

Laygate Community School

Fire Evacuation Procedure (Update 29th May 2020)

The following sequence of actions should take place when the fire alarm sounds:

On hearing the alarm a member of office staff/SBM will call Central Control on 0191 4239926 and ask them to hold while the cause of the fire alarm has been investigated. Doing this will prevent the Fire Service attending for an “unwanted fire signal” (false alarm). Inform Central Control as quickly as possible if it is a false alarm.

All staff and children evacuate the premises via nearest exit point. (See site plan) Report to the Assembly Points. (See assembly point plan). A copy of this plan is situated in the staff room and each classroom. If children are in the sports hall, as the KS2 yard exit is out of bounds, children will be led through the corridor to the side entrance of the Sports Hall and escorted across the car park and through the school gates to the KS1 yard assembly point.

Assembly points

- Primary assembly point – KS1 yard
- Secondary assembly point – School field behind nursery building.

All staff are aware of the exit points and have been given a copy of this document for reference.

Alarm

Anyone discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire (this will be the class teacher’s responsibility to ensure children are aware to notify a member of staff on discovering a fire). If anyone does not know how to activate the alarm please notify the school office. The alarms are tested periodically by qualified engineers and fire drills are practiced at least every half term.

Calling the fire brigade

The fire brigade should only be called if there is an obvious fire. The person discovering the fire should activate the break class call point and then report to Head Teacher/Deputy Head Teacher/Member of SLT.

Evacuation of premises

On hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises and any toilets/communal areas checked by support staff quickly. The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

Report to assembly point (See site plan for assembly points)

At the assembly point classes will begin to line up in class order to enable a headcount of each class. (Once safely on the yard children will stand 2 metres from each other to stay in line with social distancing). Paper registers will be given by a member of the office staff and staff in charge will immediately call the register and show that 'all are present' by raising their hand in the air. Once the assembly co-ordinator (Head Teacher, Deputy Head Teacher/Member of SLT) has seen all hands in the air for their assembly point they will signal for you to lower your hand. If the designated assembly point (KS1 Yard) is deemed unsafe by the Head/Deputy Head Teacher/Member of SLT, staff will be asked to escort the children and visitors to the secondary assembly point, which is the school field located behind the Nursery building, using the safest routes.

Duties and responsibilities of delegated staff members

Attendance-Admin Officer/SBM/Head Teacher/Deputy Head Teacher/Member of SLT – on hearing the alarm, will contact Central Control using the telephone system if possible or mobile phone if exiting the building. Unless there is an obvious fire at which point the Fire Brigade should be called. Head Teachers' responsibility only if other staff not present in school.

The Head/Member of SLT will check

- Alarm board for which zone alarm has been triggered.
- Search relevant buildings to ascertain there is a fault.

Alarm boxes need to be 'manned' to allow for synchronised muting by key staff.

Attendance-admin officer on hearing the alarm should collect all registers and distribute to class teachers.

Key staff will co-ordinate evacuation of each Key Stage (staff and pupils) and communicate with staff from the school office.

Attendance-admin officer/SBM/Member of SLT will ensure the visitors and lunchtime supervisors are accounted for at the time of the fire alarm sounding. All visitors should report to Assembly Point 1 (KS1 Playground) on hearing the fire alarm.

Head Teacher/Deputy Head Teacher/Member of SLT to meet with members of the Fire Brigade at the school gates should they arrive. All staff to report any missing persons to the Head Teacher so that this information can be relayed to the Fire Brigade.

Lunchtime Supervisors will be responsible for ensuring all children evacuate the dinner hall and yards to the relevant assembly point.

The cook in charge will be responsible for ensuring all appliances are switched off. All catering staff are directed to the relevant assembly point, all staff accounted for and any missing persons reported to the Head Teacher.

The Caretaker will be responsible for ensuring that all cleaning staff are directed to the relevant assembly point, all staff accounted for and any missing persons reported to the Head Teacher if on site or the Fire Brigade on arrival.

All cleaning staff to cease activities immediately on hearing the fire alarm and make sure all appliances are switched off.

Evacuation of a disabled person – pupil, staff or visitor.

Pupil – It is the responsibility of the class teacher to ensure the pupil is escorted to the assembly point. (Individual PEEP plans should be in place)

Staff Member – It would be the responsibility of an allocated staff member to ensure the member of staff is escorted to the assembly point.

Visitor – It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point.

If a staff member has a concern with any persons in question having difficulty evacuating the building this should be discussed with the Head Teacher who will arrange for a personal emergency plan for individuals.

Liaising with the Fire Brigade

The Head Teacher/Deputy Head Teacher/Member of SLT will meet the Fire Brigade at the school gates from the staff car park. On their arrival the Head Teacher/Deputy Head Teacher/Member of SLT will give them details of any missing persons, the location of the fire (if known) and access points into the building. A member of the SLT would take this roll if HT not present in school.

Re-entering the building

The Head/Deputy Head/Member of SLT will raise a hand to alert staff that it is okay to re-enter the premises.

After School Clubs

It is the responsibility of club leaders to evacuate children and any other users of that club to the assembly points. They will take the club register and raise their hand to indicate all users are present.

Lettings

In addition to providing extra-curricular activities for pupils. Laygate Community School will have extended opening hours for community use of the premises. These are called

'lettings'. All lettings will be given a copy of the Fire Policy. Fire procedures are also detailed in the lettings policy given to all new 'Lettings'.