



# FIRE EMERGENCY EVACUATION PROCEDURE

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## 1.0 Aims

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.

### 1.1 Safety for all

Prosperity Children's Services is committed to providing a safe environment for its staff, pupils, visitors and members of the public. Part of this commitment is the provision and management of fire safety systems and procedures to safeguard all persons from death or injury in the event of a fire.

This policy applies to all staff, pupils and visitors who work/attend the school. It should be referred to in conjunction with Fire Risk Assessment undertaken annually by the company's external Fire Risk Assessor partners.

### 1.2 Definitions

PEEP – Personal Emergency Evacuation Plan

## 2.0 Roles and Responsibilities

Should fire break out in the school, it will be the responsibility of staff to:

- Raise the alarm using the nearest break glass
- Evacuate the school safely and swiftly
- Check all pupils, staff and visitors are out of the building

All staff should be aware of the nearest exit not only in the classroom but other areas of the school. Fire evacuation notices and plans area in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm staff will follow the procedures and duties outlined in this policy.

**No-one may re-enter the building until they have been given the all-clear by the Head Teacher, in the case of a fire drill, or Fire Officers, in the case of a fire.**

### 2.1 Sounding 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

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.

### **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 the Designated Fire Warden as soon as possible after ensuring pupils in their care have evacuated to the designated assembly point (situated on the car park). 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 Head Teacher or Fire Officers.

### **What children or visitors should do if they discover a fire:**

Pupils 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.

## **2.2 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 fire exit, and make their way to the relative assembly point. If a PEEP is in place, follow procedures.

## **2.3 Roles and Responsibilities**

The following persons have fire safety responsibility within the school:

### **Head Teacher**

The Head Teacher 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 Lancashire's Health and Safety advice and that repairs are done immediately.

The Head Teacher and Designated Fire Wardens will liaise with the emergency services on their arrival. Depending upon the site of the fire, a Designated Fire Warden will meet the fire services at the site entrance.

The Head Teacher will monitor the evacuation of the premises to the assembly point located on the car park away from the school.

### **Administrator**

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).

The administrator will:

- 1) On hearing the alarm, immediately dial emergency services by dialling 999 and requesting the Fire Service.
  - a. Provide clear information in a calm manner, including school address and school mobile phone number

- b. Respond to the handler's questions with any information known about the potential fire or if it might be a suspected false alarm
- c. Make notes of the call, follow any instructions given

2) Take out:

- School phone.
  - Staff and Visitors book/signing in & out book.
  - Pupil attendance registers.
- 3) Take these documents to tutors outside at the fire assembly point, making sure to leave by the nearest, safe exit. Update the Head Teacher about advice given and next steps.
  - 4) Ensure all registers are completed correctly and collected back in.
  - 5) Report back to the Head Teacher, confirming names of missing pupils, staff and visitors.

### Lead Adult in the classroom

All staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Staff 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. 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 may need to walk the opposite way along corridors. 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 Head Teacher upon reaching the Fire Assembly Point, the pupils will be joined by their tutor who shall take a role call to check what children are missing. Any missing children or staff will be reported to the administrator detailing:

- Name of missing person
- Date and time last seen and by whom

The tutor is then to supervise the class and await further instructions from the Head Teacher. Under no circumstances is anyone to re-enter the building until the all clear is given.

- On hearing the fire alarm, the person managing the class/group/individuals will take the pupils through the nearest fire exit,
- Staff will take any school mobile phones with them,
- Pupils **MUST** be supported to evacuate the building in an orderly manner,
- **NO ONE** should stop to collect any belongings,
- Pupils must be evacuated to the nearest outside assembly point,

- Staff will check pupils' presence against the school register and immediately inform the administrator of the names of any missing pupils.

### **Designated Fire Warden**

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

All staff are trained as Designated Fire Wardens.

The main responsibility of a Fire Warden is to be a 'Last Person' and to check on the main escape routes out of the building. No-one goes back through the school. All classrooms, toilets and kitchen 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 Head Teacher. 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 warden will report immediately to the Head Teacher that the route has been checked.

### **Kitchen Staff**

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

Kitchen staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by the quickest and safest route
- Close doors as they leave
- Assemble at the designated assembly point
- NOT stop to collect personal belongings
- NOT re-enter the building until told to do so by the Head Teacher, or Fire Officer.

### **Non-Employees (including pupils, contract workers and visitors)**

The school will inform non-employees, such as pupils 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.

On arrival all visitors will be informed of fire evacuation procedures.

