

Fire Emergency Response Policy – 2021 2022

Policy Statement

All members of staff are trained to uphold the highest standards of safety in their working and this includes minimising the risk of fire as well as knowing what to do in the event of a fire emergency. This includes ensuring that pupils approach all fire evacuations in a serious and responsible manner, and that they carry out the evacuation of the school efficiently.

This procedure applies to all school facilities and covers all occupants of the school including staff, students, contractors and visitors.

Fire Management Statement

The School's primary focus is for the safety of its pupils, employees and visitors and, to that end, the fire safety management of the school is based around "life safety". The School has put procedures in place to protect records but this is not the primary focus.

The School aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The School Board and the Principal are ultimately responsible for fire safety. In practice, responsibility for fire safety is delegated to the Principal who manages the school and its fire safety on a day to day basis. The Principal has specific areas of responsibility but has delegated defined duties to the other staff.

Fire Management System

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the School identifies any alternative protection and management measures that will be required as a result and ensures that they are implemented.

All staff have roles in fire safety. Specific staff are trained as required to ensure that all occupants are assisted to make their way out of the building effectively in an emergency.

General Requirements

School procedures accommodate all fire emergency situations and take into account all school members including academic and administration staff, pupils and contractors. All staff are instructed to familiarize themselves with their roles and responsibilities within this plan as well as emergency contact numbers (999) & ADEK EHS Section (02 615 6999). Instructions on evacuation procedures are communicated through announcements, notices or on the back of visitor badges for visitors to the school site.

A school Emergency Management Team (EMT) is established to respond to fire emergency situations, notify authorities and safely evacuate school occupants to assembly points.

Other responsibilities in the Fire Safety Management System are held by Teachers and Tutors, including the Facilities Manager and members of the support and administration team.

Fire Risk Assessment and Planning

We follow the guidance from the ADEK EHS Section in undertaking an assessment of the risks presented by fire.

Appropriate control measures and corrective actions to minimise the risks identified are implemented following each risk assessment review with priority given to the highest risks. Where budget constraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

The planning system also includes the delegation of responsibilities in the instance of a fire. All staff are instructed to read the Fire Safety Management Policy so that they are aware of their responsibilities in preparation as well as during the evacuation procedure itself.

The system is reviewed annually by the Health and Safety officer and confirmed by SLT.

Main School Premises Fire Alarm System

The school site is fitted with an automatic fire alarm system. The main control panel is located in reception. Smoke and Heat detectors are provided throughout the school and are regularly tested by specialist external contractors. The results of these inspections are kept by the facilities management company.

Evacuation routes

Fire evacuation routes can be found on the evacuation maps situation in the corridors and the assembly point for all staff evacuated from the building is on school field.

Staff and pupils should:

- Make themselves aware of all evacuation routes, emergency exits and the assembly area.
- Should not use an elevator as part of your evacuation route.
- Should take an active part in fire evacuation drills.



- Should never assume a fire alarm is a drill. They should ensure that the alarm is genuine and evacuate the premises without delay.
- Ensure that all fire escape corridors and staircases are kept clear at all times.
- Report blocked or obstructed fire escape routes immediately to the Facilities Manager or the EHS officer.
- Ensure that no flammable or combustible materials are stored in an escape corridor or in an escape stairway.

Fire Doors and Exits

These are fitted throughout the interior of the premises and are designed to protect evacuation routes by impeding the spread of flames and smoke. All fire doors are suitably marked and should be kept shut and clear of obstruction at all times. Unless they are retained by an automatic mechanism which will release the door in the event of a fire, they should never be kept open by wedging or propping anything against them.

Fire exit doors are the final exit to a place of safety outside the premises. They should not be blocked by any obstruction, either inside or outside the building.

Any person who finds a fire door blocked or locked should report it immediately to the Facilities manager or the EHS Officer.

Emergency Lighting

Emergency lighting conforms to fire safety legislation, is tested during each school vacation and is maintained by an approved contractor. Records of all tests and maintenance activities are kept by the Facilities Manager on behalf of the EHS officer.

