

School Fire/Emergency Alarm Procedure Policy – Cordon Crescent

Name of school:	Shrewsbury Academy
Date of Policy:	Sept 2016
Issue No:	1
Fire Controller:	Head of School or other SLT member in her absence
Review Date:	Sept 2017

Fire Controller

Will assume the responsibility of overseeing all emergency events/procedures

Fire Drills

The Head teacher and Governing Body of the school will ensure that fire drills are carried out.

Fire drills will occur at least once per term to ensure, that in the event of fire

- People who may be in danger act in a calm and orderly manner.
- People with designated responsibilities carry out their tasks
- The safety of all concerned is prioritised.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- Staff and pupils react rationally when confronted with a fire.

A report is made of every emergency event by the **Site Manager** and emailed to the **Headteacher/ Senior Assistant Head teacher** and **Health & Safety Coordinator** within 2 working days.

Alarm Operation

- An adult discovering a fire will operate the nearest fire alarm by breaking a call point.
- Any Pupil discovering a fire has been instructed to inform a member of staff.

Fire Controller

- On hearing the alarm all SLT will evacuate the building and assemble at the entrance to the main yard to establish who is **Fire Controller** with overall responsibility for the emergency event. The chain of command will be Headteacher, Senior Assistant Headteacher, Assistant Headteacher. Once the **Fire Controller** is identified they will advance to the alarm control panel and meet the **Site Manager** or assume responsibility if the site manager is off site.

Calling the Fire Brigade

- On confirmation of a fire, the **Site Manager** or member of the **Senior Leadership Team** will contact/instruct contact to the Fire Brigade by dialling 9-999 or 9-112 from an internal phone.

Evacuation

The primary requirement is for staff to ensure the safe evacuation of all persons from the building and go to the designated Muster points

- **Teachers in Food Tec, Science, DT and Mechanics will press Gas/electricity Emergency Stops on the way out (no engines are to be left running)**
- Fire extinguishers are only for helping people escape during a fire, if there is no other safe way out. The Fire Brigade are trained to tackle fires and staff should **never** attempt to tackle a fire.
- Class rooms **MUST NOT** be locked when exiting the building.
- On hearing the fire alarm, pupils will be instructed to leave the building in single file and in a calm, orderly manner.
- **The Teacher** of each class will indicate the exit route to be used and direct everyone to the Assembly Point on the Cordon Crescent side of the yard.
- Arrangements will be made for pupils with any walking difficulty to ensure that they are able to leave safely during an evacuation.
- On staircases everyone should descend in single file.
- Those not in classes when the fire alarm sounds have been instructed to go directly to the assembly point.
- **All staff** will check their areas are clear as they are leaving the building.
- No one is to re-enter the building until authorised to do by a member of the **Senior Leadership Team**.

Students in examinations - Refer to **Examination Fire Alarm Procedure**

Pupil Assembly Point

An area of the yard has been designated as a Pupil Assembly Point.

- The assembly point is far enough away from the school premises to give protection from the heat and smoke in a fire situation.
- The assembly point is in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.
- Students will assemble in their houses opposite the number indicating their form group **along with their Tutor and assistant form tutors.**
- **All Students** will line up in forms in alphabetical order in silence.
- **Students from other sites will line up by the visiting students sign with the designated members of staff.**

Staff & Visitor Muster Points

All staff **excluding Form Tutors** and **Key Stage Managers** are to assemble on the Main Yard in the following Muster Points:

1. Visiting Adults
2. Education Support and Teaching Assistants/ Supply Teachers
3. Admin Staff and cleaners
4. Kitchen Staff and contractors

SLT will support form tutors and KS Directors

Register

- All students attendance registers are completed for the morning and afternoon sessions, a class register is also taken at the beginning of every lesson, this will help give essential attendance information to the Fire Service in the event of a missing student.
- **Staff travelling between the 2 sites MUST ENSURE they SIGN IN and OUT of the site at all times.** This is essential for safety purposes as in the event of an alarm we would need to know which staff are on site.

