

## Great Smeaton Academy Primary School

### Fire and Emergency Policy and Procedure

The safe evacuation of the buildings is of primary importance.

Exits must be kept clear.

Fire doors **MUST** be kept shut.

- Fire drills need to be practiced so that all staff and children are aware of the procedures i.e. routes to be varied and on different days and times so that all staff can be included.
- A Practice fire drill will be carried out at least every term and a record kept
- All new members of staff will be made aware of the policies and procedures.
- There is NO SMOKING ALLOWED on the premises
- Matches and lighters **MUST** be inaccessible to the children.
- Fire appliances will be checked annually and staff need to be aware of their position and how to use them
- Any recommendations made by the fire prevention officer must be carried out and adhered to.

Should fire break out in the school, it will be the responsibility of staff members to:

- raise the alarm,
- evacuate the school,
- check all children out of the building,
- report the success of the evacuation to the Head teacher.

**Clearly written instructions for a fire drill will be on display at all times.**

#### Preparation for Emergencies

1. It will be the responsibility of all staff to ensure they familiarise themselves with the evacuation route/procedure for each base they visit/use. All evacuation procedures are displayed at the fire exits.
2. The Head teacher will ensure Fire Safety Awareness among staff.
3. New staff will be inducted in the following:
  - Written fire evacuation procedure
  - Sound of alarm
  - Means of raising alarm in that location
  - Tour of building to include
    - Final exit doors
    - Call points (where the alarm is raised)
    - Assembly points
    - Alternative routes of escape
  - Position and importance of keeping smoke fire doors closed
  - Specific arrangements to the building
  - Location of fire-fighting equipment

## **Fire procedure for safe evacuation of the building**

1. Any children observing an outbreak of fire will AT ONCE inform the nearest adult who will immediately sound the fire alarm.
2. On hearing the alarm teachers will supervise the immediate evacuation of their classroom **by the assigned escape route and proceed to the assembly point. It will be the responsibility of the Head teacher, or appropriate member of staff in the Head's absence, to call the Fire Brigade.**
3. Every door should be closed **immediately** the room/area is vacated.
4. Movement must be speedy and disciplined to avoid panic. To assist movement **external fire doors should not be clipped back** to enable free flow to the playground. **NO CHILD SHOULD HOLD THE DOORS OPEN.**
5. Time must not be taken to collect coats or other belongings.
- 6 Anyone in the toilet will leave the building by the nearest route.
- 7 Immediately on arrival at the assembly point, teachers will check that everyone is present by calling the register or using the headcount method. **Any child missing should be reported to the Head teacher or senior member of staff on duty.**

## **Evacuation Duties**

Teachers: Lead the immediate evacuation of their class by the safest, nearest route.

Head teacher: As appropriate to their safest evacuation route, the head teacher should check the following areas:

- Staff and children toilets
- Offices
- Communal areas
- Children cloakrooms

It will be the duty of the Head teacher or delegate (Office Manager) to check that the Fire Service has been called.

They will also be responsible for undertaking a roll call and reporting to the Fire Fighter in charge.

The Office Manager should collect the visitor's book, Fire Information, school keys and alarm keys before evacuation.

**NB all other persons in school, TA's and parent helpers will be responsible for ensuring their own safety and evacuation.**

- Staff and children that work in the building will line up as far away from the buildings as possible, in classes, on the far side of the playground. Teachers will then call the registers.
- After the children have been counted a member of staff will check that all adults/staff are present.

**Revised September 2015**