



## **Fire and Evacuation Policy**

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## FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire / emergency evacuation and lockdown procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

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 building.

Fire drills are carried out each half term and logged in the fire logbook. Staff are not warned in order to maintain authenticity and reduce complacency. During a fire drill, Office staff / Caretaker are to notify 'Custodian' (08448791706) when a practice is taking place.

### Sounding of the alarm

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

- Fire emergency
- Lockdown 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 an emergency where the evacuation or lockdown 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. The lockdown alarm is in Student Services, with a repeater alarm in main reception.

### 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. Please see the attached GPEEP and map of school including zones

### Roles and Responsibilities

The following persons have fire safety responsibility within the school:

**Headteacher:** The Headteacher will ensure there is a Fire Safety Risk Assessment and that preventative and protective measures are in place. That all maintenance checks are carried out in line with Peterborough's Health and Safety advice and that repairs are done immediately. The Headteacher (Or Deputy Headteacher) and site staff will liaise with the emergency services on their arrival.

### Office staff

In the event of a fire, Office staff will collect and take out:

- Class Fire List registers – Give to Teachers

- Visitor Inventory printed report – check all visitors accounted for
- Staff Inventory printed report – check all staff accounted for. All staff are required to sign in and out at the main reception upon arrival and departure.
- Emergency Grab pack containing building plans (highlighting electric / gas / boiler points)
- Gate keys – Open the gate for emergency services
- The blue trips folder

The office staff will open the front door and lock as opened. Release the front gate and lock as open and open the staff car park gates.

**Staff:** all staff are classified as ‘Fire Wardens’ as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure that the students 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 (G -General PEEP). (Appendix 1- Students with PEEP’s as at September 2020) These will be in place for children who may have trouble in evacuating the building by the designated escape route due to physical barriers e.g. steps. The GPEEP will clearly state what is to happen to those students.

If a student or staff member has not had to put a GPEEP 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 if any children are missing.

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

- name of missing person
- time last person seen and by whom
- Any other information on the person e.g. behavioural, medical

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:** Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training. The **Designated Fire Wardens (DFW) are:** Tom Goymour and John Sharpe. The main responsibility of a DFW is to:

- be a ‘Last Person’ check on the main escape routes out of the building.
- ensure no-one goes back through the school.
- ensure 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.

DFWs must 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 DFW should be informed that the route has been checked and anything observed.

**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 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.

#### 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 a DFW.
- Evacuate any students in their care to the playground designated assembly point.
- Call 999
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident that 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 Headteacher or Fire Officers.

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

- Students 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 exit. These are clearly marked near the exit doorways.
- Staff responsible for students should ensure that all students 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.
- In the event of an emergency evacuation and during scheduled practices staff and students should, move quickly and quietly but do not run.

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

- All students to line up, staff to count and check students present.
- All students, staff and visitors will go immediately to the assembly point and students should join their class line.

#### Fire Evacuation Plan - Lunchtimes

For health and safety reasons, it is imperative that students are never left alone in classes, quiet rooms or library during lunchtime. All staff should be extremely vigilant during lunchtimes in ensuring students are not in rooms without an adult present. If an evacuation is needed at lunchtime, the fire alarm will sound as usual upon which the staff will assemble their classes at the designated assembly point, take roll call and count students.

#### **Dry Lunchtimes**

Staff are to assemble their class at the designated assembly point on the playground. If there are students in the hall, the members of staff on duty will take responsibility for evacuating the students via the hall fire exits. Staff in the building or class bases will check toilets and class bases on their way out of the building.

#### **Wet Lunchtimes**

All staff and students leave through designated exits and assemble at the designated assembly point.

#### **After School (From 3.30pm)**

- All staff and students who are still in school leave through the designated exits and assemble at the designated assembly point.
- The office staff take out the staff / visitor signing in / out registers along with the after-school club list.

Appendix 1

**GENERAL PERSONAL EMERGENCY EVACUATION PLAN (GPEEP)**

<b>Identified students requiring additional time/support due to impaired mobility:</b>	For confidentiality names have been removed. Names are available to staff.
<b>Buildings covered by this plan:</b>	Main School: Zones 1 – 5, Room 10, Room 11, Inclusion Room, Intervention Room, Food Technology Room Mobile Classroom: Room 1 + 2 Bungalow Post 16 Block: Zones 6 + 7

<b>ALARM SYSTEM:</b>		
Students are informed of an emergency by: (tick all that apply)		
Existing Alarm System	<input checked="" type="checkbox"/>	Any other notes or comments: Flashing lights fitted in disabled toilets (Visual Alarm System)
Visual Alarm System	<input checked="" type="checkbox"/>	
Staff Member	<input checked="" type="checkbox"/>	
Other: Please Specify	<input type="checkbox"/>	

