
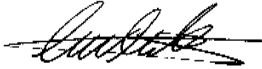


# SVPS Fire Prevention & Evacuation Policy 2024 – 2025



<b>Governor Committee Responsible:</b>	Premises	<b>Staff Lead</b>	Mr. G. Mills
<b>Status</b>	Non - Statutory	<b>Review Cycle</b>	Yearly
<b>Last Review</b>	March 2024	<b>Next Review Date</b>	March 2025

Designation	Name	Date	Signature
Chair of Premises	Mr. K. Wilson	19.03.24	
Head Teacher	Mr. G. Mills	19.03.24	

## 1. INTRODUCTION

The aim of this guidance is to give general direction and an understanding of the principles which must be taken into consideration whilst setting up a fire policy in educational premises. They must be read in their entirety and fully understood before formulating that policy. It is the responsibility of the Head Teacher and Governing Body of the premises to ensure that fire evacuation drills are carried out.

The dangers which may threaten persons if a fire breaks out depend on many different factors, consequently, it is not possible to construct a model procedure for action in the event of fire which would be suitable for use in all premises.

Each fire routine must be based upon a simple, efficient procedure, which is specifically designed for the premises in which it has to operate.

It is therefore important that the following points must be given prime consideration:-

- the purpose of the Fire Drill;
- the occupancy of the premises;
- the details of the Fire Drill routine;
- instruction, training and recording;
- the frequency of the Fire Drills;
- supplementary notes.

## 2. THE PURPOSE OF FIRE DRILLS

Fire drills are intended to ensure, by means of **Training and Rehearsal** that in the event of fire:-

- a. the people who may be in danger act in a calm and orderly manner.
- b. those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- c. the escape routes are used in accordance with a **Predetermined and Practised Plan**.
- d. evacuation of the building is achieved in a **Speedy and Orderly** manner.
- e. to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

## 3. THE OCCUPANCY OF THE PREMISES

- Consideration must be given to the age of the pupils attending the school and as to whether there are any children with special needs.

## 4. FIRE DRILL ROUTINE

A fire routine is based on a critical sequence of events, these being:-

- alarm operation
- calling the Fire Brigade
- evacuation
- assembly
- roll call
- meeting the Fire Brigade

a. Alarm Operation

- Anyone discovering an outbreak of fire **must, without hesitation, sound the alarm by operating the nearest fire alarm call point**. This will prompt the attendance of the Fire Brigade if required by connected call centre.

b. Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner without picking up their possessions.
- The teacher/person in charge of the class must be the last person to leave the area they are in and close the door behind them.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the **Predetermined Assembly Point**. See appendix 1.
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- Measures have been put in place to cater for children with a hearing impairment. However, if for any reason, these children are without their hearing aid a TA should be assigned to escort them from the building.
- No running is to be permitted to avoid panic. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the nearest assembly point.
- 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 Head Teacher or senior member of staff.

c. Assembly

- An area outside the school premises and is a designated as an assembly point (see attached).
- It must be clearly marked and easily identified by any person who must be expected to be in the school premises.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point is in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

d. Roll Call

- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises. This will be the Head Teacher, Deputy Head Teacher or other senior member of staff.
- Immediately that classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the building.
- Any visitors or contractors in the buildings at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the nominated person (wearing Fire Warden Jackets) in charge of the evacuation procedure as detailed above to verify that everyone in their charge is accounted for **or** to inform him/her of the number of persons missing.

e. Meeting the Fire Brigade

- The person in charge of the roll call will identify him/herself to the Fire Brigade on their arrival.
- Typical information the Fire Brigade 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? (i.e. Chemicals, Solvents, Liquified Petroleum Gas or Acetylene Cylinders etc).

