

## School Fire/Emergency Alarm Procedure Policy

<b>Name of school:</b>	Shrewsbury Academy
<b>Date of Policy:</b>	Sept 2016
<b>Issue No:</b>	1
<b>Fire Controller:</b>	Head of School or other SLT member in her absence
<b>Review Date:</b>	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 on the main yard at muster point 3 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 school field.
- 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 school field 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 year groups opposite the number indicating their year group on the school building **along with their Tutor and assigned members of staff.**
- **All Students** will line up in forms in alphabetical order in silence.
- **Vocational students from other sites will line up in front of number 7 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. SLT, Sport Centre, Site, and Admin
2. Education Support and Teaching Assistants/ Supply Teachers
3. SLT initially to establish Fire Controller
4. All visitors Kitchen Staff and contractors



## Staff and visitors at the main entrance on Worcester Road

- As it is essential that **all people** leave via the nearest exit, ALL staff and visitors in the main entrance area exit into the Worcester road car park. WR Receptionist should remain at the WR car park to ensure security of the building from this entrance.

## 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. **A report of absent students will be run off at 9.05am by Mount Pleasant Receptionists.**
- **Staff MUST ENSURE they SIGN IN and OUT of the site at all times.** There are staff signing in/out books at both WR and MP entrances. This is essential for safety purposes as in the event of an alarm we would need to know which staff are on site.
- Communication via Walky Talky will ensure all visitors and staff at the Worcester Road entrance are accounted for.

## 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/ Student Services staff** will ensure any attendance issues of **students or staff** are communicated to the **Fire Controller** on receipt of Fire/emergency registers.
- **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. If the control panel indicates a problem in the Old Maths block the **Fire Controller** will continue as an actual fire.
- **Catering Manager** will instruct catering staff to go to **muster point 4**, and will report all staff present or names of those missing to the **Student Services Staff**

## 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:

Year/Form	Allocated Staff	DIRECTORS
LEH FORM	LEH	
7	VLR/AVI	
8 BC	RIN/KDO	REE SUPPORT TUTORS
8GH	EJO/JCT/JEE	
9BC	TOR/MHA	
9GH	NAT/PLA	
10 BC	VLR/APT	JLO SUPPORT TUTORS
10GH	CRW/DWA/AVI	
11BC	NJH/SJJ	
11GH	EPE/VLB/CTR	

- **Attendance Officer/ Student Services staff** to 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 **Student Services Staff.**
- **Student Services Staff** Once registers are complete, take the completed Fire/Emergency register to the **Fire Controller** as quickly as possible
- **Senior Leaders** Overseeing correct procedures (where possible)

### Worcester Road Receptionist

- Take the Visitor Book, Student signing out book and Walky Talky to assist with staff and visitor registration, but stay at WR entrance to ensure people do not enter the building until safe to do so.

### Mount Pleasant Receptionist

- Take the Absent students report, Visitor Book, Student signing out book, Staff signing in and out book, key to MP entrance and Walky Talky to assist with staff and visitor registration.

### 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.

## Arrival of the Fire Brigade

- As soon as the Fire Brigade has been contacted they are to be informed of which entrance they need to access. The **Site Manager/ WR receptionist** will open the gates at the WR entrance. The **Fire Controller** will use the key on the trolley to open the gates at the MP entrance if needed.
- The **Fire/Emergency 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*.....



**SIMS REPORT FOR FIRE PROCEDURE - Instructions**

REPORTS



LESSON MONITOR



SELECT STUDENT REPORTS



STUDENTS WITH CHOSEN CODE REPORT



CHANGE DATE



GROUP TYPE –WHOLE SCHOOL



CODES

UN TICK /PRESENT AM

TICK B,C,D,E,G,H,I,J,M,N,O,P,V,W

**JEZ will finalise map of site and location of alarms/Codes etc in case of Site Managers absence for SLT.**