Fire fighting

Staff should only attempt to put out a fire if:

- They have a proper extinguisher in good working order AND have been trained to use it.
- Civil Defence has been notified of the fire.
- The fire is small and confined to its area of origin.
- There is a way out and the fire can be fought with one's back to the exit.

Staff should not attempt to extinguish a fire unless they are sure of their ability or the fire extinguisher's capacity to contain the fire. Generally, they should leave the area in line with evacuation protocol.

Fire Extinguishers

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis. Further regular checks by the Facilities Management team should;

- Ensure access is unobstructed.
- Verify that safety pins have not been tampered with.
- Check that the gauge pointer on the Extinguisher indicates it is full.
- Verify that Fire Extinguishers are not damaged.

Training in the use of extinguishers will be given as appropriate. All staff are instructed never to take unnecessary risks and only to use an extinguisher if they have been trained how to use it, they feel confident, and it is safe to do so. Staff may have to use an extinguisher if they find that their escape route is blocked by fire.

Fires fall into three categories; those involving ordinary combustible materials such as wood, paper and textiles, those involving flammable liquids such as oils, solvents used in chemistry and cooking, and electrical.

There are four main types of extinguisher used in the School. The applications for which they are suited are summarised below:

	Water	Foam	Carbon Dioxide	Dry Powder
Wood, paper textiles, etc.				
Petrol, oil, fats, paints etc.				
Electrical hazards				

Water must never be used on burning liquids or electrical equipment. All extinguishers are checked every 12 months and the date of last inspection is shown on the extinguisher.

Fire Training

All fire wardens will attend fire training courses arranged at two yearly intervals or as required due to changes in the organisation.



Fire Evacuation Procedures

- Should a member of staff or a pupil find a fire and/ or smoke, they should activate the nearest alarm station. Pupils should also report the fire emergency immediately to the nearest teacher
- All pupils and staff immediately evacuate the school and close/ shutdown sources of electricity and gas and close all doors after everyone leaves
- All staff and pupils leave the school buildings through evacuation routes and emergency exits towards the fire assembly point on school field, away from the fire location
- All school personnel assemble as per the diagram in Appendix 1 for registration
- A register is taken of all school staff and pupils according to instructions detailed below
- Absentees from the registration are communicated to the fire service together with any suspected locations
- No pupils or staff should re-enter to the building unless instructed to do so

Raising the Alarm

Anyone who discovers a fire should raise the alarm by operating a break-glass fire alarm point. These are located on evacuation routes and are usually adjacent to a fire exit. As soon as the fire alarm sounds it sends a signal to the civil defence who have a list of staff to call to gain further information or ask if they need to attend.

Evacuation

On hearing the alarm, everyone should use their nearest exit to proceed to the fire assembly point - the school field.

Staff should direct pupils to leave the building in an orderly manner (i.e. no running but brisk walking and quietly) and should leave the room last, closing the door and windows without putting themselves at risk. The priority of staff is the safe evacuation of pupils.

If the school field is compromised and cannot be used as an evacuation point, then fire wardens/staff will direct pupils/staff along a safe route to the main car park as a secondary assembly point.

Pupils and staff should not attempt to fight the fire until evacuation is complete unless it is to facilitate evacuation. Staff should contain the spread of smoke and fire by closing doors and windows, where there is no risk to their own safety. Pupils and staff should only attempt to fire fight in accordance with the instructions in sections 3.8 and 3.9. Much of the danger from fires comes from smoke or poisonous gases, heat and lack of oxygen. If premises are evacuated for a fire, they should not be re -entered until the fire and rescue service has advised that it is safe to do so.



Evacuation of disabled persons

Disabled persons must be evacuated to a place of safety. They cannot be left in refuges to await the arrival of the emergency services. It is the firefighters' responsibility to rescue anyone who is trapped and to fight the fire, not to assist with general evacuation of the buildings.

Staff or pupils who are temporarily on crutches are to be assisted by members of staff and fellow pupils as appropriate. Ideally, anyone with restricted mobility should be the last to leave the building to facilitate smooth evacuation.

Security and Fire Wardens should be informed of the timetables of any pupils who are disabled so that they can assist in their evacuation.