**5. INSTRUCTION, TRAINING AND RECORDING**

- a. During the first week of term or as soon as practically possible thereafter, all new entrants whether pupils or staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.
- b. All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. This is normally given during their induction period.
- c. A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:-
  - date of the instruction or fire drill;
  - duration;
  - name of person giving the instruction;
  - names of persons receiving instruction;
  - nature of instruction or fire drill.
- d. Fire drills, which may be combined with the instruction given in (c) above, shall be carried out at least once per term (x3). Occasionally, the fire drill will assume that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.
- e. The Premises Team, comprising of the Head teacher, School Business Manager & Facilities Manager, are responsible for co-ordinating the actions of the staff in the event of fire. The Admin Team are responsible for organising staff training. Effective arrangements shall be made for other senior members of staff to carry out the above duties in the absence of the Head Teacher.
- f. All Lettings will be inducted as part of their agreement, this is revisited annually in line with the new annual agreement being signed.

## **6. FREQUENCY OF FIRE EVACUATION DRILLS**

- Fire evacuation drills should be held at least once per term, preferably at the commencement of each term.

## **7. SUPPLEMENTARY NOTES**

### a. Notices

- Each fire alarm point shall, where necessary, be clearly indicated "FIRE ALARM" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
- Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions

### b. Fire fighting

- Any attempt to fight the fire must always be secondary to life safety and as a means of escape. Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

## **8. REVIEW**

This Policy will be reviewed annually or following any major incident.



**Fire Marshals (Support Staff): Check the designated areas and report to admin team outside.**

Area	Assembly Point
Years 3,4,5,6 Y3/4 & Y5/6 Break Out Areas Y3/4 & Y5/6 toilets	Via exterior doors to the Railway Fence <i>children to face fence</i>
Year 1 & EYFS	Via exterior doors to the playground outside Y1 at the front of school <i>children to face hedge</i>
Year 2 Y2 Break Out Area / Staff toilet	Via exterior doors to the Bus Stop Red Gate at the front of school <i>children to face Gate/Hedge</i>
Parents' Meeting Room	Via main front entrance to visitor car park
Studio Food Technology Room Disabled toilet / shower room Woodland Room	Via external door through courtyard to railway fence
Hall	1. Via hall doors to railway fence through: a. Y5/6 entrance              b. courtyard 2. Via hall doors through out of hours/staff entrance to visitor car park
Main Kitchen	Via exterior door to visitor car park
Small Kitchen by Studio Disabled toilet Large Meeting Room	Via out of hours/staff entrance to visitor car park
Staff Room First Aid Room Staff toilets by Office/Staff Room	Via staff room/nearest external door to visitor car park
Offices	Via front entrance to visitor car park
Staff toilets / disabled toilet by Y1 Y1 Break Out Area Infant toilets SENCO / Deputy Head's & Nurture Room	1. Via double doors to front playground to join class / pagoda 2. Via Y1 classroom to front playground to join class / pagoda

Where?	Who checks?
Office Area/Parents' Room / Large Meeting Room	HT (SBM and/or admin in absence)
Y1 toilets/Woodland Room/DH+SENCO+ Nurture Room	SENCO/DH
EYFS: Toilets / Quiet Room / Classrooms	FS TAs
Staffroom / Y1 Toilets & Y1 Classrooms	Y1 TAs
Y2 Breakout Areas / Staff toilet / Y2 Classrooms	Y2 TAs
Y2/Y3/Y4 toilets / Y3 Breakout area / Y3 Classrooms	Y3 TAs
Y4 Classrooms	Y4 TAs
Studio / Hall / Y5 Classrooms	Y5 TAs
Y5/Y6 Toilets / Y6 Classrooms	Y6 TAs

**Midday Supervisors/Lunchtime Staff:**

- Before on duty, MDS should assemble in the nearest fire assembly point.
- Whilst on duty, Lunchtime Staff should stay with the classes/children they are supervising.

**Visitors:** All other visitors should wait in the playground until identified by a member of staff.

**Student Teachers:** Students should remain with their class.

**Working away from the classroom:** If you are working with a group away from the classroom please exit the building using the nearest available exit.

Head Teacher/Office Manager may NOT be able to get to back – if not, senior staff to co-ordinate back playground

