

Approval:	Headmaster	Audience:	All stakeholders
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Linked Policies:		Lockdown Security Health & Safety	

## Policy for Fire Safety and Evacuation and Emergency Situations

### 1. Purpose

**1.1** The purpose of this policy is to ensure the safety and well-being of all students, staff, and visitors in the event of a fire emergency.

**1.2** This policy outlines the procedures for fire safety education, prevention, and evacuation.

### 2. Scope

**2.1** This policy applies to all students, staff, parents, visitors, and contractors within the school premises.

### 3. Fire Safety Education

#### 3.1 Training

**3.1.1** All staff members will receive annual fire safety training, including the use of fire extinguishers and evacuation procedures.

**3.1.2** Fire safety induction training for all new and temporary staff will be provided.

#### 3.2 Student Awareness

**3.2.1** Fire safety education will be integrated into the curriculum for all year levels.

**3.2.2** The curriculum will emphasise the importance of fire prevention and response.

### 4. Fire Prevention Measures

#### 4.1 Regular Inspections

**4.1.1** Fire safety equipment will be inspected weekly by the Facilities Coordinator, with a record kept in the Fire Safety Log.

**4.1.2** A weekly (out of hours) sound test of the fire alarm will be conducted and recorded in the Fire Safety Log by the Facilities Coordinator.

**4.1.3** The Fire Safety Log will be kept at the main administration office and audited by the Headmaster.

**4.1.4** All fire extinguishers and other safety equipment will be inspected annually by an external contractor, according to local regulations.

## **4.2 Hazard Identification**

**4.2.1** Staff and students are encouraged to report potential fire hazards (e.g., overloaded electrical outlets, blocked exits, faulty equipment) to the Senior Leadership Team immediately.

## **4.3 No Smoking Policy**

**4.3.1** Smoking is strictly prohibited on school grounds.

## **4.4 End of Day Protocol**

**4.4.1** All staff are instructed to switch off all computers, air conditioning, and other electrical items before leaving their classroom or office.

## **4.5 Equipment**

**4.5.1** Fire extinguishers are located on each floor of every building, wall-mounted and clearly visible.

**4.5.2** Fire safety blankets are installed in all kitchens and science laboratories.

# **5. Evacuation Procedures**

## **5.1 Evacuation Routes**

Clearly marked evacuation routes and exits will be posted in every classroom and common area.

## **5.2 Alarm Activation**

**5.2.1** In the event of a fire, the fire alarm will be activated to alert everyone in the building.

**5.2.2** Staff are responsible for ensuring that all students exit promptly, safely and quietly.

**5.2.3** Teachers must take the red fire safety clipboard located in every classroom with them.

## **5.3 Assembly Points**

**5.3.1** Designated assembly points will be established outside the building. Students and staff must familiarise themselves with these locations.

**5.3.3** The School has identified three assembly points:

Assembly Point	Location	Persons Identified
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1	Front of school	Office staff Visitors Cleaners, Security
2	Primary Grass Area	Early Years students and staff Primary students and staff
3	Secondary Basketball Court	Secondary students and staff Foodhouse staff

#### **5.4 Evacuation during break or lunchtimes**

When the alarm sounds, all teachers should assemble at the designated assembly points. The students will have been taught that when they hear the alarm during these times, they are to walk quietly and line up in the classes.

#### **5.5 Evacuation during after school clubs**

**5.5.1** When the alarm sounds, teachers with responsibility for delivering an after school club or tutorial, should line the students up quietly and escort them in single file to the nearest assembly point.

**5.5.2** The teacher is responsible for ensuring that all the students in his/her after school class are accounted for. All other personnel in the school building should leave the premises and assemble at one of the designated assembly points.

**5.5.3** All other students remaining at the school outside the regular teaching hours, but not in a club, should assemble at the usual assembly points. Supervision will be provided by the Teaching Assistants on duty.

**5.5.4** Parents and visitors remaining at the school should assemble at Assembly Point 1.

#### **5.6 Evacuation during presentations, performances or celebrations**

**5.6.1** At the beginning of any ceremony/performance or school event, those attending should be reminded of the procedure for evacuation should the fire alarm sound.

**5.6.2** Students should be led by their class teacher (if possible) to their assembly points.

**5.6.3** Parents/visitors are to evacuate to Assembly Point 1.

#### **5.7 Evacuating those with Special Needs**

**5.7.1** Those people requiring assistance, (mobility impairment, visual disability or

hearing disability) will be escorted out of the building using the nearest exit by the School Nurse at the school.

5.7.2 Students with Special Needs (mobility impairment, visual disability or hearing disability) must have a PEEP (Personal Emergency Evacuation Plan) in place.

## **5.8 Evacuation Drills**

**5.8.1** Fire drills will be conducted once a term to ensure that all individuals are familiar with the evacuation procedures.

**5.8.2** The Headmaster will produce a Fire Drill report outlining the main findings and any areas of concern and development. This report will be shared with all relevant staff.

**5.8.3** Evacuation drills will simulate real scenarios, and various exits will be blocked to encourage staff to identify alternative evacuation routes.

## **6. Responsibilities**

### **6.1 Headmaster**

**6.1.1** The Headmaster will oversee the implementation of this policy and ensure compliance with local fire safety regulations.