Evacuation of Pool

Pupils may evacuate with a towel to provide some cover when at the assembly area together with suitable pool footwear. Pre-Prep pupils will be brought out of the pool area by the staff, they will be sat on the grass slop close to the pool and a register will be taken. Once the register is taken a signal will be made to the head or pre-prep using large red and green cards.

Assembly area and Registration

All staff and pupils should go to the assembly area identified where the members of staff responsible for checking each area will undertake a roll call. Once this has been completed, the results should be communicated immediately to the Vice Principal Operations and Pastoral or in his absence the Principal who will be standing in a prominent position and wearing a red High-Vis jacket.

Staff signing-out and Staff Absence Records

The reception staff will provide an iPad showing all staff who have signed out and present this to the Vice Principal Operations.

The school reception will provide the Vice Principal Operations with copies of:

- Staff Absentee list (cover rota)
- The staff signing out register
- The pupil signing out register
- The list of pupil absentees

Security provide:

- The visitors book

From these documents, the complete list of persons, other than parents who may be on site at pick-up and drop-off times, can be deduced.

It is therefore crucial that all academic staff inform the cover administrator if they are going to be absent from school, even if they do not require cover. It is equally crucial that all staff and pupils sign out at reception if they intend to leave the site during the school day.

The signing in and out registers operate between 7am and 10:00pm.

Instruction for Academic Staff, Tutors and Pupil Registration

Staff should always be aware of the closest and fastest escape routes from their teaching rooms.

On hearing the alarm, staff should do the following:

- Instruct pupils to leave the school by the closest fire exit leaving their belongings behind
- Close all windows in the classroom
- In science, the gas should be turned off
- Check that all pupils have left the room
- Follow their class out to the assembly area, ensuring that pupils move in an orderly manner and in silence (i.e. no running but brisk walking and quietly).
- Prevent any pupils from attempting to re-enter the building until instructed to do so.

Tutors should instruct pupils to line up in their Form within their year group line on the school field as shown in Appendix 1. Checks should be done on tutor groups to account for all students. An up to date register can be found on ISAMS. If you believe that you have a student missing, please raise the red incomplete card and wait support from a relevant member of staff to support you. A fire register will be held by reception staff should any students be found to be missing. When all students are accounted for and considered safe please raise a green complete card.

