

WESTBROOK PRIMARY SCHOOL  
**FIRE** EVACUATION PROCEDURES POLICY



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**FIRE EVACUATION PROCEDURES POLICY**

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# WESTBROOK PRIMARY SCHOOL

## **FIRE** EVACUATION PROCEDURES POLICY

### **INTRODUCTION**

Responsibility for fire safety in the Westbrook Primary School is with the Westbrook Primary School. They must ensure that fire precautions at the Westbrook Primary School comply with all relevant health and safety legislation.

The Safety of all children, visitors and staff at the Westbrook Primary School is paramount. The Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

### **STAFF RESPONSIBILITIES AND TRAINING**

Information and training will be provided by the school Health and Safety Officer and Site Manager to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process:

- Raising the alarm;
- Action to be taken on hearing the alarm;
- The exit routes available to staff at various points in the building;
- The practical use and location of portable fire-fighting equipment;
- The assembly points around the building and roll-call procedures;
- The Procedure for re-entry to the building;
- Good Housekeeping practices;

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

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Note: All staff will effectively be considered “Fire Marshals” during the course of evacuation.



NATHAN BRACE	SITE MANAGER
LESLEY BREWSTER	YEAR 1 AND 2
IRAM JAN	YEAR 3 AND 4
JASMINE DEOL	ADMIN/MEDICAL
TANYA PETRUK	YEAR 5 AND 6
LOUISE WELFORD	NURSERY/REC

### **PROTECTIVE EQUIPMENT – FIRE EXTINGUISHERS**

Fire fighting equipment is provided through the building.

Only persons who have received training in the use of extinguishers should attempt to use them. However extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

### **INSPECTION PROCEDURES/GOOD HOUSEKEEPING PRACTICES**

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety/fire precautions log book. Which the Site Manager has copies of. Any defects or shortcomings should be brought to the attention of the Headteacher who will ensure the arrangements for replacement or replenishment.

The fire risk assessment will be carried out by Xact Health & Safety, reviewed annually. Fire alarm tests will take place when the Headteacher/Site Manager organises this. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests and which members of staff attended them.

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The Site Manager will undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the Site Manager or a nominated person as follows:

- On the physical state of fire extinguishers;
- Checking that the exit routes are free from obstruction and left unlocked;
- Reporting all defects to the Headteacher or other nominated persons who will ensure that any remedial action is taken;

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier e.g. (3MG Fire Protection) and will be recorded on each extinguisher.

## **UNEXPECTED EXPLOSIONS**

In the event of an unexpected explosion the Headteacher or nominated member of staff will instigate a controlled evacuation immediately. Children, Staff and Public will be directed away from the site of the explosion. The Police and Fire Service will be summoned and the Ambulance Service alerted, by the School Administrator, which Headteacher will guide you. In addition, the scene of the explosion will be cordoned off. The School has a separate emergency plan in place to manage unexpected situations including explosions whether on site or nearby.

## **THE EVACUATION PROCEDURE FOR THE CO-OPERATIVE WESTBROOK PRIMARY SCHOOL**

See attached at Appendix A and B evacuation map for staff and general display. The evacuation map will be displayed in the corridors.

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The following sequence of actions should take place when a fire is detected.

- 1) Alarm;
- 2) Evacuation of Premises;
- 3) Call the Fire Brigade (to ensure that they have been called automatically);
- 4) Report to the assembly point;
- 5) Tackle the fire (if it is safe to do so);
- 6) Duties and Identities of employees with specific responsibilities;
- 7) Kitchen Staff/Site Manager/Cleaning Staff;
- 8) Procedures for liaison with the fire brigade;

**ALARM : ANYONE** Discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Site Manager or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Headteacher.

**EVACUATION OF PREMISES** : On hearing the alarm students will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure ( see attached map – Please see Appendix A and B). Bags and coats are NOT to be collected on the way out. The Teacher/Member of staff will ensure that all doors are closed behind them as they leave the premises.

