

BILBROOK CHURCH OF ENGLAND MIDDLE SCHOOL FIRE EMERGENCY PLAN



FIRE AND EMERGENCY EVACUATION PROCEDURES

PUBLIC PREMISES

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

1. ACTION WHEN THE FIRE ALARM SOUNDS

You need to detail here what action members of staff including those with specific responsibilities shall take when the fire alarm sounds.

- The office staff will call the emergency services.
- The Headteacher, or in her absence, the Deputy Headteacher, will raise the barrier to allow access to the emergency services.
- The site supervisor and the Resource Manager will do a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors in the corridors. In the event of their absence, the sweep is conducted by the Deputy Headteacher and one of the Assistant Headteachers.
- All members of staff will take responsibility for the evacuation of the building in the following way:
 1. Keep pupils calm.
 2. All pupils must be quiet and walk, not run, during the evacuation.
 3. Pupils must be led quietly to the nearest exit indicated on the plan. Pupils should not stop to pick up bags or go to the cloakroom.
 4. If possible, classroom doors should be closed.
 5. Follow the 'Green Exit' signs, or use the nearest available exit.
 6. The school assembles on the top playground. Pupils line up in tutor groups, in register order, with their form tutor.
 7. Office staff carry out: the registers, visitors book, pupil late book, signing out book and medical accident book, and the staff in/out boards.
 8. Form tutors check the register and report to the Headteacher and/or Deputy Headteacher as correct, or the names of missing pupils. This is cross referenced with the other books before a search is organised.
 9. Designated teaching assistant checks teaching assistant attendance and reports to headteacher/deputy headteacher as correct or the names of any missing member of staff.
 10. Office staff check staff attendance and visitor attendance and report to headteacher/deputy headteacher as correct or the names of any missing member of staff.

DISABLED PERSONS

- Disabled pupils are the responsibility of the designated teaching assistant or teacher. They will be evacuated through the nearest designated fire exit.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit.
- The evacuation from the building of any disabled person will be given first priority.

2. ACTION ON DISCOVERING A FIRE

You need to detail here what action members of staff including those with specific responsibilities shall take if they discover a fire.

- On discovering a fire
- Raise the alarm by breaking the glass at the nearest 'fire call' point.

- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
 - All other staff will then follow the procedures detailed under Section 1.
- 3. SUMMONING THE FIRE & RESCUE SERVICE**
You need to detail here what action members of staff including those with specific responsibilities shall take when summoning the Fire & Rescue Service.
- The office staff will dial 999 to call the fire service. Other emergency services will be called if necessary. This will be co-ordinated with the office staff at Lane Green First School if necessary.
 - The Headteacher or Deputy Headteacher will raise the barrier on the school drive to allow access to the emergency services.
 - In the event of any casualties, these will be looked after by the designated first aid person, who will have the responsibility for liaising with the ambulance service.
- 4. ROLL-CALL**
You need to detail here what action members of staff including those with specific responsibilities shall take when undertaking the roll-call.
 The details of the roll call are set out in Section 1.
- 5. FIRE DRILLS**
You need to detail here the premises arrangements for carrying out fire drills.
- Evacuation drills are carried out once each half term.
 - The drills are carried out jointly with Lane Green First School.
 - The site supervisor has responsibility for keeping records of the drills, and detailing any further action required.
 - The site supervisor and the Headteacher have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
 - The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
 - Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.
- 6. STAFF ABSENCES**
You need to detail here what action is taken if members of staff who have predetermined duties in the event of a fire are absent from work.
- If the Headteacher is absent, her duties are taken over the Deputy Headteacher.
 - If the site supervisor or the Resource Manager are absent, their duties to sweep the building, redirect the evacuation, and close fire doors in the corridors are taken over by the Deputy Headteacher and Assistant Headteachers.
 - If one of the office staff is absent, their duties are taken over by the other office staff.
- 7. VISITORS AND CONTRACTORS**
- All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.
 - In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
 - Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 - action to be taken on hearing the fire alarm or discovering a fire;
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
 - the location of fire fighting equipment and fire alarm call points in relation to the area of their work.

- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.
- Persons who organise evening events will be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

You need to co-operate and co-ordinate with any other employer/organisation sharing the same premises as you and detail the joint arrangements for maintaining fire precautions.

- This school shares the site with Lane Green First School and with County Catering Services. The schools have a joint fire alarm system and a fire in any part of the building will sound the alarm across both schools. Each school has its own systems to evacuate their buildings.
- County Catering Services staff will evacuate to the front of the building and inform the site supervisor, or the Headteacher of Bilbrook Middle School, as correct or the names of any missing member of staff.

10. EVACUATION ROUTES

- Evacuation routes will be kept free from obstruction and adequately and clearly marked.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

11. FIRE ALARM TEST

You need to detail the premises arrangements for testing the fire alarm system.

The fire alarms are tested once a week by the site supervisor, and records are kept. The site supervisor has responsibility for reporting any defects and ensuring they are repaired.

12. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

This document will be brought to the attention of staff and any temporary workers at the school.