



Roberts Primary School

Fire and Emergency Evacuation Policy



Reviewed: Autumn Term 2024

Approved by Governors: September 2024

Date of Next review: Autumn Term 2025

To be read in conjunction with:

SEN Policy

1st Aid Policy

Emergency Plan

Business Continuity Plan

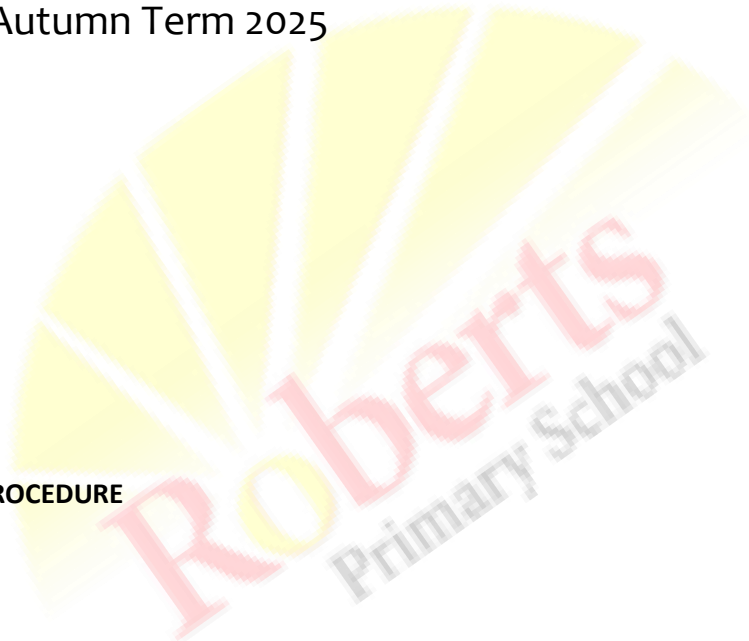
Data Protection Policy

Approved by:

Senior Leader – Mr C Watkins (Headteacher)

Governor – Mrs S Smith (Chair of Governors)

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE



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.

Strategic Approach

In the event of a fire the building should be evacuated quickly and calmly.

Emergency services should always be called (this is to confirm the presence of SMOKE or FLAME) even though the school has an automatic link to the fire service.

Staff in charge of classes and pupil groups should escort pupils to safety by the nearest appropriate route and remain with them.

Available support staff will act as fire marshals to check rooms have been evacuated and pupils/adults have not been left behind.

Trained staff may use fire extinguishers but only in the early stage of the fire and should not put themselves at risk. No more than 1 fire extinguisher should be used on a fire.

Staff should report missing pupils/adults to the senior leader.

Visitors to school should be made aware of fire and emergency procedures on arrival.

Good housekeeping is important:

- Exits and corridors should not be blocked.
- Exits should be unlocked daily when the school is in use.
- Fire doors should not be propped open
- Break Glass alarms should not be obscured
- Emergency instructions should be in place and not removed or covered
- Concerns about safety should be reported to a manager promptly (do not assume someone else will do it!)
- Site Manager will carry out and record regular testing of emergency systems.

Fire Drills

Fire drills are carried out each term, preferably at the start, and logged in the fire log book. Staff are not 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
- Weekly 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.

Every establishment will have its own individual evacuation procedure which should cover the following basic facts:

- What to do if you discover a fire.
- What to do when you hear the fire alarm.
- Calling the Fire Brigade
- Evacuation
- Assembly
- Roll Call

The school's fire procedures should be made available to all staff and included in the induction of all new starters.

A summary of the evacuation procedures will also be made available to all contractors and visitors to the school. These shall be displayed throughout the premises.

During letting periods schools are responsible for ensuring adequate means of escape are available. Where only parts of the premises are in use it must be ensured that all relevant escape routes remain open and that adequate escape signage is available.

Evacuation Procedures for People with Special Needs

Particular attention will need to be given to pupils and staff who have special needs including those with a disability.

The fire brigade position is that the building management are required to have procedures in place to evacuate all people from a building independent of assistance from the brigade.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the site manager and Headteacher in order that suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems or because of the nature of the building(s) which makes it difficult to evacuate quickly - e.g. multi-storey blocks

A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).

When formulating a Personal Emergency Evacuation Plan consideration should be given to:

The problems the individual feel they may encounter during evacuation

- What areas of the premises are most commonly used by the individual;
- Location of safe refuges, (a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route);
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times;
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building;
- Is the means of raising the alarm appropriate for the disability (e.g. hearing impairments)
- The current evacuation procedures (are they familiar to all staff and well practised. Is extra training required in use of specialist equipment etc.);
- Are all staff aware of those individuals requiring specific help.

