



St John's Church of England Academy

Belonging Believing Becoming



St John's Church of England Academy

FIRE/EVACUATION PROCEDURE Covid 19

St John's C of E Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

All means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.

Pupils and staff within school know where their fire assembly point is:

Reception & Year 1, Year 6, Keyworkers on KS2 playground.

Electric fire doors are open; office doors are propped open with wedges that can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination.

All doors must be closed in the case of a fire and when the building is unoccupied.

All staff and young people to undergo induction in the fire and emergency routines and undertake a Fire Drill. Repeat as necessary with new starters.

ON DISCOVERY OF A FIRE:

- Activate the alarm using the nearest available break glass call point

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff should only attempt to deal with small fires using portable fire fighting equipment, **if it is safe to do so without putting themselves at risk**. Portable equipment should only be used if training in its use has been received.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

The fire alarm is a continuous ringing bell

- All staff, pupils and occupants of building must respond to alarm activations immediately and leave the building by the nearest exit.
- The Headteacher/Business Manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or if it is a false alarm.
- Headteacher/Business Manager will summon the emergency services (**DIAL 999**) as necessary;
- Staff will supervise the evacuation of pupils/visitors to the designated assembly points
- All persons to report directly to a teacher at the assembly point.
- **Please note: If possible, all persons on site should assemble on the key stage two playground.**

ASSEMBLY POINTS

- Key Stage Two Playground (Primary)

○ **Car Park outside the Main Entrance (Secondary)**

- Pupils should leave quietly in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their registration group and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route and join their own class or report to an adult on the car park.

A CALM ORDERLY EXIT IS ESSENTIAL

WALK QUICKLY AND QUIETLY – DO NOT RUN OR STOP TO COLLECT BELONGINGS

- On arrival at the assembly point pupils must stand in their registration groups. Class lists, daily absence sheet, SignIn App fire list and gate padlock key will be taken out to the assembly point by Business Manager/Admin Officer/Headteacher. The result of this check must be reported to the Headteacher as soon as it is completed.
- Fire marshals are responsible for ensuring corridors/buildings are cleared. Fire marshals should ensure that in the event of their absence, another member of staff is available to take over their duties:

• Area of School	• Fire Marshal
<ul style="list-style-type: none">• KS1 block• KS2 block	<ul style="list-style-type: none">• Anne Kirby• Sarah Morton• Joanne Peaper• Paula Fulthorpe

- All Fire Marshals should report to the Headteacher/Business Manager that corridors/buildings are cleared.
- The Headteacher/Deputy Headteacher/Business Manager will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Headteacher/Deputy Headteacher/Business Manager.
- If the building cannot be reoccupied following an evacuation, parents will be requested to take their child home using the Teachers to Parents messaging system.

MOBILITY IMPAIRMENT

Those people who require only limited assistance should evacuate the building using the nearest exit. If they move at a slower pace they should allow other persons to exit the building before them and then continue their exit to a place of safety. A member of staff will be nominated to escort those who need assistance from the building.

VISUAL IMPAIRMENT

People with a visual impairment will be escorted from the building by staff. On stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

HEARING IMPAIRMENT

People with a hearing impairment should be escorted out of the building by staff.

RESPONDING TO A FIRE

When responding to a fire, the following protocol must be followed:

