

## Nanledra School



### Fire Safety Procedure and Emergency Plan

**September 2016**

#### **Fire Safety Duties –**

The following persons have fire safety responsibility within the school –

Head Teacher - will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.

Secretary – will maintain signing in book and monitor fire evacuation drills.

Caretaker – will during the course of his/her duties ensure that fire safety measures are in place.

Teachers – will take charge of pupils to ensure their class evacuates the building in an emergency and will actively ensure that the means of escape in their classroom is never obstructed or blocked.

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

#### **Employees**

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

# Details of the Schools Emergency Plan

## How people will be warned if there is a fire

- The fire bell will sound as a continuous ringing bell throughout the school.

## 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 Head Teacher as soon as possible after ensuring pupils in their care have evacuated to the school playground.
- 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 Head Teacher.

## What pupils or visitors should do if they discover a fire

- Pupils 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.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves. *i.e. the last person out of an area should be an adult.*
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- The school secretary will take the class registers & contact list to the assembly points (registers must be returned promptly to the office.)
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.

- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.

## **Procedure for checking the premises have been evacuated**

- Roll calls will be made by class teachers against the register.
- School secretary will check toilets
- All children line up on the school playground facing the school building. Reception class lines up on the left, progressing to Y6 children. Pre-school children exit by their fire door and assemble in the car park.

## **Identification of key escape routes & how they are accessed to escape to a place of safety**

### Class 1

1. Through outside door around side of building to playground
2. Through outside door around front of building to playground
3. Through class door then outside through front door and around east side of building

### Class 2

1. Through fire door and out to playground
2. Through class door and out to playground

### Class 3

1. Through class door out of front door and around east side of building to playground
2. Through class door and out through playground door to playground

### Class 4

1. Through back classroom door and out through playground door to playground
2. Through front class door and out through front door then around east side of school to playground

### Library

1. Through class door then playground door to playground
2. Through class door then front door then round east side of school to playground

### Hall

1. Through playground door then out to playground by east side of school
2. Through front door then out to car park

## Arrangements for fighting fire

Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave fire-fighting to the Fire Service.

### Fire extinguishing equipment on premises

Type	Use
<b>Water</b>	Combustible materials such as wood, paper, cardboard. <ul style="list-style-type: none"><li>• <b>Do not use on fires involving electrical equipment.</b></li><li>• <b>Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b></li><li>• <b>Do not use on flammable liquids.</b></li></ul>
<b>Dry Powder</b>	Flammable liquids, Electrical fires
<b>Carbon Dioxide (CO2)</b>	Electrical fires and small fires involving flammable liquids
<b>Foam</b>	Flammable liquids and combustible materials
<b>Fire Blanket</b>	Deep fat fryers and frying pans etc.

### Staff who have specific responsibilities if there is a fire;

- Admin staff – telephone the fire service and take registers and contact details to the assembly point.
- Kitchen staff – turn off cooking appliances before leaving kitchen
- Caretakers – shut off any machinery in use when alarm sounds.
- Designated staff check toilets and general shared areas for evacuation

### Arrangements for evacuation of people especially at risk;

- Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them.

### **Contingency Plans for when safety systems are out of order;**

- In the event of the fire detection system being out of order, a hand bell will be rung (located in Head Teacher's office)

### **How rescue services will be called and who is responsible for this;**

- Admin staff will call the fire service from the main office or if admin staff are not present then classroom staff will call from the mobile land-line.

### **Procedure for meeting rescue services on their arrival and notifying them of any special risks;**

- The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival.

### **What training employees need and the arrangements for ensuring that this training is given;**

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Training in how to use fire-fighting equipment will be provided every 2 years.

### **Plans for dealing with people once they have left the premises;**

- If the premises cannot be re-occupied within a reasonable time the school will alert parents by text message system to collect pupils.
- In the event of bad weather the children will be evacuated to the Gilbert Hall in the Village
- Count Hall will be alerted according to procedures for closing a school in an emergency.

Emergency Plan written by;

Rick Gill  
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