

# Fire and Emergency Evacuation Policy and Procedure 2024-2025

This document details the fire and emergency evacuation procedures for St. Joseph's Catholic Primary School. 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 buildings.

## Fire Drills

Fire drills are carried out each term and are logged in the fire log book. Staff will not always be warned in advance in order to maintain the authenticity and reduce complacency. During a fire drill, the Caretaker/Site Maintenance Officer are to notify the fire alarm monitoring centre (tel. no. 0844 879 1706) when a practise evacuation is taking place.

## Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system every Monday between 7.00am and 7.30am

In all cases, except for the Monday morning test or 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 and then phone the Fire and Rescue Service on 999.

If the alarm sounds (except when a scheduled practice is taking place) the fire service **will not** automatically be called. The Fire and Rescue Service must be telephoned to confirm there is a fire in school and we require fire engines to attend.

## Out of hours

The alarm is linked to the Custodian Monitoring Centre (tel. 0844 8791 703). Custodian will contact the key holders if the alarm goes off out of hours. The key holder should attend school to assess if the alarm is a false alarm or a genuine fire. The Fire and Rescue Service must be telephoned if a fire engine is required to attend.

## Evacuation of the School Buildings

In the event of the alarm sounding all staff, pupils and visitors should exit immediately via the nearest fire exit, and make their way to the assembly point. Personal possessions must not be collected prior and no one is permitted to re-enter the building until deemed safe to do so by the Fire Service.

## **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 make their way to the assembly point.

## **Roles and Responsibilities**

The following persons have fire safety responsibility within the school:

### **Head Teacher**

The Head Teacher:

- the Responsible Person for Fire Safety
- will ensure there is a Fire Safety Risk assessment
- will ensure that preventive and protective measures are in place
- will ensure that all maintenance checks are carried out in line with CWAC's health and safety advice and that repairs are done immediately
- will check the fire panel to identify the location of the fire when the alarm sounds
- inspect the location of the fire to assess whether it is a false alarm, if it is safe to do so
- (or Deputy Head) will liaise with the emergency services on their arrival and will hand over the emergency site plans (grab bag).

### **Office Staff/Caretaker**

In the event of a fire:

Admin Officer (1) will collect the signing-in book and late signing-in book. When on the school field Admin Officer (1) will check that all adults are present by doing a roll call. If Admin Officer (1) is absent, this role will pass to Admin Officer (2).

Admin Officer (2) will collect gate keys, building keys. Admin Officer (2) will open the gate to the Junior playground and the pedestrian gate to allow access from the Junior building to the school field.

Admin Officer (2) will check the adult toilets in the Infant Building and when on the school field and will assist Admin Officer (1) with the roll call of adult staff.

The Caretaker will check the Assembly Hall building children's toilets.

### **Teaching Staff**

All teaching staff have responsibility for the safe evacuation of children in their charge.

Teachers have a responsibility to know the evacuation procedures. Teaching staff 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 Wardens need to walk the opposite way along corridors.

Teaching staff should always 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 Warden upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a register to check which children are missing.

Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of the 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 Warden.

Under no circumstances is anyone to re-enter the building until the all clear is given.

### **Designated Fire Wardens**

The Designated Fire Wardens are: Head Teacher, Site Manager, Admin Officer (1) and Admin Officer (2).

Designated Fire Wardens will wear a high visibility jacket and make their way along the escape route ensuring the following:

- School gates are opened for access to the school field
- No-one goes back through the school
- All communal areas 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 Warden
- 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 wardens will ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

### **Chief Fire Warden**

A Chief Fire Warden will be the Head Teacher or the Deputy Head, in her absence. The role of the CFW is to co-ordinate the Designated Fire Wardens.

### **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 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 and phone the Fire and Rescue Service on 999. Staff should ensure that children in their care have evacuated to the school field 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 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 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 on the fire exit doors.

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 classroom door behind them and the classroom or office door to the corridor.

Staff and children should move quickly and quietly but do not run.

### **Evacuation Exits and Assembly Points**

| <b>Area</b>            | <b>Main exit</b>                      | <b>Assembly Point</b> |
|------------------------|---------------------------------------|-----------------------|
| <u>Infant Building</u> |                                       |                       |
| Offices                | Main entrance - side door             | School field          |
| Meeting Room           | Main entrance – side door             | School field          |
| Year 1/2 class         | Classroom door                        | School field          |
| Year 1 class           | Classroom door                        | School field          |
| Reception              | Classroom door/Nursery extension door | School field          |
| Nursery                | Classroom door                        | School field          |
| Nursery extension      | Nursery extension door                | School field          |
| Assembly Hall          | Hall fire exits                       | School field          |
| Kitchen                | Kitchen door                          | School field          |
| <u>Junior Building</u> |                                       |                       |
| Year 2 class           | Classroom door                        | School field          |
| Year 3 class           | Classroom door                        | School field          |
| Year 3/4 class         | Classroom door                        | School field          |
| Year 4 class           | Classroom door                        | School field          |
| Year 5 class           | Classroom door                        | School field          |

|                    |                             |              |
|--------------------|-----------------------------|--------------|
| Year 5/6 class     | Classroom door              | School field |
| Year 6 class       | Classroom door - patio door | School field |
| Resource Provision | Classroom door              | School field |
| Sports Hall        | Hall fire exits             | School field |
| Staffroom          | Staffroom door              | School field |
| Sensory room       | Staffroom door              | School field |
| Intervention room  | Junior building main door   | School field |
| Office             | Junior building main door   | School field |

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

All children, staff and visitors will go immediately to the assembly points and children should join their class line. Teachers to count and check pupils present. The office staff will account for visitors.

