

ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Fire/major alert action plan

School evacuation procedures

The School Fire Co-ordinator is to be the Headteacher. Out of school hours and during Lettings activities, the Co-ordinator is Mr Reg Hamilton the site manager. All staff should make themselves familiar with the Fire Action Plan.

1. Procedures in case of Fire

Raising the alarm:

If any person sees a fire, the alarm should be sounded immediately by breaking the glass on the nearest alarm call point. The **school administrator** shall call the Fire Brigade if the alarm is sounded, unless immediately informed that it is a practice alarm. In the absence of the admin officer, the **site manager** shall make the call.

2. Evacuation:

When the Fire Alarm sounds: -

Every person in school should leave the building by the quickest possible route quietly.

The member of staff in charge of a class should check that the area is safe before sending the pupils out and be the last person to leave the room, taking the class register with them if possible, **having ensured that all doors have been closed.** Pupils must not take any belongings (bags etc.) with them, or stop to put on coats.

Movement of pupils along corridors and exits should be quiet. All classes should assemble in the playground pupils should wait quietly in register order in their group lines in single file.

All classes to assemble at the appropriate **Muster Point** in Playground. (See attached layout).

If a class is in the hall when the fire alarm sounds they must use the nearest fire exits. If children are in intervention/booster groups they should leave with the staff member they are working with and line up in their own class position in the playground. (See attached layout).

The school administrator or one of the other office staff should bring the visitors signing in book and registers to **Muster Point** Office staff must leave the building by the nearest exit and assemble in the playground.

Class teachers should do a children head count and then call the registers if available, reporting any absences **to the Headteacher.**

The **office staff will take the Visitors' book with them. All visitors, parents should report to the school administrator and non-teaching staff should report to the class teacher they are working with.**

If the evacuation is a practice, and the whole school has been accounted for; the Head will dismiss everyone. Pupils should then be returned to their classes.

If the **Fire Brigade** has been called, then no one is to re-enter the premises until the **Fire Officer in charge** has declared it safe to do so.

The **site manager** should ensure that the main gates are opened and that access to the playground is clear of obstruction.

Location of fire:

On completion of the evacuation, the person sounding the alarm should go to the **Muster Point** (and report the location of the fire to the **Fire Co-ordinator** who will, in turn, inform the Fire Brigade on their arrival).

Fire practice:

Evacuation procedures will be practised **without warning at least once each term,** at various times. Details of the time taken and any problems exposed are to be noted by the Fire Co-ordinator and rectified.

3. General

Classroom teachers and primary office users,

- a) ensure that **Fire Notices are prominently displayed in all rooms.**
- b) check periodically that the fire equipment in the room or near it (as described on the Fire notice) is in its proper place and appears functional.
- c) **report or take action** to resolve instances of damaged fire doors/self closures, etc. on their primary exit route.

The fire alarm system is to be tested, individually and collectively, by the site manager once a week and recorded in the logbook.

The site manager will ensure that extinguishers and other fire safety apparatus are fully functional and in the correct place at all times. Any defects seen or suspected by any person are to

be reported in writing and a copy given to the site manager responsible either directly or via the school office.

Any potential fire or other hazard should be reported immediately to the school office for appropriate action.

All Fire Exits Escape Routes and Appliances must be kept clear of furniture and other obstructions at all times.

MAJOR ALERT

In case if a major alert, follow the procedures outlined previously, then the HT/DHT/senior teacher will decide whether it is necessary to evacuate the site completely **once the registers have been taken.**

Should this be necessary:

- the welfare assistant will ensure that the church hall key, pens and a whistle are bought outside
- All classes leave through the Grenoble Gardens gate to St. Cuthbert's church in Wolves Lane
- Classes will line up in register order on the grass area at St. Cuthbert's church
- Registers will be called again and the H/DHT notified immediately if anyone is missing
- If they are already parents there, the class teacher will give permission for them to take their children, then they will mark the register accordingly by crossing the 'present' mark diagonally
- Staff to take children into the church hall, where they should be seated in class lines initially
- As parents/carers arrive, their class teacher will dismiss children. The register must be marked each time a child is dismissed.

Note: All children must be taken to the church. They may not be collected en route by parents/carers but will be dismissed from the church hall.

Reviewed: Summer 2018
Presented to Governors: Summer 2018
To be reviewed: Summer 2020