete roll call for visitors and gives names of pupils signed in on pupil daily signing in sheet to JH & SB- W/L, CH & ML- R/V, JT & FT-IW

- Once W2 clip board boards are brought to Redvales playground by HC and MM, these will be checked against SOS sheets with each wing line manager and office team as detailed above.
- **Duty Officer (Site) will assess and make decision as to whether buses need to move to make way for the fire engine**

After roll call

- Helen/Fire service to let staff and pupils know when safe to return
- Joanne to write a fire drill report and debrief with SLT and fire marshals
- Joanne to give feedback to staff in school of findings of the report via the staff circular
- Duty Officer (site) will complete documentation in fire file.

After School Club procedure in the event of a fire is to leave the building in accordance with Millwood School Fire Policy.

After alarm sounds:

- All staff and pupils to leave the building by the nearest exit
- At exit point collect emergency evacuation bag containing space blankets and resources deemed appropriate for the pupils: twiddles etc.
- Make way to main playground at the end of Redvales' wing for roll call
- Routes followed as identified on fire notices. Shared with outside providers and inform them of the buddy system.
- Contact details for parents/carers, mobile phone and after school club file will be kept ASC lead on Thursday (i.e. Catherine or Olivia)
- Staff will be designated individual children on arrival at ASC.
- All zone designated fire marshal's still on the premises will sweep their zones and go outside.
- Key workers and pupils will assemble for roll call at the gazebo in the enclosed area on the main playground.
- ASC lead on Thursday (Catherine or Olivia) will carry out roll call using the ASC registers
- ASC lead (Catherine or Olivia) to let Duty Officer (Site) know if all staff/pupils are accounted for

- Duty Officer (Site) to check the fire alarm panel for location of fire, check the area and assess if it's a real emergency or false alarm and ring 999 to advise if it's a real fire
- JB Eye will ring Duty Officer (Site) to see if there is a real fire
- Duty Officer (Site) will meet fire brigade at front of school and report whether all pupils/staff/visitors are out of the building and report the location of fire
- Duty Officer (Site) will ring Bradley Fold Control Room on 0161 253 6606

After roll call

- Duty Officer (site) or Fire Service will let staff and pupils know when safe to return
- Catherine/Olivia to write a fire drill report and debrief with SLT and fire marshals
- Catherine/Olivia to give feedback to staff in school of findings of the report via the staff circular
- Duty Officer (site) will complete documentation in fire file.

Updated September 2018

SCHOOL EVACUATION PLAN OFF SITE

Under very extreme circumstances it may be necessary to evacuate school site, for example if there is the possibility of an explosion in the vicinity of school.

An instruction to evacuate would only be issued at the request of senior officers from the emergency services. The instruction may be delivered in person by emergency services personnel, or via the 'Bury Alert' system.

An evacuation would involve all staff and pupils leaving the site at short notice. The staff and pupils would then need to immediately re-locate to a nearby place of shelter, whilst arrangements were made for parents to collect the children.

The evacuation of any premises is a difficult and challenging process, and it is important that we have a clear and effective plan of how the evacuation will be managed, and where you will relocate to. The Emergency Planning team may be able to offer some help in the development of our evacuation plan.

In the event of an evacuation we will need to leave the school site quickly, and walk to our chosen Place of Safety. Once at our Place of Safety, we will contact parents and carers via the text messaging service- Teachers 2 Parents, and arrange for them to come and collect the pupils.

Head Teacher/Deputy Head and Assistant Headteachers will ensure that everyone in school has been told that we need to evacuate. If time allows, class teams will organize themselves e.g. collecting emergency medication, blankets, coats, buggies, All About Me books etc if it is safe to do so.

If we need to leave site immediately, emergency medication and space blankets will be taken out as part of our emergency evacuation procedures and assistance in getting non ambulant pupils and those pupil's who have challenging behaviours to our designated site will be provided by the emergency services.

If we need to evacuate, the procedures in the Fire Safety and Emergency Evacuation Policy will be followed and staff and pupils will first assemble on Main Playground or in the school hall, where a register will be taken.

Additional staff who are not class based will be assigned to a class by Head Teacher/Deputy Head and Assistant Headteachers- they will assist in supporting pupils to our place of safety.

Alison Wilkinson will contact the staff at our Place of Safety and tell them we are coming and arrange for safe entry giving an approximate time of arrival.

Head Teacher/Deputy Head and Assistant Head teachers will lead the staff and pupils on foot/in buggies or wheelchairs to the Place of Safety.

Once we get to our Place of Safety, Head Teacher/Deputy Head will ensure that the register is taken again, and that everyone is accounted for. If anyone is missing the Emergency Services will be immediately informed by the headteacher.

Alison Wilkinson will ensure that contact details for parents and carers are taken with us when we evacuate, these will be in the grab bag

Head Teacher/Deputy Head will keep Bury Council informed of what has happened, and where we have evacuated to.

Our Place of Safety is: Cams Lane Primary School

Cams Lane, Radcliffe, M26 3SW

Contact person: Mrs Graves. Tel: Confidential info

Email: [confidential info](#)

Off-site reserve base: Radcliffe United Reformed Church

Blackburn St, Radcliffe, Manchester M26 3WQ

Contact person: S. M. Tel: confidential info

