

Fire Emergency Evacuation Policy

Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

1. Introduction

Responsibility for fire safety at St. Peter's RC High School falls to the Governors, and is delegated through the Head teacher to Mr A Litherland, site manager. They must ensure that all precautions and planning comply with the relevant legislations.

2. Staff Responsibilities and Training

Information and training will be provided by the site manager and health and safety officer to all members of staff on the actions necessary when a fire is discovered.

New staff will be trained on induction. Any change to the layout or use of the building will require re-training.

The training provided consists of a minimum of 3 whole school fire evacuation drills per year. Fire evacuation information will also be provided in the staff handbook, issued at the start of every school year, and to all new staff upon arrival.

Visitor information is provided at reception.

Fire wardens will receive accredited training for their specific roles.

3. Protective Equipment

Firefighting equipment is provided throughout the building. Persons should only attempt to use the equipment if they have received training and only if the fire is manageable and can be tackled without putting themselves at risk. If in doubt – get out.

4. Inspection Procedures

Regular inspections of fire safety equipment, exit routes and general housekeeping will be carried out on a regular basis, and at intervals not exceeding 7 days. However, as part of morning housekeeping checks, these are considered.

An evacuation as part of a whole school drill will be carried out at least once every term, and after a new intake of students. A record will be kept of these results. The Head teacher will be told about the test in advance.

Checks to be performed are;

- Physical state of the extinguisher
- Exit routes free from obstruction and are unlocked
- Any and all defects to be reported immediately to the Head teacher and site manager

Annual checks performed on all extinguishers by qualified professionals, and the results noted in a logbook.

5. Evacuation Procedure

See attached appendix A, B and C for general display for students, staff and visitors.

Every room must have a fire action notice. A Fire evacuation plan depicted by an outline drawing of the building with the route marked out will also be displayed.

When a fire is detected, the following sequence of actions should take place:

1. Sound alarm
2. Evacuation of Premises
3. Call Fire Brigade
4. Report to assembly point
5. Tackle the fire (only if it is safe to do so)
6. Staff with specific responsibilities to carry out duties
7. Liaison with fire brigade

- 1. Alarm** – Anyone discovering a fire should activate the nearest fire alarm call point without delay. Children should be taught to report to a member of staff. The alarm is tested weekly by the site team who activate a different call point each week and log any faults.

On hearing the alarm, a member of staff on the front desk will silence the alarm sounder and inform a member of the site team immediately of the location of the activation. The site team will report immediately to the location to ascertain whether it is a genuine or false alarm. It is a real emergency, another call point will be activated, main reception made aware and evacuation procedures followed. Otherwise the broken glass will be replaced and the system reset.

- 2. Evacuation of Premises** – On hearing the alarm, students will stand up and when instructed by the teacher, will exit the building calmly and efficiently following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out. Staff members to ensure that all doors are closed behind them as they leave the premises. Staff should also check the toilets before vacating the premises.
- 3. Calling the fire brigade** – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Head teacher or his deputy to make the call before vacating the premises, and to meet the fire service upon arrival.

- 4. Report to the Assembly Point** – The designated assembly point is football pitches at the far side of the hard surface playing area (main yard). All staff and students to line up along the football pitches at the designated painted lines. Classes to line up in form groups and by year. A member of staff will distribute registers to all relevant staff.

Roll Call – Members of staff in charge of groups will take registers, reporting to their relevant deputy head teacher when complete to inform of any missing persons. When all deputies have had all completed registers, they should then report to the Head Teacher, who will check for any missing staff and students, and make arrangements for this information to be passed on to the fire brigade.

- 5. Tackling the fire** – The overriding duty of the staff is to ensure the safety of the students and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties of employees with specific responsibilities –

Head Teacher / Deputy - On hearing the alarm, will contact the fire brigade by phoning 9-999 from any phone on the internal system. (or 999 / 112 from any other phone)

Reception Team – On hearing the alarm, they should collect all class registers, staff lists and the visitor's book and take them to the assembly point.

