

FIRE PROCEDURE



Be Prepared
Be Aware
Be Ready

Aim

To ensure that, in the event of fire, children and adults evacuate the building quickly and safely.

Rationale

When the fire alarm rings, pupils and adults should leave the building in a quick and safe manner. The Senior Management Team needs to confirm as early as possible that all pupils are outside the building and with adult supervision.

Prevention of fire

With a significant number of young people on site at any one time our principle aim is, by acting in a responsible and considered manner, to prevent a fire breaking out in the school or the grounds. Acting in a responsible way can reduce fire risk.

The following points are provided as a guide and are not definitive – we should all use our common sense in taking sensible precautions to reduce the risk of fire:

- Electrical appliances in school are safety inspected. Staff should not plug in items that have not been included in our **annual electrical safety check**.
- Portable heating devices should only be used if supplied by the school and included in our annual electrical safety check.
- **Smoking is not allowed on any part of the school grounds.** This is in accordance with law. If an adult is seen smoking on the school grounds it is our collective responsibility to ask them to stop.
- Smoking is not permitted outside the school main entrance. Please take extreme care with all smoking materials and make sure that they are safely extinguished and disposed of in a suitable receptacle.
- Cigarette butts should not be left on the ground as, especially in summer months, this presents a very real risk both to the school and to our neighbours as well as presenting a very bad image of our school.
- Fire doors are designed to prevent the spread of fire, smoke and toxic fumes. They should be left closed and should never be propped open.
- Fire escape routes are clearly marked throughout the building. They should be kept clear at all times.
- When leaving a room, all electrical equipment should be switched off and if necessary, unplugged to prevent a 'standby' state. This includes lights, fans, computers and any other equipment.

Responsibilities:

- All adults in school should be familiar with this policy at all times and able to respond immediately on hearing the fire alarm. King Arthur British School is installed with a sophisticated fire safety system and it is an offence to tamper with any aspect of this system. In addition, we have sufficient Fire Marshals appointed to assist with the evacuation of the buildings.

- The role of the Fire Marshal is to, when the fire alarm sounds, check their designated area to ensure that it is clear and report to the Senior Fire Marshal at their designated assembly point. Fire Marshals are not expected to fight fires and should never put themselves in a position where they are at risk. All staff and pupils should cooperate with the Fire Marshalls and follow instructions given to exit the building in a safe and efficient way.

ON DISCOVERING A FIRE - INDICATIONS

Alarm Operation

Any adult discovering a fire must, without hesitation, sound the alarm by operating the nearest fire alarm. If a child discovers a fire they should inform the nearest adult. In the case of a Fire Drill, the Head Teacher or a member of the Administration staff will sound the alarm. In the event of power failure, battery powered back-up alarms are located on each floor.

Calling the Fire Brigade

All outbreaks of fire should be reported to the fire brigade. It is the responsibility of the Administration staff to call the fire brigade.

Tackling a Fire

Tackling a fire is always secondary to life safety. A fire, other than one which can be readily extinguished, should not be tackled unless safe to do so. Evacuating the premises is more important than fighting the fire.

The school is equipped with fire extinguishers and these are safety checked once per year.

Fire Drill

The Head teacher will ensure:

A fire drill is completed at least once a term.

Staff have copies of evacuation plans and they are displayed in the classrooms and offices.

EVACUATION PROCEDURES

DURING THE COURSE OF THE NORMAL SCHOOL DAY

On hearing the alarm:

- Direct children to walk quietly out of the classroom in single file.
- The person in charge of the class must lead the line and indicate the exit route.
- All property should be left behind and, if possible, windows and doors shut.
- The maintenance staff, will be responsible for checking the toilets and communal areas are empty.
- Children in Nursery and Reception should leave via the nearest door. They should walk to the Assembly Point which is in front of the Main Entrance.
- Children in Year 1 should exit via the Office Entrance to the Assembly Point in the Main playground.
- Children in Year 2 should should exit via the Office Entrance to the Assembly Point in the Main playground.
- Children in Years 3 and 4 should walk down the right hand side of the staircase they normally use. They should exit via the Main Entrance gate. They should walk calmly to the Assembly Point in the Main playground.
- Once at the Assembly Point in the Big Playground, children line up in their classes. The office staff will issue registers and Form Tutors will perform a roll call.
- The School Manager will check that all adults and children are accounted for.
- Classes should stand still and quietly until asked to re-enter the building.
- NB: As the attendance register reflects the true number of children in school each day, it is important that it is completed quickly and accurately and then returned to the Fire Marchal (School Manager). Please ensure that children arriving after registration has taken place report to the school office. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

- If any visitors are present, the adult they are working with should ensure that they know what to do.

DURING BREAK OR LUNCH TIMES

On hearing the alarm

- Children and adults in classrooms should evacuate in the manner described above.
- Any adult/s on duty in the playground should instruct children to line up and then direct them out of the Main Entrance gate to the Assembly Point.
- Teachers and/or assistants of those children should meet them as soon as is possible.
- Any adult/s on duty in the dinner hall should ask children to stand.
- Children should be instructed to leave, class by class, using all available exits.
- Children in Reception to Year 4 should exit the building via the Office Entrance door.
- All children should make their way to the Assembly Point and should be joined by their teachers and/or assistants as soon as is possible.
- Once at the Assembly Point a roll call will take place, as detailed above.

AFTER SCHOOL

On hearing the alarm

- Any adult leading an after-school activity will take responsibility for the children in their care. They will ask children to line up and then lead them, via the nearest available exit, to the Assembly Point.
- Any member of staff still in the building (e.g. teachers, cleaning staff, the caretaker), but not teaching, will help 'sweep' the building to ensure that no children are left inside, and then make their own way to Assembly Point.

After the fire alarm

The caretaker will be responsible for:

- Checking all doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all doors can be opened quickly and easily.
- Rubbish and waste materials are not being allowed to accumulate.
- Checking the fire alarm regularly.
- Ensuring extinguishers are checked on a regular basis.