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 nearest fire exit and then make their way to the relevant assembly point.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Incident Controller/Chief Fire Marshal

The Headteacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Dudley's Health and Safety advice and that repairs are done immediately. The Headteacher (or Deputy Headteacher) and Chief Fire Marshal will liaise with the emergency services on their arrival. Depending upon the site of the fire the (HT or DHT) and Chief Fire Marshal will meet the fire services on the car park.

Fire Warden

The Site Manager will take on the roll of fire warden and, in the case of the fire alarm being sounded, will react to the alarm; investigating why and where the alarm has been activated if safe to do so.

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, staffroom and community room on the way out of the building.

Office staff will take out:

- School phone.
- Pupil Contact details
- Class registers
- Late book and Visitors book/signing in & out book
- Gate keys

Teaching Staff

All teaching staff are classified as 'Fire Marshals' 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. Designated Fire Marshals may need to walk the opposite way along corridors. A wipe on/off whiteboard will be displayed in each classroom listing any children absent each day. This will need to be in an easily accessible place so that teaching staff can collect it on their way out in the event of a fire.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.

If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Marshal 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 Chief Fire Marshal 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 Chief Fire Marshal.

Annual reminders in terms of fire awareness specific to Roberts Primary School will be given to staff. Under no circumstances is anyone to re-enter the building until the all clear is given.

Designated Fire Marshals

Designated Fire Marshals are members of staff who have received additional training in the evacuation of the premises and fire training, including use of fire extinguishers.

The main responsibility of a Fire Marshal is to be a 'Last Person' check on the main escape routes out of the building.

Fire Marshals to clear area using appropriate room search pattern for allocated area. Designated Fire Marshals will 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.
- Ensure that any child with a PEEP is evacuated safely.
- Report anything suspicious to the Chief Fire Marshal.
- Report any aspect of their role they could not undertake to the Chief Fire Marshal.

They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit.

Upon leaving the building, the Designated Fire Marshals will ensure the outside doors are closed and report immediately to the Chief Fire Marshal that the route has been checked and anything observed.

Fire marshal to inform senior leader if unable to search area so that fire service can be informed.

Fire marshals will receive regular training.

All other staff

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

Non-Employees

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 a Designated Fire Marshal 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 firefighting 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 or Fire Officers.

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.

Staff and children should keep as far away from the school buildings as they can.

In the event of an emergency evacuation and during scheduled practices:

Evacuation Exits and Assembly Points

Role or Responsibility	Name	Action
In the event of fire, break glass of nearest call point to raise the alarm.	Person finding fire.	Break glass at call point.
On hearing alarm call emergency service (this is to confirm smoke or flame).	Duty Receptionist/Office staff.	Use office phone.
On hearing alarm evacuate building to muster points.	All pupils and adults.	Assemble at muster points, await instructions from manager.
Take phone, gate key and pupil lists outside when evacuating.	Duty Receptionist/Office staff.	Take phone, red emergency bag, gate key and pupil lists. Go to MUGA/field via main gate.
Nursery class assemble on MUGA.	Nursery staff and pupils.	Go to MUGA/field via class doors.
Reception classes assemble class assemble on MUGA.	Reception staff and pupils.	Go to MUGA/field via class doors or corridor door. Keys in ALL reception classes.
KS1 assemble on MUGA/field.	KS1 staff and pupils.	Go to MUGA/field via class doors or corridor door.
KS2 assemble on MUGA.	KS2 staff and pupils.	Go to MUGA/field via class doors or corridor door.
Children in hall (e.g. P.E., assembly, dinner).	Staff and pupils.	Go to initial assembly point on main driveway and then make way to MUGA.
Gate keys for Reception & KS1 areas.	KS1 Fire Marshals and Reception Fire Marshal.	Collect gate key from hooks in classrooms/exit points.
Check school areas (see below).	Fire Marshals.	Check area is evacuated or report area not checked to senior leader.
Breakfast club assemble at point main driveway.	Breakfast/After school club staff.	See p. 9 - Brightsparks (before and after school club)
Kitchen staff assemble at point main driveway.	Kitchen staff.	Go to initial assembly point on main driveway and then make way to MUGA.
Office staff assemble at point main driveway.	Office staff.	Go to initial assembly point on main driveway and then make way to MUGA.
Count children in class/group or take roll call to ensure present.	Teacher in charge of group.	Count pupils; report missing pupils to senior leader.
Check the fire zone on Automatic Fire detection panel; wait at front of school for fire service.	Site team.	Go to Fire panel; Identify fire zone. Meet fire service officer; inform fire service officer.

If the designated exit is blocked by the fire, you will need to use the nearest exit.

All children to line up facing away from the school, 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 the classes, central classroom, quad, quiet rooms or library during lunchtime. All staff including the Lunchtime Supervisors should be extremely vigilant during lunchtimes in ensuring children are not in the classes, central classroom, quad, quiet rooms or library without an adult present.

