

Tiverton Academy

Fire and Emergency Evacuation Policy



2022-2023

To be reviewed Sept 2023

Fire and Emergency Evacuation Procedures Policy

This fire procedure policy outlines the procedures at Tiverton Academy for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

Its contents should be drawn to the attention of new members of staff.

Responsibilities:

Supervisor of evacuation/evaluation of procedures – Principal.

Sweep of building – Designated Fire Marshalls:

- Debbie Norbury (Principal)
- Adrian Green (Premises Manager)
- Tracey Dunn (Vice Principal)
- Eleanor McGovern

Distribution of registers, accounting for visitors – Office Admin (Dawn Gaskin)

Roll call – teachers

Return of registers – collected by Office Admin

Main Duties of Premises Manager

To manage fire safety within the school premises by ensuring:

- a fire risk assessment is completed and that the control measures identified in the risk assessment are shared and implemented;
- a fire log book is kept up to date;
- fire alarms and emergency lighting is tested every half term;
- housekeeping standards are high;

- fire evacuations take place every term;
- contractors sign in and are made aware of fire evacuation procedures;
- fire risk checklists are completed annually.

Fire Tests and Checks –

Daily

- Exits and routes to remain unobstructed (on arrival)
- Exit doors Unlocked (on arrival)
- Exit and windows adequately secured (on leaving)
- All fire doors closed (on leaving)
- Check door closers all in order

These checks are the responsibility of the Premises Manager.

Weekly

- 8am every Monday - Test fire alarm systems (record in Fire Log Book)
- A new fire call point to be tested each week (record this information in Fire Log Book)

Monthly

- Check extinguishers are in the correct place and in appropriate order (responsibility of Premises Manager)
- Check emergency lighting (Record in Fire Log Book)

Termly

Fire drill (Principal) – on occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively. (Logged in Fire Log Book)

Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

Quarterly

- Fire alarm system (cyclic maintenance)
- Emergency lighting system (cyclic maintenance)
- Fire extinguishers (cyclic maintenance)

- Fire instruction for staff (Principal to organise and record in Fire Log Book)

Staff and Pupil Training

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping exit routes clear

Attached to this policy is a plan of the school showing where the fire exits, fire extinguishers and alarms are located.

Means of escape is the nearest available exit.

A plan of each floor of the school showing the nearest fire exits, fire extinguishers and alarms are located will be displayed in every room of the school.

Assembly point standing in class groups, in the playground away from the building. Where children have been in sets or working in other groups, they should return to their class group for roll call.

Reporting registers will be taken out on to the playground by Office Admin and distributed to teachers. Once the register has been checked teachers should inform the Principal or nominated Deputy that the children are present (by raising the register in their hand).

Visitors will be accounted for by Office Admin through checking the inventory.

When signing in visitors will be informed of:

- 1) Whether a fire drill is scheduled for that day
- 2) To leave the building at the nearest exit if they hear the fire alarm
- 3) The evacuation assembly point

Evacuation Procedure

All Fire Alarm activation will be treated as real until the all clear has been given by the Principal or the Fire Brigade.

When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Fire Marshalls check their designated areas whilst children are led to their registration groups outside. The last person to leave an area must make sure that the door is closed behind them.

Children in the Hall at the time of the alarm will evacuate through the nearest available exit and proceed to the assembly point where they will line up in class groups.

The Principal, Premises Manager or responsible person will check the fire panel to identify the location of the activation.

The Principal, Premises Manager or responsible person will raise the alarm by calling the Fire Brigade.

In the case of alarm activation when the Principal or Premises Manager are off site; nominated deputies will undertake the above duties.

Lunch-Time Alarm Activation

All children in the dining hall and playground will be escorted to class groups by supervisory staff. All available staff on-site should join their class groups on the playground.

The Premises Manager will reset fire alarms as soon as possible following activation.

Premises Manager will record any Fire Drills or Incidents in the Fire Log Book

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 from the nearest safe exit, and make their way to the refuge point in the playground, from where they can join the rest of the school at the assembly point if safe to do so.

Summoning the Fire and Rescue Services

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Principal, Vice Principal or Member of Senior staff will do so or be instructed to do so from the assembly point.

- Upon their arrival, the Principal, Vice Principal or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in a dedicated folder).

Fire Marshal Personnel

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- Checks on toilet areas should include a check on individual cubicles.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors (including parents) should be ushered to an exit – not just pointed in the general direction of one.
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Principal, and in their absence the Vice Principal upon your arrival at the assembly area.

Staff Absences

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class.

Visitors and Contractors

- All visitors and contractors should report to the appropriate member of staff, signing in on the inventory 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 working on the premises should 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), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

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.

Fire Alarm Test

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

Fire Fighting Equipment

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

Responsibilities:

Supervisor of evacuation/evaluation of procedures – Principal (in absence of the Principal - deputy member of SLT on site).

Sweep of building – Designated Fire Marshalls:

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|-----------------------------------|-----------------------|
| ● Debbie Norbury (Principal) | KS2 corridor |
| ● Adrian Green (Premises Manager) | Basement floor |
| ● Tracey Dunn (Vice Principal) | KS1 corridor |

Staff and Pupil Training

On return to school, during the first day of school, all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping exit routes clear
- Explain that whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible

Means of escape

Usual fire evacuation points or nearest point if this is inaccessible

Assembly point

Standing in class Bubble groups, in the playground away from the building. Ensure social distancing measures are in place in the event of an evacuation (in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible.

This document should be brought to the attention of all staff and any temporary workers at Tiverton Academy

