

South Petherwin CP School



FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

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This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire Drills

Fire drills are carried out each term and logged in the fire log book. Generally, staff will not be warned in advance in order to maintain authenticity and reduce complacency.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

1. Headteacher

The Headteacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. The Headteacher will ensure that all maintenance checks are carried out in line with Cornwall County Council Health and Safety advice and that repairs are done immediately. The Head Teacher will liaise with the emergency services on their arrival.

The Headteacher is also the chief fire warden. The main responsibility of the chief fire warden is to be a 'Last Person' check on the main escape routes out of the building. The Chief Fire Warden will take a high visibility jacket and make their way along the escape route ensuring the following:

- No-one goes back through the school.
- All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- Doors are not to be opened unless people are seen or heard on the other side.
- Ensure fire doors are closed.

2. Office staff

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets and staffroom on the way out of the building.

Office staff will take out:

- A phone
- Pupil Contact details
- Class registers,
- Visitors book/signing in & out book

3. Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures, to take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Teaching staff should be aware of any child in their class that has disability and may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps.

Upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register to check what children are missing. Any missing children or staff will be reported to the Headteacher detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Headteacher. Under no circumstances is anyone to re-enter the building until the all clear is given.

All other staff

All other adults will cooperate in the emergency procedures in event of a fire.

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Headteacher as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Headteacher

What children or visitors should do if they discover a fire:

- Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

- All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.
- Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and children should move quickly and quietly but do not run.

Evacuation Exits and Assembly Points

- The Assembly point is the playground.
- If the designated exit is blocked by the fire, you will need to use the nearest exit.
- All children to line up, staff to count and check pupils present.

- All children, staff and visitors will go immediately to the assembly points and children should join their class line.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in school during lunchtime. All staff including the Midday Supervisors (MDS) should be extremely vigilant during lunchtimes in ensuring children are not in the classes without an adult present.

If an evacuation is needed at lunchtime and the class teacher is not present, MDS should take responsibility for the roll call and counting the children.

Appendix: Receiving a Bomb Threat Guidance

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

Telephone Threat

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage and/or
2. Wants to disrupt normal activities by creating anxiety and panic

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

Written Threat

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.