



Procedures in the Event of a Fire

Whenever the school fire alarm is activated, the school evacuation drill will be carried out to its conclusion. No time will be wasted debating if the alarm is a practice or not.

No attempt will be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

Staff Responsibilities

In the event of an evacuation, school personnel will have the following specific responsibilities. Where named individuals are not available, an appropriate senior member of staff will deputise.

- The receptionist/ administrator will call the fire brigade or police as necessary and be available to meet and brief the emergency services on arrival.
- The caretaker will identify the zone where an alarm has been activated and provide this information to the head and emergency services.
- Teachers and other staff with direct responsibility for pupils will immediately ensure their safe evacuation to the designated place of safety
- The receptionist / administrator will collect the class registers, staff signing out book and visitors' book from the school office and distribute them to the teachers and school staff.
- If the fire, or drill, occurs during a registration period, form tutors / class teachers should bring their register with them to the assembly point
- Form tutors / class teachers will check the attendance registers and immediately communicate the names of any pupils who are unaccounted for to the head or in their absence the most senior member of staff.
- All other staff on site will stop work immediately and go to the assembly point helping the teachers and pupils evacuate as they leave.
- Any contractors working on site will stop work immediately and assemble with the permanent staff.
- The administrator will check the visitors' book and staff signing out book to ensure that all staff and visitors to the school are accounted for.
- The computer system is automatically backed up remotely.

Fire Assembly Point

The school will identify the fire assembly point and this will be detailed on the evacuation notices displayed around the school building. A place of ultimate safety will also be identified and made known to all staff. Pupils will be moved to the place of ultimate safety whenever the fire assembly point is at risk of being compromised or when the evacuation is sustained for a long period of time.



EATON SQUARE

Routine Precautions

Fire Evacuation Policy

The Alarm System

The school will ensure that the alarm is clearly audible in all areas throughout the school.

The alarm equipment will be serviced twice annually. The caretaker will maintain a written record of all testing and service procedures undertaken.

The alarm will be able to be activated from clearly marked call buttons located throughout the school. Call buttons will be tested on a weekly rotation by the caretaker.

New staff and visitors will be shown the evacuation routes as a precaution.

Evacuation Routes

Evacuation routes are clearly labelled.

Staff are encouraged to practise using evacuation routes with their pupils at other times apart from during drills, so that pupils become familiar with these routes and are not frightened by them

Fire Drills

A practice fire drill and full school evacuation will be held on a termly basis.

This may be followed by another practice to correct any faults in the first.

There may also be a further fire drill later in the term with one or more exits or escape routes blocked.

The caretaker keeps a record of all fire drills noting evacuation times and any difficulties which might have occurred.

Fire fighting Equipment

Fire fighting equipment is located throughout the school.

Different appliances are designed for different applications and nominated staff will receive training in the safe operation of portable fire fighting equipment and the appropriate application for particular items.

The head keeps a record of fire awareness training and training in the use of fire extinguishers.

Fire extinguishers will be used solely for the purpose of clearing a safe pathway to an exit.