Designated Fire Responsibilities (overview)

Individuals with additional responsibilities, other than to evacuate have been given written instructions and training (where required) on their role during a fire/Emergency alarm.

- **Student Attendance Officer** will ensure any attendance issues of **students** communicated to the **Fire Controller** on receipt of Fire/emergency registers.
- **IBR** will register teaching staff and inform the **Fire Controller** of any staff unaccounted for. **DPE** in his absence.
- **Site Manager/ Fire Controller** to look at the alarm control panel and investigate the reason for the alarm and confirm as to whether the alarm is genuine. They are instructed not to attempt to tackle a fire, just to dial the emergency services as soon as one is discovered and **return to the Staff Muster Points**. There will be clear instructions and training for SLT staff to ensure this is an accurate judgement.
- **Catering Manager** will instruct catering staff to go to the muster point, and will report all staff present or names of those missing to the **Fire Controller**.

Teachers

- To evacuate and instruct pupils to leave the building in an orderly manner via the nearest safe exit and instruct them to line up. **Teachers will remain with tutor group or allocated group.** Please see below:

HOUSE	FORM	TUTOR/ASSISTANT TUTOR
BRIEDDEN	BREIDDEN 1	G. Godbold
	BREIDDEN 2	E. Williams / B. Quinlen
	BREIDDEN 3	S. Smith
	BREIDDEN 4	C. Rogers / L. Perks
	BREIDDEN 5	T. Garratt / E. Beckett/D. Warner
	BREIDDEN 6	L. Ashwell
	BREIDDEN 7	M. Requejo
CARADOC	CARADOC 1	L. Davies / J. Snead/H. Myles
	CARADOC 2	A. Rossall / S. Thomas
	CARADOC 3	C. Jones / J. Edenborough
	CARADOC 4	K. Dobson/A. Vitali/E. Sheffield
	CARADOC 5	W. Jones / D. Roberts
	CARADOC 6	L. Higgs / S. Jones
	CARADOC 7	L. Davey/Sophie Jones- Evans
GRINSHILL	GRINSHILL 1	L. Spencer / C. Hughes
	GRINSHILL 2	P. Vuckovic
	GRINSHILL 3	R. McFarland
	GRINSHILL 4	C. Preece / W. Jebb
	GRINSHILL 5	M. Lloyd Jones
	GRINSHILL 6	M. Hallam/ J Everest
	GRINSHILL 7	K. Hughes
HAUGHMOND	HAUGHMOND 1	L. Frederick
	HAUGHMOND 2	A. Miller / S. Platt
	HAUGHMOND 3	W. Nicholson / A. McDonald
	HAUGHMOND 4	S. Robertson / S. Cartwright
	HAUGHMOND 5	J. Beeston / A. Bebb
	HAUGHMOND 6	F. Triance/A. Wood
	HAUGHMOND 7	M. David
VISITING STUDENTS		A. Mercer/ N. Dews

- **Attendance Officer** to take out student form lists, student signing out book, lists of students off site and quickly distribute Fire/emergency registers to **Form Tutors/Allocated staff**.
- **Form tutors/Allocated staff** immediately complete the Fire/Emergency Register and pass it to the **Attendance Officer**.

- **Attendance Officer** Once all registers are complete, take the completed Fire/Emergency register to the **Fire Controller** as quickly as possible and report any students or staff that cannot be accounted for.
- **Senior Leaders** Overseeing correct procedures (where possible)

Staff Registration

- **Assistant Headteacher (DPE)** to check all form tutors and assistant form tutors. **RCO** in his absence.
- **Assistant Headteacher (HCO)** to check all student teachers. **CTR** in her absence.
- **Assistant Headteacher (IBR)** to check all TA's not linked to forms. **GPE** in his absence.
- **Head's PA/Office Manager (KDO)** to check all admin staff, cleaners reception staff, data manager, exams officer, site supervisor, resource centre manager, technicians. **NBR** in her absence.
- **Catering Manager** to check Kitchen staff and provide checked off list to Head's PA/Office Manager.
- **Lunchtime Supervisor Lead (AJO)** to account for lunchtime supervisors and inform Head's PA/Office Manager of any not accounted for.

