

## Fire & Emergency Evacuation Procedures

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

### Action when the fire alarm sounds

- Evacuate the children and assemble at the bottom of the field by the 3<sup>rd</sup> shed
- Office staff / Headteacher ensure the toilets in the main building, kitchen and staffroom are empty
- Member of staff to check Hedgehogs / Owls toilets are empty
- Teachers to promptly head count their class to ensure all children are present
- Staff to be aware of any disabled staff or children who might need extra assistance

### Action on discovering a fire

- Headteacher / office staff to sound fire alarms (or the member of staff discovering the fire) and contact the fire brigade of necessary
- Office staff to take Fire Registers and visitors book to fire assembly point

### Roll call

- Once assembled members of staff call fire register as soon as possible

### Fire Drills

- Details of premises fire drills are outlined in the fire safety file

### Fire Marshall personnel

- Teaching assistants are responsible for checking their area of the building is clear

### Staff Absences

- If teaching assistants are absent, teachers will have to check toilets once the classes are safely outside. In the event of the Office Manager being absent the Headteacher / Senior Teacher is responsible for the fire registers.

### Visitors and Contractors

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply, including: -

- Action to be taken on hearing the fire alarm or discovering a fire
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- The location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (eg at night or at weekends) shall have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measure put in place. Any hot work activities shall be closely monitored using the 'Hot Permit to Work' system.

Persons who organise evening events must be informed of given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

#### **Co-ordination with other premise occupants**

- If necessary inform and classes or users of the village hall of a fire at school

#### **Evacuation routes**

Evacuation routes will be kept free from obstruction and adequately and clearly marked

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire upon hearing the fire alarm.

#### **Fire alarm test**

The fire alarm system is tested on a weekly basis by the janitor. All fire break glass points are checked on a weekly basis.

#### **Firefighting equipment**

Firefighting equipment is examined and tested at least once a year by a competent service engineer

This document should be brought to the attention of all staff and any temporary workers at St Leonard's First School & Nursery.

**Reviewed by:** Mrs T.A Parton

**Review date:** 11<sup>th</sup> June 2021