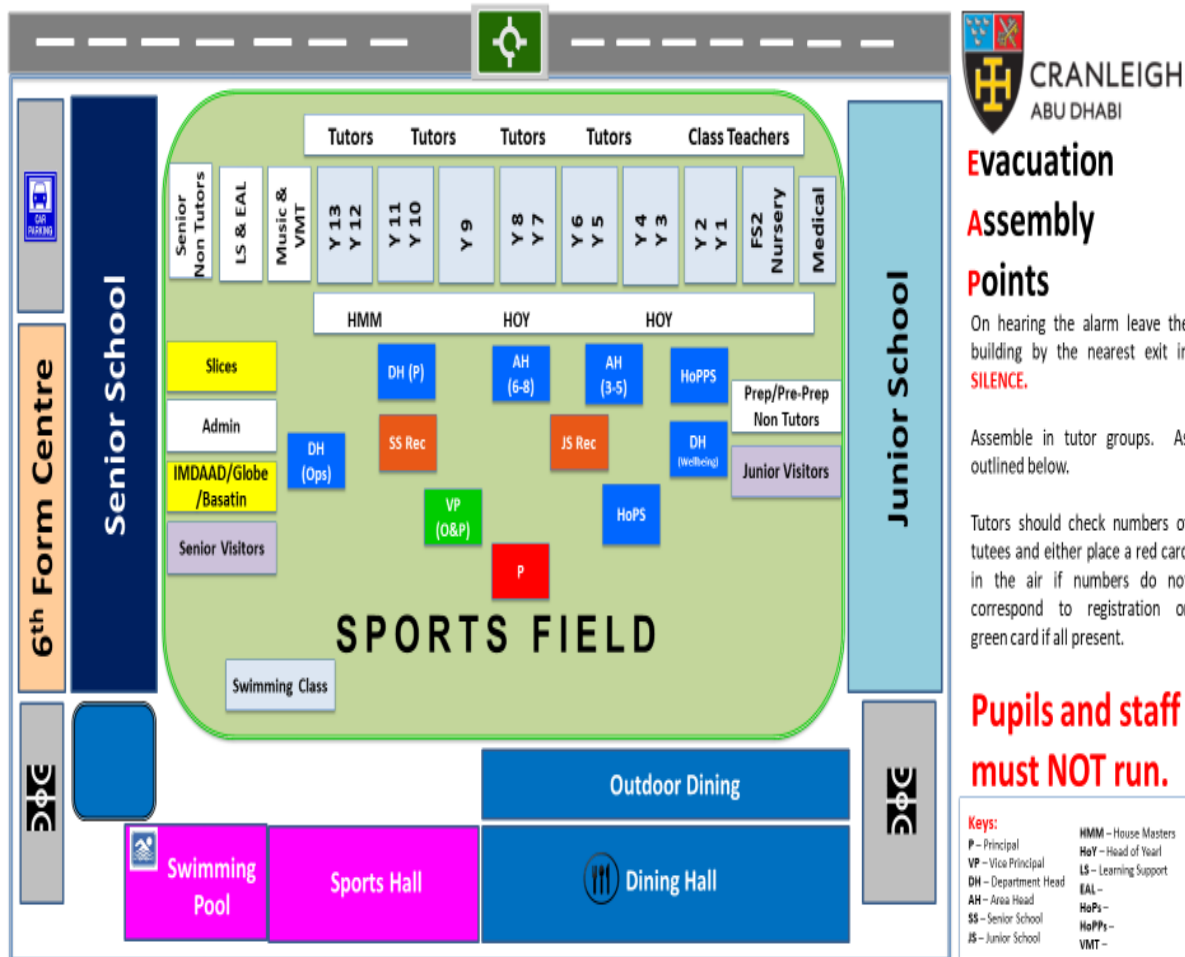
Staff not aligned directly to a tutor group shall align at the locations on the School Field as indicated in Appendix 1. Staff are to familiarize themselves where this location is at the beginning of the Academic Year.

The reception team will hand out paper registers to key members of staff to account for non- tutor staff. The staff registers are clearly marked with:

- Who is responsible to complete the register
- Which staff need to be accounted for
- To whom the complete register needs to be given


Once all pupils and staff have been accounted for and the all clear has been given by the Emergency Management Team or Civil Defence if on site, the School shall be dismissed by the Principal or in his absence, the Vice Principal (Operations and Pastoral).

Fire Evacuation Assembly Points



A copy of this map can be found VLE.

Actions In a Fire:



FIRE EVACUATION PLAN

**NEVER BLOCK FIRE ESCAPES
NEVER ASSUME IT IS JUST A DRILL**

IF YOU DISCOVER A FIRE:

1) RAISE/ACTIVATE the ALARM by activating the nearest Break Glass Unit.
In addition a warning can be sounded by shouting:

'FIRE, FIRE, FIRE!'

Do not attempt to tackle a fire unless you are a member of staff who has been trained (Fire Wardens) to do so and even if this applies never put yourself in danger.

2) EXIT the BUILDING

- Evacuate the building as soon as the alarm sounds - do not go out of your way to collect personal belongings.
- Take all children and adults with you undertaking a headcount as you leave - ensuring that you take both **RED** and **GREEN** fire cards. Close all internal doors and windows where possible.
- **DO NOT TALK or RUN and DO NOT USE THE LIFT - LISTEN FOR ANY INSTRUCTIONS.**
- Do not under any circumstances re-enter the building until given authority to do so by the fire officer.

3) ASSEMBLE and REPORT

- Assemble at the **ASSEMBLY POINT** - Main Grass Field - Arranged in designated areas (sign posted)
- Check all pupils/staff/visitors are accounted for and then hold either the **GREEN (all present)** or **RED (not all present)** card above your head. If a pupil/member of staff/visitor is not accounted for provide their name, year (where appropriate) and last place the person was known to be to any Fire Officer.
- All visitors must be checked against the visitors register in the visitors assembly point.

This policy is reviewed annually. Last review: Sep 2019

Copies of this document can be found on the VLE

