



# Emergency Procedures (Including Fire) Policy

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## Introduction

The aim of this policy is to help staff respond effectively to an emergency at the school. As part of this policy review the following had been considered across the site:

- There are clear passageways to all escape routes
- Clearly marked escape routes that are as short and direct as possible
- Enough exists and routes for all people to escape
- Emergency doors that open easily
- Emergency lighting where needed
- Training for all employees to know and use the escape routes
- A safe meeting point for pupils, staff and visitors

## Discovering a Fire or Other Emergency

### **THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF**

- If you see signs of a fire or other emergency which could place employees or pupils in danger, **SOUND THE ALARM.**
- **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself or others at risk even with the smallest fire (or other emergency). **Never** attempt to move burning objects
- Ensure that the appropriate emergency services are summoned. **DIAL 999** and state clearly the address where the fire is.

## Evacuation Procedures

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
- **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM.**

- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

### If You Are Cut Off by a Fire

- Close the door, using clothing etc to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation muster point
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by your fire warden.
- Never assume the evacuation is a drill.

### Fire Wardens

The fire wardens are the Schoolkeepers.

The Fire Wardens with the assistance of the identified Fire Marshalls (Art, DT, Music and Theatre Technicians) will clear the building to ensure all pupils, staff, visitors and contractors have evacuated. This will be done in conjunction with registers being taken at the Muster Point. Once the site has been cleared by the Fire Wardens and Fire Marshalls the Facilities/Estates Manager will notify first the Headmistress and then the Director of Operations.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH.** If possible report anything unusual before evacuating.

### Fire Marshals

Fire marshals have been identified in areas of the school where the school area is either remote or there is a designated member of staff permanently located i.e. DT, Drama and Music technicians.

### Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of fire fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be **NO SMOKING** on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately

## Roll Call

Once the staff, visitors and pupils have been evacuated from the school buildings form tutors should check evacuees against the school's register and sign in sheets. These registers should then be returned to the pupil administrator and the Deputy Head (Pastoral). If someone is identified as missing then the Headmistress or Deputy Heads should make a judgement call about whether it is safe to retrieve them.

If there is a real and serious fire, staff should not put their lives at risk to search for the child and should instead wait for the fire brigade. When the fire brigade or other emergency services arrive onsite the school should identify for them which individuals are not accounted for, where they were last seen and where in the building they may be.

If it is clear that it was a 'false alarm', or if the fire is on a very small scale and restricted to a building separate from where the pupil is thought to be, staff may be able to retrieve the pupil safely. If they decide to do so, 2 staff members should go together with some means of communicating with each other and staff outside, such as a radio or mobile phone.

## Individuals with disabilities

Individuals with disabilities will have Personal Emergency Evacuation Plans (PEEP). Arrangement for evacuating these individuals will be clearly detailed in this document and communicated to the fire wardens and fire marshals.