**Fire Evacuation Plan – Lunchtimes**

For health and safety reasons, it is imperative that children are never left alone in classes during lunchtimes. All staff should be extremely vigilant during lunchtimes in ensuring children are not in the classes without an adult present. If an evacuation is needed at lunchtime the fire alarm will be sounded. The Midday Assistants, under the supervision of the Midday Supervisors, will assemble their classes at the designated assembly point on the school field. The teaching staff should go immediately to the assembly points and take the roll call.

**Dry Lunchtimes**

The Midday Assistants should assemble their class at the designated assembly point on the school field. If there are children in the hall, the Midday Assistants will take responsibility for evacuating the children via the hall fire exits. Staff in the building will check toilets and cloakrooms on their way out of the building.

**Wet Lunchtimes**

The Midday Assistants and pupils to leave through designated exits and assemble at the designated assembly point on the school field.

## Appendix 1

### **Receiving a Bomb Threat Guidance**

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

### **Telephone Threat**

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; or
2. Wants to disrupt normal activities by creating anxiety and panic

**Every threat must be taken seriously and dealt with in such a way as not to create panic.**

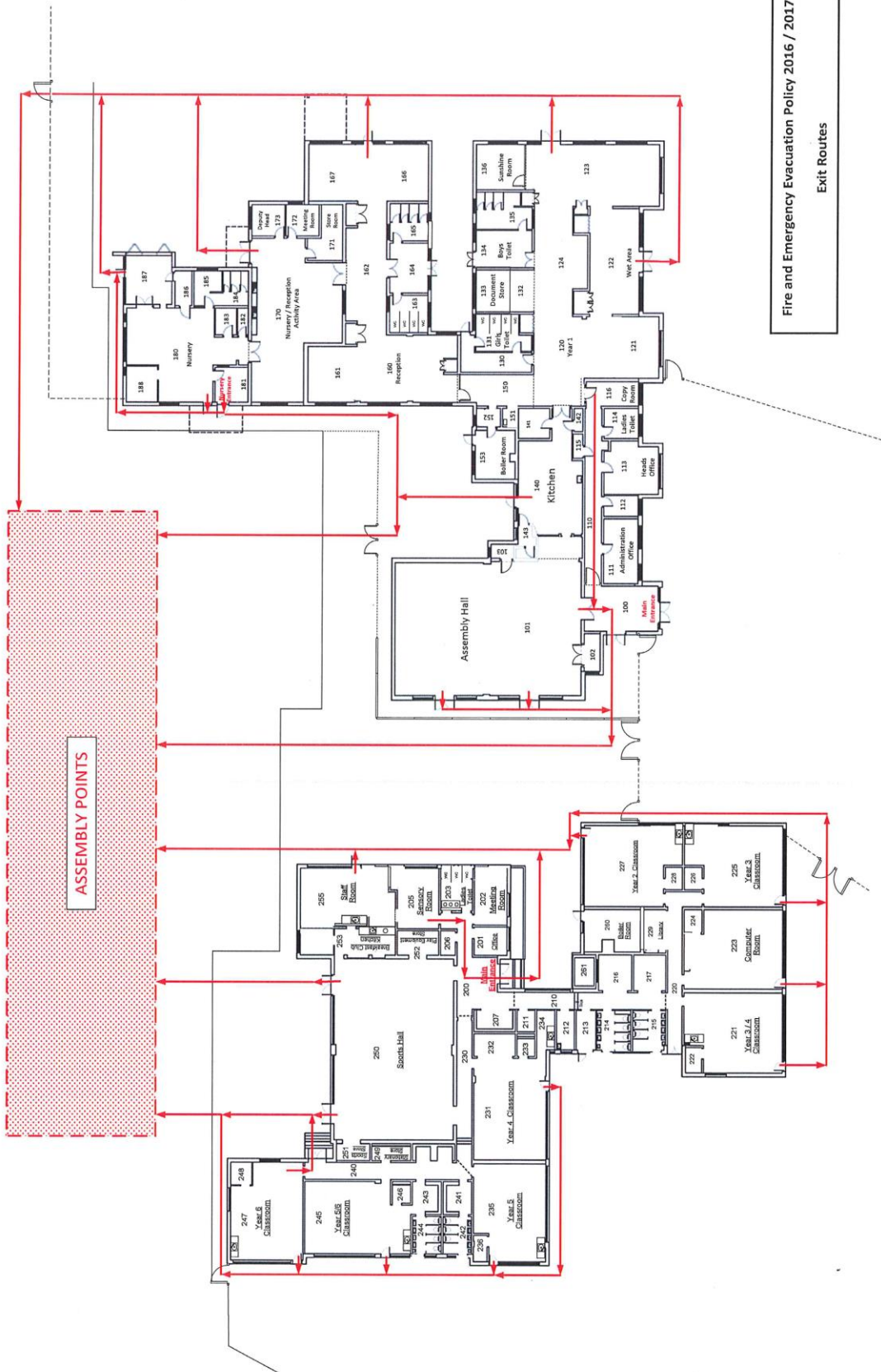
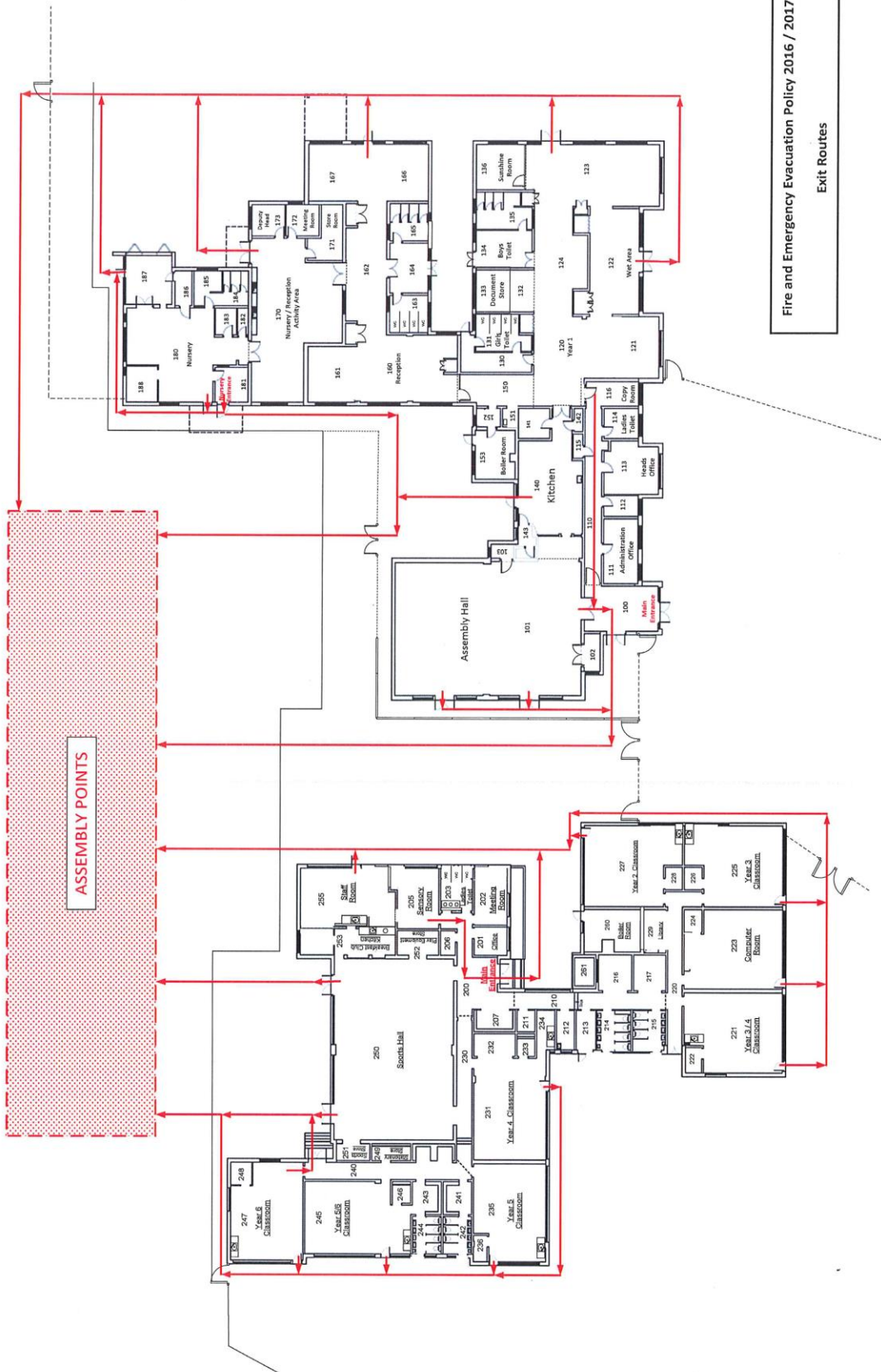
Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.

### **Written Threat**

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

### **Conclusion**

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.



Fire and Emergency Evacuation Policy 2016 / 2017  
Exit Routes