## 3.0 Procedures

### 3.1 Fire Warning System

Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly.

The main fire alarm panel is situated on the wall at the bottom of the stairs in both the upper and lower buildings. These are serviced annually.

### 3.2 Evacuation Procedures

- all areas have a site specific Evacuation Plan indicating nearest escape route and outside assembly points,
- all staff are issued with a Staff Handbook on their first day. This document contains all Health and Safety information and details of Data and Fire Evacuation procedures,
- visitors and contractors are given advice and are supplied with Fire Safety Information when they sign in the Visitor Book.
- regular fire drills are arranged to take place at least half termly.

### 3.3 Fire Drills

- Fire drills are carried out each half term and logged in the fire log book.
- Staff are not warned in advance in order to maintain authenticity and reduce complacency.
- During a fire drill, office staff / caretaker are to be notified if a practice evacuation is taking place.

### 3.4 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.

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

### 3.5 Key Escape Routes

- All areas have escape routes to the assembly point,
- If necessary, pupils and staff can be evacuated further from the site via the front fire exit near the office/medical room (Lower School building) and guided away from the building (bomb threats/ gas leaks/canal/railway incident etc),

- Fire exit signs are posted on all exits,
- All exits are kept unlocked and clear of obstructions,
- Exits which are locked will have an automatic door release and will open when the fire alarm is activated,
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi-annually,
- The canal is at the bottom of the lower school site and is accessible for the fire brigade as a water source if required.

### **3.6 Fire Fighting Equipment**

The first priority will always be to evacuate the building.

There are a variety of fire extinguishers CO<sub>2</sub>, Water and foam throughout the building (see attached site specific Evacuation Plan). These are visually checked on a rota basis and serviced annually.

Fire extinguishers will only be used where staff have received training and feel confident in their use.

**PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, STAFF SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE**

### **3.7 Evacuation Exits and Assembly Points SEE APPENDIX**

See site specific Evacuation Plan for locations.

### **3.8 Fire Evacuation Plan – Lunchtimes**

All staff should be extremely vigilant during lunchtimes in ensuring children are not in the school buildings without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, sound a whistle and notify staff. Upon which the staff will assemble the classes at the designated assembly point. Staff in the building will check rooms on their way out of the building.

### **3.9 Fire Evacuation Plan- Wet Lunchtimes**

Staff and pupils to leave through designated exits and assemble at the designated assembly point within this plan.

## **4.0 Fire Risk Assessment**

Risk assessments are carried out annually. Risk Assessments are overseen by the Company's designated Health and Safety Officer who will collaborate with the Head Teacher to ensure they and all staff fully understand their roles and responsibilities in relation to health, safety and risk management.

### **4.1 Personal Emergency Evacuation Plan (PEEP)**

- this is an individual plan for means of escape from fire/ emergency for adults or pupils with a disability/mobility issue,
- these are put in place in consultation with staff or pupils who need them,
- the staff member or pupil will follow their PEEP with staff member support,
- all staff will be made aware of any colleague or pupil with a PEEP.

## **5.0 General Fire Precautions**

This term is used to describe the equipment, systems and procedures which are needed to ensure that all people can evacuate safely from the building, in the event of fire or emergency occurring.

The general fire precautions will include:

- pre-planning,
- Fire Risk Assessments,
- Making emergency plans and PEEPS,
- Formulation of fire procedures,
- Fire Drills at least half termly,
- Provision of information, instruction and training,
- Cooperation and coordination with other premises users.

### **5.1 Fire Prevention Measures**

- Good housekeeping and adequate security measures,
- Emergency signs/instructions and emergency lightening,
- Control of contractors working on site,
- Maintenance, inspection and testing of electrical installations and equipment.

### **5.2 Fire Protection Measures**

- Raising the fire alarm,
- Smoke detectors,
- Escape routes, fire exits,
- Firefighting equipment (fire extinguishers and fire blankets),
- Limiting the spread of fire.

### **5.3 Smoking**

It is illegal to smoke the school building. All of our school premises are no-smoking areas.

**ENSURE EVERYONE REACHES A PLACE OF SAFETY, PUTTING THE FIRE OUT IS SECONDARY TO THIS**

## **6.0 References**

Emergency Planning and Response for Education, Childcare, and Children’s Social Care Settings, DfE (updated May 2023)

**6.1 Lockdown Procedures – Silver Birch School**

**6.2 School Emergency Plan (redraft of Business Continuity Plan)**