If an evacuation is needed at lunchtime, the same continuous bell will be sounded. Upon which the Lunchtime Supervisors will assemble their classes at the designated assembly points. In the absence of the teaching staff, Lunchtime Supervisors should take responsibility for the roll call and counting the children.

Lunchtimes (outside)

Lunchtime Supervisors to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits (side door to car park and main entrance). Staff in the building or class bases will check toilets, computer suite/library, central classroom, cloakrooms and class bases on their way out of the building.

Lunchtimes (inside)

Lunchtime Supervisors and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

Brightsparks (before and after school club)

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways. Once out of the school, occupiers of the premises need to make their way to their allocated meeting point, keeping as far away from the school building as they can. For Brightsparks, if they are in:

- Community Hall - exit out of the nearest fire door onto the car park and wait on the path by the main gate.
- Small Hall - exit onto the KS1 playground using the door to the playground and walk through the KS1 playground/gate to the MUGA.
- Children's Centre - exit out of the Community Centre door onto the Children's Centre car park. Make their way to the MUGA through the school gates by Nursery.
- Lighthouse - exit the Year 6 door onto the playground and walk to the MUGA.
- Ezone - exit out of the Ezone fire door, walk down the ramp to the MUGA.
- Main Hall - exit into the hall corridor to the Year 3 doors onto the playground. Walk to the MUGA.

All staff will exit the building at their nearest exit and assemble at their usual points and continue with their usual responsibilities during a fire evacuation.

Lockdown procedure for when there is an external threat to the school

The law requires employers to take steps to reduce or eliminate health and safety-related risks, including security risks.

A security lockdown plan will help manage risks where a lockdown would be needed. This could include:

- An incident or civil disturbance in the local community that poses a risk to your school
- An intruder on the site with the potential to pose a risk to your school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Staff Responsibilities

Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services.
Admin Team	Escort visitors to agreed safe place. (DfE guidance says that a named individual should be responsible for guiding visitors to a safe place, so make sure you assign this task to someone.)
Deputy Headteacher	Communicate with parents/carers.
Teachers and support staff	Bring class pupils to classroom or other place of safety. Take register and stay with pupils.
Site managers	Make sure all access points are secured. (DfE guidance says that a named person should be responsible for this.)

Security Lockdown Signals

- Dedicated 'lockdown' alarm tone

Alarm activation points are located in the following areas (yellow box):

- Main school office
- Outside of Deputy Headteacher offices
- Outside of Reception Blue class
- Nursery

Security Lockdown Plan

Our safe assembly points	<p>Classrooms</p> <p>Offices</p> <p>Staff room</p> <p>Kitchen area</p> <p>Hall</p> <p>Visitors- Conference room or staffroom (depending on where they are). If visitors are in classrooms, they will lockdown where they are.</p>
Secure entrance and exit points	<p>On activation of the alarm, site managers are to secure all entry and exit points to the school.</p>
Bring pupils inside	<p>On activation of the alarm, any pupils/staff who are outside will be alerted either by the use of a 2-way radio or through verbal communication from the office staff/SLT.</p> <p>Any groups using the forest area or muga during curriculum time will take a 2-way radio with them.</p>
Steps to increase protection	<p>Lock doors</p> <p>Position children away from sightlines from external doors and windows – for example, under a desk</p> <p>Close binds.</p> <p>Turn off lights and monitors</p> <p>Make sure mobile phones and electronic devices are on silent, or turned off</p> <p>Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution)</p> <p>Cover windows and air vents (if the risk is pollution or a gas cloud)</p>

<p>Internal communication during a lockdown</p>	<p>Staff will complete a register of their pupils. If any pupils are unaccounted for, they will notify the school office via Teams. Once this is completed, screens to be turned off.</p> <p>Should a partial lockdown be required, for example, due to a threat in the local area that means pupils need to remain inside but do not need to be in full lockdown, the Headteacher or senior team will alert each class verbally to this and bring any pupils inside the building.</p>
<p>Communication with parents/carers during a lockdown</p>	<p>Communication with parents/carers will be via email or text message.</p> <p>Parents/carers will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
<p>Lockdown duration</p>	<p>According to DfE guidance, the school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p> <p>Staff will be notified that lockdown is over via Teams with a specific password.</p>
<p>Evacuation plan, if needed</p> <p>Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.</p>	<p>How will an evacuation be communicated if needed?</p> <p>Where will you go? List an alternative place of safety that is pre-arranged (e.g. another school, a college, leisure centre).</p> <p>Name:</p> <p>Type of venue:</p> <p>Contact name and number:</p> <p>Include useful information such as distance from school, directions, capacity and opening hours.</p>
<p>Security lockdown drills</p>	<p>Lockdown drill will be rehearsed termly.</p> <p>Pupils, parents and staff will be informed at the beginning of the week when a drill is due.</p>

In the absence of the Headteacher, the Deputy Headteachers will make decisions. If both Headteacher and Deputy Headteacher are absent, Assistant Headteacher will make any decision.