Fire Wardens – To safely and efficiently assist in the evacuation of all persons from the building and direct them to the assembly point

Head Teacher / Deputy – At the assembly point, will liaise with staff to confirm that a roll call has taken place and establish if any persons are missing

Communications equipment, including a loudspeaker and walkie talkie will be provided to establish 2-way communication with fire wardens, security and site staff

- 7. Liaising with Fire Brigade** – The Head Teacher, site manager or suitable deputy will meet the fire brigade at the main gate upon arrival and give them details of any persons missing, staff and students/visitors, the location of the fire (if known) and access points into the building. This will take the form of a pack containing information on safe areas, access / egress points and service cut off locations (electric, gas and water)
- 8.** Staff and pupils who are over at the sports centre for PE or other activities will adhere to the fire evacuation policy set out by the sports centre (Appendix E)

6. Evacuation of disabled persons

Plans have been made so that any persons, whether staff, student or visitor, who would experience difficulty in evacuating the building in an emergency, to have an escort assigned to them. Initially this would be to a safe area (if on the 1st or 2nd floor) next to the accessible lifts, and then on to the assembly point.

The escorts are there to assist as and when necessary, and will stay with the person until the situation has been resolved.

Personal evacuation plans are drawn up by the SEN department for students, and in conjunction with the business manager for staff and visitors. The plans will include details of the action to be taken in the event of an evacuation. Where support is required, staff will be identified here with specific responsibilities of escorting the person to the safe area or assembly point.

The Head Teacher must be made aware of any difficulties being encountered.

Note: *The lift at the front of the school by the main reception cannot be used in the event of a fire. Persons should use the accessible lifts located on the Kennedy Building and next to the Red Stairs. Only trained fire marshals and escorts may use the lifts in the event of a fire or similar emergency.*

7. Out of hours use

Open evenings, events etc. taking place outside of the normal school opening times should be sufficiently staffed so that there are enough fire wardens to cater for the amount of visitors. All events should aim to take place on the ground floor. For open evenings, where the whole school is open to visitors, there should be sufficient staff on duty to cater for any persons requiring assistance in the event of an evacuation.

Appendices

A	General fire procedure	page 8
B	Staff fire procedure	page 9
C	Visitor fire information	page 10
D	Evacuation floorplan	page 11-14

General Fire Procedure

ANY PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point

ON HEARING THE FIRE ALARM SIREN:

When in class

the order to evacuate will be given by your teacher, who will indicate the route to be followed

When not in class

form single file and move by the most direct route to the place of assembly

At all time

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO

The assembly area upon hearing the fire alarm is the **football pitches on the playground**. On leaving the school building you must make your way there quickly, quietly and safely.

On arrival, you must line up in your form groups on the painted lines on the floor in register order and make yourself known to your form tutor(s)

Staff Fire Drill Procedure

ANY PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point

THE CONTINUOUS SOUND OF THE FIRE ALARM SIRENS INDICATES

EVACUATION OF THE PREMESIS

Assembly Point

Main Playground Football Pitches

Evacuation of Premises

All students, staff and visitors – follow the route indicated on the fire action notices towards the assembly point. Always use the most direct route. Report to your designated staff member for registering

Registers

To be distributed by the reception team at the assembly point

Roll Call

Register pupils and hand completed registers to Heads of Year.
Any missing pupils reported to Head Teacher or deputy

The PE department, located across pink bank lane in Belle Vue sports village is not part of the evacuation, and have their own procedures for the evacuation in conjunction with the centre

ANY MEMBER OF STAFF LOCATED NEAR TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING.

Visitor Fire Information

ANY PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point

THE CONTINUOUS SOUND OF THE FIRE ALARM SIRENS INDICATES

EVACUATION OF THE PREMESIS

Assembly Point

Main Playground Football Pitches

Evacuation of Premises

Follow the route indicated on the fire action notices in classrooms, offices or area that you are located and make your way quickly and calmly towards the assembly point. Report to the reception team for registering

**DO NOT RETURN TO THE BUILDING UNTIL YOU HAVE
BEEN TOLD IT IS SAFE TO DO SO**

Evacuation Floorplan

Maps for Whole Site