**6.1.2** The Headmaster will coordinate training and drills.

### **6.2 Facilities Coordinator**

**6.2.1** The Facilities Coordinator is responsible for checking all alarms and equipment weekly.

**6.2.2** The Facilities Coordinator will arrange external checks according to local regulations.

**6.2.3** In the event of a real fire, the Facilities Coordinator is responsible for informing the Fire Department and the surrounding neighbours.

### **6.3 Staff**

**6.3.1** All staff members are responsible for knowing the evacuation routes and procedures, supervising students during drills, and ensuring a calm and orderly evacuation.

**6.3.2** All staff members should ensure that everyone has left the classroom and that the door is closed.

**6.3.3** The School does not use Fire Wardens to sweep corridors and classrooms/toilets as this may hinder the evacuation. The names of those not accounted for should be given to the Fire Department.

### **6.4 Students**

Students are expected to take fire safety education seriously, follow instructions during drills and emergencies, and report any fire hazards to a teacher.

## **7. Post-Evacuation Protocol**

### **7.1 Headcount**

**7.1.1** Once at the assembly point, staff will call the Fire Register to ensure all students are accounted for.

**7.1.2** If all students are accounted for, the teacher will hold up a green laminated card. If a student is not accounted for, the teacher will hold up a red laminated card and wait for a member of the Senior Leadership Team to assist.

**7.1.3** The Headteacher of each phase will cross check to the Office Manager for any students absent on the day.

**7.1.4** Once the Headteacher is satisfied that all students and staff are accounted for they will inform the Headmaster.

**7.1.5** The Office Manager is responsible for checking all office, cleaning and security personnel. The Foodhouse Manager will check all Foodhouse employees and inform the Secondary Headteacher that all staff are accounted for.

**7.1.6** Communication between the Senior Leadership Team will be via a Walkie Talkie app on mobile phones.

**7.1.7** In the event of a student or member of staff being unaccounted for in a real fire, the Fire Department will be informed.

### **7.2 Emergency Services Notification**

The Facilities Coordinator will notify emergency services and provide information about the situation.

### **7.3 Communication**

In the event of a real fire, the School will communicate with parents regarding the incident and the safety of their children.

### **7.4 Returning to class**

Only when the Headmaster has received the 'all-clear' instruction from the Facilities Coordinator will classes be instructed to return to class.

## **8. Moving off-site**

**8.1** In the event of a real fire it may be necessary to evacuate to an off-site location. The School has identified its off-site football pitch as the location.

**8.2** The Headmaster will give the instruction via the walkie-talkie to Headteachers and the Office Manager to move to the off-site assembly point. Secondary students and staff will leave the main site via the fire exit adjacent to the library. If it is safe to do, Early Years and Primary students and staff will exit via the same route. However, it may be necessary for

them to leave via the front of the school. All office, security and cleaning personnel visitors will leave via the front of the school.

**8.3** Students will be expected to walk in single file in silence. Security staff will ensure that the side road adjacent to the school is closed to traffic.

## **9. Bomb Threats**

**9.1** If a bomb threat is received or any suspicious package is noticed, the Headmaster should be immediately notified.

**9.2** The Headmaster will contact the police for advice as to whether the school should be evacuated but the decision to evacuate ultimately lies with the school. The signal and procedure for evacuation will be as normal.

**9.3** In the case of a bomb, an evacuation point of at least 500m away from the premises has been identified, (off-site football field).

## **10. Gas Leaks**

**10.1** If gas is smelt or if there is any suspicion of a gas escape then the following procedure should be followed:

- Open all doors and windows
- Inform the Headmaster who will contact the Facilities Coordinator
- All gas installations in the Secondary Science Department have automatic gas sensors and shut off switches to cut off the gas supply. - The main Kitchen has automatic gas sensors and shut off switches to cut off the gas supply. The adjacent gas store has a manual shut off valve.
- Check that all gas appliances/gas taps are switched off before resetting the shut off switches and resuming the gas supply.

**10.2** If the gas leak continues, it may be necessary to evacuate the school following the normal fire drill procedures. This decision will be made by the Headmaster who will sound the fire alarm.

## **11. Earthquakes**

### **11.1 Earthquake Preparedness:**

All students, staff, and visitors should familiarise themselves with "Drop, Cover, and Hold On" procedures:

- **Drop** to your hands and knees.
- **Cover** your head and neck with your arms, and seek shelter under a sturdy table or desk if possible.
- **Hold On** until the shaking stops.

## **11.2 During an Earthquake:**

### **11.2.1 Indoors:**

- Drop, cover, and hold on immediately. Stay away from windows, glass, and any heavy objects that could fall.
- If you are in a doorway, stay in it and protect your head. Do not attempt to leave the building unless it is clear that it is unsafe.

### **11.2.2 Outdoors:**

- Move to an open area away from buildings, trees, light poles, or power lines. Drop to the ground and protect your head.

### **11.2.3 In a Vehicle (in the event of travelling to/from an educational visit)**

- Pull over to a safe location, away from overpasses, bridges, and trees. Remain in the vehicle with your seatbelt on until the shaking stops.

## **11.3 Post-Earthquake (evacuation)**

- After the shaking stops, the designated evacuation signal will be given (sounding of the fire alarm). Evacuate the building calmly and quickly through the nearest safe exit, following established evacuation routes.
- If an aftershock occurs, drop, cover, and hold on again. Wait for further instructions from staff or emergency personnel.
- Follow the same procedures as outlined in Section 5 onwards of this policy.

## **12. Monitoring and Review**

**12.1** This policy will be reviewed annually and updated as necessary to reflect changes in regulations, procedures, or best practices in fire safety.