<b>DESIGNATED ASSISTANCE:</b>		
The following people have been designated to give assistance to students to get out of the school buildings:		
	<b>Names</b>	
1.	Class Teacher (will decide who will lead class out and who will assist student with impaired mobility)	
2.	Class Teaching Assistant	
3.	Inclusion Team	
We have decided on pre-arranged meeting points for all locations:		<b>YES</b> <b>NO</b>
Fire Assembly Point: Middle Playground		<input checked="" type="checkbox"/> <input type="checkbox"/>

<b>EQUIPMENT PROVIDED:</b>		
I need to use the following equipment: (please tick all that apply)		
Wheelchair	<input checked="" type="checkbox"/>	Any other notes or comments: Training needed? Y / N
Hoist	<input type="checkbox"/>	
Guide/Adult Assistance	<input checked="" type="checkbox"/>	
Other: Walking Frame	<input checked="" type="checkbox"/>	

**Students needing the equipment as listed above to be available in the following places:** Outside classroom door / within the classroom where student is working.

<b>CONFIRMATION OF USE OF EQUIPMENT:</b>	<b>YES</b>	<b>NO</b>
The students understand how to use the evacuation equipment:	✓	
The students need further training on the use of evacuation equipment:		✓

<b>EVACUATION PROCEDURE:</b>	
These are step by step instructions beginning from the sound of the first alarm:	
1.	Class teacher will make a judgement as to who will lead out the class and who will assist anyone with impaired mobility.
2.	Staff assisting any impaired mobility students will assist transfer from classroom equipment (e.g. specialist chairs) to evacuation equipment.
3.	Staff will lead impaired mobility students outside the building via the *advised evacuation routes as follows:
4.	Zone 1: Exit through main school entrance at reception.
5.	Zone 2: Exit through external community café door.
6.	Zone 3: Exit through side entrance (staff) by pushing emergency release button.
7.	Zone 4: Exit through external ICT Suite door.
8.	Zone 5: Exit through external corridor door.
9.	Zone 6: Exit through post 16 entrance.
10.	Exit through marked external fire doors from the following areas (marked EXIT on zone map): Mobile room 1, Mobile room 2, Bungalow, Room 10, Room 11, Food Technology room, Intervention Room (ASy Office), Inclusion/Horticulture Room
11.	Inclusion Team to assist evacuation of building when available.
12.	Upon reaching designated assembly point, class teacher to inform member of SLT so that they can check appropriate exits to ensure that students are safely out of the building and shout can go out for registers.

\*Advised evacuation routes ensure ramp access (where needed) and allow students with impaired mobility additional space by avoiding busy exits.

<b>AWARENESS OF PROCEDURE:</b>	
Copies of information about the emergency evacuation procedures are available:	
In Braille	
In British Sign Language	
In Print	✓
In Large Print	✓
Digitally	✓
Any other notes or comments:	

<b>CONFIRMATION OF RECEIPT AND USE OF PEEP:</b>
The GPEEP will be updated annually, keeping it as accurate as possible. Any changes in circumstance affecting the mobility of students will prompt a review.
The data provided on this form will only be available to Marshfield's staff, who may need to use it for the purpose of ensuring the health and safety of students in school. It may

also be shared with supply staff and the emergency services if necessary. It will be stored in accordance to the Data Protection Policy.	
Signature of Assessor:	Signature of SLT:
Date:	Date:



**MARSHFIELDS SCHOOL  
FIRE / EVACUATION PROCEDURE**

**PLEASE NOTE: ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE:** E.G. Fire, Gas leak, Bomb alert:

It is imperative that all fire doors remain closed and that fire exits are used only in the event of an emergency. They should remain closed at other times.

**IF YOU DISCOVER A FIRE:**

**Immediately operate the nearest fire point** by depressing the glass panel. There is approximately a six second delay before the alarm will sound.

**ON HEARING THE ALARM:**

ALL STAFF and visitors to the school immediately evacuate the building taking students / young people in their charge through the **nearest available fire exit**.

**STAFF RESPONSIBILITIES:**

ALL staff are responsible for **sweeping the areas that are part of their evacuation means of escape**. They should ensure that those areas are clear of students / do not back track and do not wait for or allow students to collect belongings.

**OFFICE STAFF:**

Office staff are responsible for: **Calling the emergency services, Opening the car park gates, Collecting the registers, visitors book and Grab bag and taking them to the assembly point;** exiting the building through the nearest available emergency exit.

**ASSEMBLY POINT:**

The assembly point is the Middle yard where class tutors will collect Fire lists from office staff and a roll call will be taken. Fire Lists to be returned to Office staff.

Students will line up in form rows towards the end of the yard and face away from the building. Headteacher and / or senior member of staff will keep charge of the assembled students. They will verify that the Fire and Rescue have been called and that there are no missing persons.

**In the event of a missing person DO NOT go back into the building.** Notify the Headteacher / Senior Leader who will aim to locate the whereabouts in order to inform the Fire and Rescue Service on arrival.

**In the event of it not being possible to re-enter the main school building the whole school will evacuate to the Post 16 building and / or the area behind and wait further instructions.**