Receptionist

- Take the Visitor Book, Staff signing out book, staff absent list and first aid kit to assist with staff and visitor registration. Advise **Fire Controller** of any visitors that cannot be accounted for.

In the event of a false alarm:

- The Fire/Emergency evacuation procedure will continue as in the case of a real fire
- The reason for the false alarm will be recorded in the site manager's fire log report
- The records of every member of staff that took part will be recorded as additional CPD and recorded.

- **The Site Manager/ SLT** will ensure the alarm system is fully operational again.

In the event of a fire alarm at lunchtime

- **Pastoral Support** will provide a list of students with lunchtime passes. Lunchtime supervisors to advise of students who have signed out.

In the event of a fire alarm after school

- All students, staff and visitors will go to the yard. Pupils attending an extra-curricular club will assemble with their teacher, who will check their register.

In the event of a fire alarm on PD Day or School Holiday

- All staff will sign in and out during school holidays.
- On PD Days the normal procedures for accounting for staff will be followed.
- Any students in school will assemble with the member of staff responsible for them and a register will be done.

Arrival of the Fire Brigade

- The **Site Manager** will ensure the gates are open at the entrance.
- The **Fire Controller** will meet the fire brigade on arrival and communicate the results of all registers and area of the fire to the officer in charge.

Awareness of Procedures

- Within the first two weeks of the September term all new pupils will be conducted along and informed of the primary escape routes of the school. They will also receive instruction on what is expected of them during a school fire evacuation.
- A fire drill (**Head** to advise) will be conducted within the first 3 weeks of the September term.
- **All members** of staff will receive instruction and training relevant to their responsibilities during an Emergency evacuation.
- All **Supply/Cover staff** will receive fire evacuation procedures on their first day and shown where the evacuation area is.

- **Contractors and unaccompanied visitors** will be made aware of the evacuation area when signing in at reception.

Notices

- Clear, fixed and conspicuous notices are in place around the site to highlight appropriate action to take in the event of a fire.

Fire Doors & Routes

- Certain fire doors within the main school are linked to the fire system and automatically close upon activation of the alarm.
- Fire doors **MUST NOT** be propped open.
- Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use.

Fire Extinguishers

- Extinguishers are placed accordingly and conspicuously around the school premises with instructions on how to operate. These are maintained in line with current legislation.

Fire Alarms

- The fire alarms are tested weekly and emergency lighting termly/monthly as required by Regulatory Reform (Fire Safety) Order 2005. A Site Manager maintains the Records which are kept in the Emergency testing Log Book found at Worcester Road Reception.
- No one is to enter the buildings until the instruction has been given by a member of the Senior Leadership Team.

Students/Visitors with Mobility Impairment

- Any Person not able to evacuate the property safely in the event of an alarm with other people in close proximity must be assisted when leaving by the member of staff responsible for them.
- A Staff member should assess when the major traffic has passed, then leave the building via the nearest safe exit.

- Any Student with an impairment, temporary or permanent has a PEEP (Personal Emergency Evacuation Plan) completed before being allowed to return to school.
- The PEEP is communicated to all relevant staff and any measures are put in place. PEEPs are reviewed as stated in the PEEP.
- Any visiting Mobility impaired person will always have a member of Staff accompany them to ensure that they would be able to exit the building.

Staff with Mobility Impairment

- All staff are aware they must report any health issues that may hamper their ability to move around the school safely or exit the building quickly in the event of an emergency. A **Personal Emergency Evacuation Plan** is filled out by the heads of department of the relevant staff member. This will identify any measures that may be required in the event of an emergency.

Events

Due to the logistics of registering and monitoring the whereabouts of a lot of people at school events, areas that do not require access will be locked where possible, and the public will be informed of the Fire Exits during any indoor show.

Signed.....

Date.....