

William Austin Junior School

Policy for Fire Evacuation procedures



ASSEMBLY POINTS

YEARS 3 & 4 – LOWER PLAYGROUND

YEARS 5 & 6 – UPPER PLAYGROUND

Each class will assemble in lines on the playground.

MEANS OF ESCAPE

Classrooms have fire exit doors which should be used, wherever possible. All routes inside the building are clearly marked with green fire exit signs and emergency lighting.

The classes on the upper floor would evacuate via the east/west staircase nearest to their classroom. If this was blocked they would use the fire exit door in the classroom to exit through one of the other classrooms and down the other set of stairs.

FIRE WARNING SYSTEM

The school has a fire alarm system comprising of break glass call points, automatic detectors and fire alarm sounders. A fire indicator panel is located in the school reception area.

DUTIES OF ALL STAFF

Staff Action on discovering smoke/fire

- Raise the alarm by breaking the glass on red fire alarm call point.

Staff action on hearing the fire alarm

- Office staff/Fire Safety Officer will phone the Fire Brigade
- Do not wait to establish whether it is a false alarm.
- Stop what you are doing and calmly leave the building immediately via your nearest available exit.
- Ensure that visitors follow the fire procedures for the building.
- Do not stop to collect belongings.
- Close all doors and windows behind you where practical and possible.
- Walk quietly and in an orderly manner.
- **Do not return to the building for any reason** until authorised to do so by the Fire Safety Manager.
- No child should be left unattended in the building.
- Sick children will be escorted to the Playground by the Welfare Assistant.
- Report to your Assembly Point.

The attendance register will be called for each class. Children not present will be checked against the register of children who have gone home early.

- The Assembly point officer (Deputy Head) in the Lower playground will inform the Assembly point officer (Headteacher) in the Upper playground when all children in Years 3 & 4 have been checked. The Assistant Head on the Upper playground will inform the Head teacher when all the children in Years 5 & 6 have been checked.

The Office staff will bring out:

- The Attendance registers (to the appropriate playground).

- The Late book.
- Register of children that have gone home early.
- The visitors/contractor's book (to the appropriate playground).

FIRE MARSHALS

Fire Marshals will go immediately to their nominated areas, collect their search cards and fluorescent tabards. The areas are:

- Area 1 - Sports Hall/Changing Rooms/Sports Hall toilets
- Area 2 - South Wing/South Wing toilets/ Inclusion Manager's office
- Area 3 – Lower Workroom/East Lobby/ East Lobby toilets/ Upper Workroom/ Reprographics Room
- Area 4 – West Lobby/West Lobby toilets/ICT room/ Business Managers office
- Area 5 – Jubilee Corridor/Assistant Heads office/Jubilee Corridor toilets (including disabled toilet)
- Area 6 – West Lobby upstairs/West Lobby upstairs toilets/Library
- Area 7 – East Lobby upstairs/East Lobby toilets
- Area 8 – Medical Room/School Office/Headteacher room/Hall
- Area 9 – Deputy Heads office/ The Hive/Female staff toilets
- Area 10 – Male staff toilets/Staffroom

DUTIES OF FIRE MARSHAL

- To assist with the evacuation process, by ensuring their nominated area is cleared.
- Notify the Assembly Point Officer in the Upper playground that their area is clear, and giving over their search cards.
- On no account should a Fire Marshal risk endangering their safety.
- Fire wardens must not enter an area where smoke or fire is detected or suspected.
- Ensure any contractors working in the designated area are evacuated.
- Fire Marshals will notify the Assembly Point Officer of any children, staff or contractors still in their area who have not been evacuated.

DUTIES OF THE ASSEMBLY POINT OFFICER

The Assembly Point Officer will be based in the Upper Playground.

- Co-ordinate the Evacuation
- Receive reports from the Fire Marshals
- Liaise with the Fire Safety Manager, who is in overall charge.

DUTIES OF THE FIRE SAFETY MANAGER

- First point of contact for onsite Emergency services during any incidents
- Access the fire alarm panel to ascertain where the fire is situated.
- Ensure the fire brigade have been called on hearing the fire alarm.
- Ensure that there is access to the site for the Emergency services.
- Ensure that there are appropriately trained staff positioned at the gate/s to direct the Emergency services.
- Prepare and implement an emergency plan, and keep it updated
- Carry out fire drills at least twice termly.
- Test the fire alarms as legally required.
- Ensure all staff receive adequate training and instruction in emergency procedures.
- Appoint and train Fire Marshals/Assembly point officers.
- Ensure that the inspection and testing of all fire alarm systems, fire equipment and portable appliances are carried out annually.
- Maintain records of all staff training, fire drills, fire alarm tests and fire protection equipment maintenance.
- Ensure the fire safety management systems are in place and effective.

- Ensure that any minor works have not affected existing fire precautions.
- Monitor “hot works” such as plumbing and roofing.
- Ensure that they are familiar with any “PEEP” records that may be in place.
- Ensure outside contractors/visitors are made aware of the fire procedures for the building.
- Ensure that green “running man” signs are in the correct position.
- Any fire risks such as faulty wiring or overloaded sockets are identified and rectified.

HOUSEKEEPING

- All members of staff must ensure that exit routes and stairways remain free from obstruction.
- Work areas are kept tidy.
- All staff will complete online fire awareness training annually.

A shortened copy of this policy will be displayed in all areas of the school. (Appendix 1)

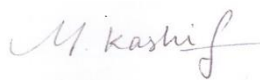
This policy will be monitored and reviewed by the Governing Body on an annual basis.

Policy updated: March 2024

Staff responsible: Headteacher

This policy was ratified by the Governing body on: 5th March 2024

Signed on behalf of the Governing Body:



(signature)

Muhammad Kashif (printed)

FIRE EVACUATION PROCEDURES

ON HEARING THE FIRE ALARM

MEANS OF ESCAPE

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YEARS 3 & 4 – LOWER PLAYGROUND

YEARS 5 & 6 – UPPER PLAYGROUND

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AT THE ASSEMBLY POINT

The attendance register will be called for each class. Children not present will be checked against the register of children who have gone home early.