



# WonderStar

INDEPENDENT SCHOOL

## Wonder Star School

### Fire and Emergency Evacuation Procedure

<b>Policy Document Title</b>	Fire and Emergency Evacuation Procedure
<b>Publication Date</b>	September 2024
<b>Review Date</b>	September 2027

**Please also refer to the ‘Fire Emergency Procedure’ document.**

### **Introduction**

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.

### **Aim**

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

Fire drills are carried out each half term and logged in the fire log book. Staff are not warned in advance in order to maintain authenticity and reduce complacency. During a fire drill, the Head Teacher is to notify when a practice evacuation is taking place.

## Sounding of the alarm

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

- Fire 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 any emergency where the evacuation 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 fire alarm will automatically sound if smoke is detected by the sensors or, if a fire is detected in the main sports hall, by breaking the glass in the alarms.

## 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. If a PEEP is in place, follow procedures.

## Roles and Responsibilities

The following persons have fire safety responsibility within the school:

**Head Teacher:** The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. They will ensure all maintenance checks are carried out in line with the YPCC trustees and Health and Safety advice - and that repairs are done immediately. The Head Teacher and Designated Fire Warden will liaise with the emergency services on their arrival.

Depending upon the site of the fire the Designated Fire Warden will meet the fire services at the site entrance.

The Head Teacher will take out:

- School phone.
- Staff and Visitors book/signing in and out book.

**Teachers / supporting staff:** All teaching staff complete 'Fire Safety' training during induction which is refreshed annually – 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 the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom or learning area is never obstructed or blocked.

Teaching 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.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers.

The PEEP will clearly state what is to happen to those children. If a child or staff member has had to put a PEEP into action, this must be reported to Head Teacher upon reaching the Fire Assembly Point, the staff member in charge of the class shall take a role call to check what children are missing.

Any missing children or staff will be reported to the Head Teacher detailing:

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

The staff member in charge of the class is then to supervise the class and await further instructions from the Head Teacher or the Designated Fire Warden. Under no circumstances is anyone to re-enter the building until the all clear is given.

**Designated Fire Warden:** Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

- The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.
- No-one goes back through the school.
- All classrooms/learning areas are checked for people with a verbal shout, 'Anyone there?' and a visual inspection.
- 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 Designated Fire Warden.
- They do 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 Designated Fire Warden will report immediately to the Head Teacher that the route has been checked

**All other staff:** All other adults will cooperate in the emergency procedures in event of a fire.

**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 the Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly point (back of the playground).

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting 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 Head Teacher or Fire Officers.

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

Children 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 fire exit. These are clearly marked near the fire exit doorways. Staff responsible for children should ensure that all children 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. Staff and children should move quickly and quietly but do not run.

## **Fire Evacuation Plan – Lunch times / Play times**

All staff should be extremely vigilant during lunchtimes in ensuring children are not in the classes/learning areas, without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!'

Staff will assemble the classes at the designated assembly point. In the absence of the teaching staff, supporting staff should take responsibility for the roll call and counting the children. Staff in the building will check toilets, learning areas, kitchen and office on their way out of the building.

## **CONTACTS:**

EMERGENCY SERVICES: **999**

EMERGENCY GAS TRANSCO FREE PHONE: **0800 111 999**

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