



## Manor Way School Fire Alarm Procedure

### Fire Controller

Will assume the responsibility of overseeing all emergency events/procedures

### Fire Drills

- The Headteacher 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 and DHT within 2 days of the event. Policy will be reviewed and staff informed of any actions to be taken.

### 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 the Fire Controller will have overall responsibility for the emergency event. The chain of command will be Headteacher, Deputy Headteacher, Teaching and Learning lead. Once the Fire Controller is identified depending who is on site 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 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 fire meeting points. 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
- Fire Doors must be kept closed once everyone has exited the building
- On hearing the fire alarm, pupils will be instructed to leave the building in single file and in a calm, orderly manner
- On leaving the classroom, staff will take with them the Fire Drill Kit
- Class Asthma Box must be taken outside when evacuating
- The Teacher of each class will indicate the exit route to be used and direct everyone to the Assembly Point on the KS1 playground closing the classroom door
- 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, walking.
- 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

## Assembly points

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 classes opposite the number indicating their year number along with their class teacher and teaching assistant
- All Students will line up in class in alphabetical order in silence.
- All non teaching staff are to assemble on the Key stage 1 playground at the staff and visitor assembly point.

## Registers

- All pupil's attendance registers are completed for the morning and afternoon sessions.
- Staff 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)

Site Manager/ Headteacher (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 Assembly Point. Must take gates key in case fire spreads and children need to leave the playground.
Fire Sweeper – all staff have responsibility	All staff are aware of the fire procedure and their role and drills carried out. The allocated member of staff puts on the hi-vis jacket and takes the Zone Card and sweeps the areas on the card. KS1 KS2 Reception Corridor Lower School – Admin Staff Catering Kitchen
Catering Manager	Instruct catering staff to go to the assembly point and will report all staff present or names of those missing to the Fire Controller.
Deputy Head Teacher	Register teaching staff and inform the Fire Controller of any staff unaccounted for. PA in her absence. Must take gates key in case fire spreads and children need to leave the playground.
Teachers/Teaching Assistants	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 their class or allocated group.
Receptionist	<ul style="list-style-type: none"> <li>• To take out register lists, student signing out book, staff signing in/out sheet and visitor book and quickly distribute Fire/emergency registers to teachers.</li> <li>• Once all registers are complete, take the completed Fire/Emergency register to the Fire Controller as quickly as possible and report any students, staff or visitors that cannot be accounted for.</li> <li>• Must take gates key in case fire spreads and children need to leave the playground.</li> <li>• Walkie Talkie from office</li> <li>• Fire Drill Kit - containing foil blankets. first aid kit and torch.</li> </ul>

Head's PA	<ul style="list-style-type: none"> <li>• Register all admin staff, cleaners, site supervisors. Finance Officer in her absence.</li> <li>• Must take gates key in case fire spreads and children need to leave the playground.</li> <li>• Walkie Talkie from Office</li> <li>• Fire Drill Kit - containing foil blankets. first aid kit and torch.</li> </ul>
Senior Lunchtime Supervisor	To account for all lunchtime supervisors and inform Head's PA of any not 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:**

- KS2 children and their lunchtime supervisors should line up at the assembly point on the KS2 playground
- KS1 children and lunchtime supervisors should line up on their playground at their assembly point
- KS1 staff in school should exit onto the KS1 playground, through the playground door.
- KS2 staff should exit onto the KS2 playground.
- Receptionist should give KS1 class lists to Head's PA and she exits through the front door to the KS1 playground
- Receptionist should take the KS2 class lists onto the KS2 playground
- DHT will take mobile onto the KS2 playground and the HT will take mobile onto the KS1 playground they will phone to confirm all children and staff are present.
- Any KS2 children on the KS1 playground or vice versa must remain on the playground .they must not re enter the building.

#### **In the event of a fire alarm after school**

- All students, staff and visitors will go to the KS1 playground
- Pupils attending an extracurricular club will assemble with their teacher, who will check their register.

#### **In the event of a fire alarm on Teacher Day or School Holiday**

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

#### **Arrival of the Fire Brigade**

- The Fire Controller 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.
- No one is to enter the buildings until the instruction has been given by a member of the Senior Leadership Team.

#### **Awareness of Procedures**

- In September classes on the first day to be told how to exit in the event of a fire
- A fire drill (Head to advise) will be conducted within the first 2 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 by the Receptionist alongside the safeguarding information.
- 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.
- Staff receive regular training from the Site Manager
- Site manager will induct new staff on fire policy and procedures.

**Fire Alarms**

The fire alarms are tested weekly and emergency lighting tested as required by Regulatory Reform (Fire Safety) Order 2005. The Site Manager maintains the Records which are kept in the Emergency testing Log Book.

**Pupils with Mobility Impairment**

- 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.

**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 completed. This will identify any measures that may be required in the event of an emergency.

[Lockdown Procedure](#)

[WAT Sweeper guidance](#)

Signed..... Date.....

Date Sept 2023

Review Date September 2024 (or as required)