



Fire Emergency Policy for Secondary Department

Author:	Headteacher	Updated:	September 2012
Reviewed by:		Review Date:	September 2016
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Aim and purpose

The aim of this plan is:

- To ensure that the people who work at Blanche Nevile School know what to do in the event of a fire.
- To ensure that all people within the school building including members of the public, ancillary staff and temporary staff are safely evacuated in the event of a fire.
- To form a basis for the training of staff.

This plan only covers fire and is based on the school Fire Risk Assessment. The Health and Safety Committee will review it at least annually or sooner if the need arises. The assessment and this plan will be made available to all employees and their representatives.

Procedure in the event of fire

Alarm sound

The alarm is a high pitched siren which is easily recognised. The alarm will be tested every week. The alarm will be initiated from different call points each week to ensure their correct functioning. The School Office will keep test records. The aims of the tests are:

- To test the system.
- To ensure the alarm (sounders) covers the whole building.
- To familiarise staff and visitors with the sound of the alarm.
- To ensure that fire doors held open on magnetic catches close adequately.
- Flashing Lights alarm –Our fire maintenance company, Gents, test the flashing lights every three months in addition to the classroom sprinklers in the ceiling.

Actions on discovering a fire (all occupants).

Fire action notices are prominently displayed at key points throughout the building.

Actions to be taken by person(s) who discovers a fire:

- Raise the alarm by alerting those near-by and operating the nearest red fire call point / break glass.
- Dial 999 and inform Brigade.
- Leave the building by the nearest exit.
- Report to the assembly point located in Fortismere playground.
- Do not stop to collect personal belongings.

- Do not use the lift.
- Do not re-enter the building until you are told that it is safe to do so.

Assembly points

Once clear from the building all personnel are to assemble at the appropriate point in the school playground

Actions on discovering a fire (additional specific tasks).

Headteacher

In the event of the fire alarm sounding, the headteacher or their appointed deputy will:

- Telephone the emergency services
- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status.
- Report the evacuation status to the person in overall charge of the scene. This may be a fire brigade officer. In the event of a person or persons being reported as being still in the building, alert the fire authorities as soon as possible.

Fire Wardens

- Ensure their area has been evacuated
- Notify the Headteacher of the evacuation status

Teachers and Support Staff

- On hearing the alarm escort students to the nearest fire exit.
- Ensure students remain together and leave in an orderly fashion.
- Lead party to the assembly point.
- Conduct a role call to ensure all are present.
- Report status to the Headteacher or their appointed deputy.

Main reception staff / office staff

The person on main reception will:

- Take the visitor's book and class registers with them (if safe to do so).
- On arrival at the assembly point report to the Headteacher or their deputy.
- Make the visitors book, containing a copy of this emergency plan, available to the person in charge.

Other staff members

- On hearing the alarm leave by the nearest exit.
- Ensure that any people you meet on the way are ushered to the exit with you.
- Report to the assembly point.

Evacuation of people with mobility problems

- Wherever possible those with mobility problems should be assisted to evacuate the school following their personal evacuation plan
- Under no circumstances should the disabled lift be used in the event of a fire.

Arrangements for summoning the fire service

On hearing the fire alarm, The Headteacher, or in their absence their deputy, will telephone the emergency services. In the event of a confirmed false alarm you should report this immediately to the Headteacher who will inform the fire service.

Arrangements for the safe evacuation of contractors and other visitors.

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes.
- Sign in, in the visitors' book to acknowledge that they have received this information.
- Sign out on departure.
- In the event of an evacuation the person on reception will take the visitors book with them to the assembly point.

Fire fighting equipment & emergency information.

The map attached shows:

- The location and type of fire fighting equipment available throughout the building
- The location of the fire control panel
- Smoke and heat detectors
- Emergency light units
- Electricity mains switch
- Water main stop cock
- Main gas shut off valve (and local valves in large kitchen areas)
- A copy of this emergency plan, including the map, is to be kept in the visitors' book.

Fire fighting equipment is maintained under contract on an annual basis. The Headteacher will monitor these arrangements.

Training

Induction

The Headteacher will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.

At induction employees and temporary staff will tour the building and be shown the location of fire fighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way. They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

General

Continuation training based on this plan will be carried out following each of the practice evacuations that will be held each term. The Headteacher, her deputy and all fire marshals will closely monitor each evacuation highlighting and recording any problems or observations. Each practise evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual in at least one per year. Debriefing sessions will be held immediately following each practise evacuation.

Specific

- All staff will take the on-line fire safety module within the SmartSafe package.
- The Fire Marshal Team, using Smartsafe, maintain the fire risk assessment and manage fire-related issues for the premises.
- Fire wardens will be trained in fire precautions and the use of fire extinguishers. They will also receive specific detailed training for their role with refresher training taking place each year.
- Key staff members may be asked to attend a fire precautions course so that they are competent in the use of fire-fighting equipment. Refresher courses will take place every 3 to 5 years.

Records

The Headteacher is responsible for all records, which will be maintained by the following personnel:

The Headteacher:

- A record of all training including induction (include date, nature of the training & who attended).

The Business Manager:

- A record of the dates and times of evacuation drills and observations / comments on their outcome.
- The maintenance of fire-fighting equipment.
- The maintenance of emergency lighting
- An up to date site plan.
- Records of electrical servicing.
- Records of maintenance of fire warning systems (heat detectors, smoke detectors and the alarm system).
- Details regarding hazardous chemical storage, flammable liquids, gases or any other hazardous materials being stored or used on the premises. This should include specific information such as the type of fire fighting equipment to be used, dangerous emissions when on fire etc.

Appendix I

FIRE WARDENS: AREAS OF RESPONSIBILITY

Veronica Held	First Floor and Classrooms
Teressa Willis / Jeffery Drew	Ground Floor, Classrooms, Toilets
Deborah Lissowski	Office and admin area