



Florence Melly Community Primary School Fire and Emergency Evacuation Procedures

IF YOU CAN DREAM IT, YOU CAN DO IT!



Policy Approval

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Written by:	Aaron Leach (Headteacher)					New or revised policy:	Revised			
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Florence Melly Community Primary School

Fire and Emergency Evacuation Procedures - September 2023

The Governing Body at Florence Melly Community Primary School has high regard for the safety of pupils, staff and visitors to the school. In discharging its duty of care, the Governing Body delegates to the Headteacher operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, and at least once per term.

The Governing Body also delegates to the Headteacher responsibility for ensuring that fire-safety education is an integral part of the school curriculum.

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.

1. Action when the fire alarm sounds

- Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings.
- Walk in an orderly manner.
- Close doors behind you.
- Go immediately to your designated assembly area (please see table below and appendix 1 for further details) and ensure that you are accounted for.
- If possible, remain with your class and head to the main playground. Assemble in an orderly group line within your colour coded area and await roll call.
- Do not re-enter the building until the all-clear is given by the Chief Fire Marshal (or deputies in his/her absence).
- The lift must not be used.

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 from the nearest safe exit, and make their way to the assembly point.

An evacuation wheelchair is located at the top of the Year 3 wingtip stairwell.

School area	Nearest exit	Assembly point
Main Office/ Headteacher/Site Manager's Office	Main entrance/side door near toilet (by the Reception classrooms)	Large astro
Hall	Doors to either the car park/ meadow/main entrance	Year group assembly point
Nursery	Nursery doors to either the EYFS outside area or the meadow	Green Zone on the large astro
Reception	Reception doors to either the EYFS outside area or the meadow	Blue Zone on the large astro

Year 1	Year 1 exit door	Orange Zone on the large playground by the cage.
Year 2	Year 2 exit door	Red Zone on the large playground by the cage.
Year 3	Down the Year 3 wingtip stairwell to the Year 3 exit door	Yellow Zone on the large astro
Year 4	Down the Year 3 wingtip stairwell to the Year 3 exit door	Purple Zone on the large astro
Year 5	Down main stairwell and use the exit door next to staffroom	Pink Zone on the large astro
Year 6	Down the Year 6 wingtip stairwell to the Year 6 exit door	Grey Zone on the large playground by the cage.
Leadership Offices/ Library/ Pastoral area/ Gallery	Down main stairwell and use the exit door next to staffroom	Large astro
Staffroom	Use the exit door next to the staffroom (before the Year 1 classrooms)	Large astro
Mobile classroom	Fire exit door or main door	Year group assembly point
Kitchen	Kitchen exit doors/doors to either the car park/meadow/ main entrance	Large astro

Nearest escape routine and actions in the event of an alarm sounding are visible in every usable space in school. These are clearly demarcated in red frames on the walls.

2. Action on discovering a fire

- Raise the alarm without delay by breaking glass on nearest alarm unit.
- If trained in the safe operation of the available firefighting equipment, and only if it is safe to do so, attempt to extinguish the fire.
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

Fire extinguishers can be found in the following locations:

- In the main foyer, either side of hall doors x2
- In the wingtip stairwell next to Year 2 x2
- Nursery exit door x2
- Year 6 stairwell exit x1

- At the top of main stairwell next to Year 5 x2
- Year 3 stairwell exit x2
- In the hall by both exit doors x2
- In the kitchen x2 (and a fire blanket)
- In the boiler house x1
- In the staffroom x1 (fire blanket)
- In the mobile classroom x2
- In the plant room above the kitchen x1

3. Summoning the fire and rescue service

- Your immediate priority is evacuation of the building. If it is safe to do so, a member of the office staff or the caretaker will telephone the fire and emergency services prior to evacuating the building. In their absence, the Headteacher, Assistant Headteacher(s) or a member of the Senior Leadership Team will do so, or be instructed to do so, from the assembly point.
- Upon their arrival, the Headteacher/Caretaker, or a member of the SLT in their absence, will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building.

4. Roll-call

- Each member of teaching staff will be given their register at the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will make sure that all staff have arrived on the large astroturf.
- Pupils are to remain quiet and listen attentively to the roll-call.
- On completion of the roll-call, the Headteacher and/or fire service will advise all staff of the next steps and whether it is safe to return into the building.

5. Fire drills

- Fire drills are carried out at least each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes, to maintain authenticity and reduce complacency, these drills are conducted without notice.

6. Fire Marshal Personnel

- Upon exiting the building, trained Fire Marshals will thoroughly check their designated areas to ensure that all occupants have evacuated. Checks on toilet areas will include a check on individual cubicles.
- Follow out their class, ensuring all persons have left the area.
- Should never open a door if they suspect that there may be a fire beyond it. If in doubt, check the door with the back of the hand.
- If Fire Marshals encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit - not just pointed in the general direction of one.
- Fire Marshals must not delay their own evacuation if they encounter somebody who refuses to leave.
- Fire Marshals must prevent any movement against the traffic flow and prevent re-entry to a cleared area for any reason.
- Fire Marshals will brief the Headteacher (Chief Fire Marshal), and in their absence the Assistant Headteacher upon your/their arrival at the assembly area.

Our designated Fire Marshals are:

- Mr Aaron Leach (Chief)
- Mr Kieran Baillie
- Mr Joe Doyle
- Mrs Irene Kane (Office)
- Mr Shaun Derbyshire
- Mrs Tracy Dentith
- Miss Chloe Latta
- Mrs Julie Doyle
- Mrs Catherine Matthews
- Mr S Murphy (Site manager)
- Miss Julie Foley

Fire Marshal training will take place, at least, every three years. The last training took place on:

A list of trained Fire Marshals are included next to all escape routine and action posters (these are clearly demarcated in red frames on the walls around school).

7. Staff absences

- Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

8. Visitors and Contractors

- All visitors and contractors should report to the main school office where they must sign in on arrival and sign out 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, should 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 (e.g. at night or at weekends), should 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 should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.
- Persons who organise evening events should be informed, or given written instructions, in regards to what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. Co-ordination with other premise occupants

- The alarm system is connected to all areas of the school. Any occupants present during school time are expected to follow the evacuation procedures and meet at the designated assembly point, should it be safe to do so.
- If it is safe to do so, after the roll call has taken place, the adjacent homeowners will be informed of any emergency that exists and if necessary will be informed on whether they need to evacuate their homes as a matter of caution.

10. 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 or upon hearing the fire alarm.
- Evacuation routes will be checked by Senior Leaders during routine health and safety and safeguarding audits.

11. Fire alarm test

- The fire alarms and call points are tested on a weekly basis by our Site Manager, with a new fire call point tested each week. The outcomes of these tests are recorded in the site manager log book.

12. Fire fighting equipment

- Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Appendix 1