Fire Marshals are to make sure toilets are checked, in your designated area before vacating the premises and moving directly to the assembly point.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

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**CALLING THE FIRE BRIGADE :** All outbreaks of fire are to be reported to the fire brigade, via the monitoring station. The Headteacher (if absent – the Deputy Headteacher) is to call the fire brigade to make sure the call has been received, before vacating the premises, and to meet the fire services on the arrival.

**REPORT TO ASSEMBLY POINT :** The designated assembly point is:

- Nursery – Nursery garden area close to the main entrance
- Reception – Main entrance pathway
- Yrs 1+2 – Back field
- Yrs 3+4 – Adobe area
- Yrs 5+6 – Netball court
- Kitchen Staff – Staff car park
- Admin Staff – distribute to the above areas

At the assembly point classes will line up in year group registration order. The Admin Team will give out the registers to the assembly point and distribute them to the person responsible for the class group. Then the Admin Team will take them back off the person responsible for the class group. The Admin Team will also check the visitors present against the visitors register and the Admin Team will also check all the staff is accountable.

**CALL THE ROLL :** The person responsible for the class group will immediately call the register and show that 'all are present' by raising the register in the air.

**TACKLING THE FIRE :** The overriding duty of the staff to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by the Fire Marshal using the method appropriate to the type of fire if it would be safe to do so. Fire Marshals have been giving instruction in the use of portable extinguishers if they are to fight a small fire.

**DUTIES AND IDENTITIES OF EMPLOYEES WITH SPECIFIC RESPONSIBILITIES :**

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**Headteacher/Deputy Headteacher** – When the alarm is activated a monitoring station will be notified. On hearing the alarm, the headteacher/deputy head will call the fire brigade using the emergency services number, 999.

**School Administrators** – On hearing the alarm they should print off the school registers and the print out of visitors, then take them to the assembly point.

**Headteacher/Deputy Headteacher** – At the assembly point will liaise with the class teachers/LSA/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

The Headteacher/Deputy Headteacher will be provided with communication equipment, walkie-talkie, in order to establish two way communication with those staff responsible for escorting disabled students/staff or visitors to refuge areas on the first floor (located by the Green Call Box, attached to the wall) prior to their evacuation from the building.

### **KITCHEN STAFF/SITE MANAGER/CLEANING STAFF WILL :**

- Immediately cease all activities
- Evacuate the premises
- Proceed to the assembly point
- With with walkie-talkie confirm all are out of the building

**PROCEDURES FOR LIAISON WITH THE FIRE BRIGADE :** The Headteacher or Site Manager will meet the fire brigade on the in the Carpark on their arrival, and give them details of any persons missing; staff and disable students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

**EVACUATION OF DISABLED PERSONS – STUDENT, STAFF OR VISITOR :** The Headteacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the safe area (refuge) and then to the assembly point. The students/adults have to be escorted at the back of the queue of their class with the designated Fire Marshal. These safe areas, located near the lift on the first floor and on the ground floor, just vacate as normal with the rest of class.

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Emergency Evacuation Plans will be developed by the Site Manager/Welfare Assistant in consultation with the VI Team leader and Deputy Headteacher.

The identified Staff/Fire Marshals will be provided with communications equipment, walkie-talkies, in order to establish two way communication with the Headteacher or Deputy Headteacher during the course of an evacuation.

In the case of less disabled persons, once the initial surge of evacuating persons has passed its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Headteacher should be made aware of any difficulty being encountered via the walkie-talkie.

**MONITORING, EVALUATION AND REVIEW** : The Headteacher will review this policy annually and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout Westbrook Primary School.

ADOPTED BY WESTBROOK PRIMARY SCHOOL ON	11.07.2022
HEADTEACHER	<i>M. Tatters</i>
SITE MANAGER	<i>N. Brace</i>
REVIEW DATE	11.07.2023
	

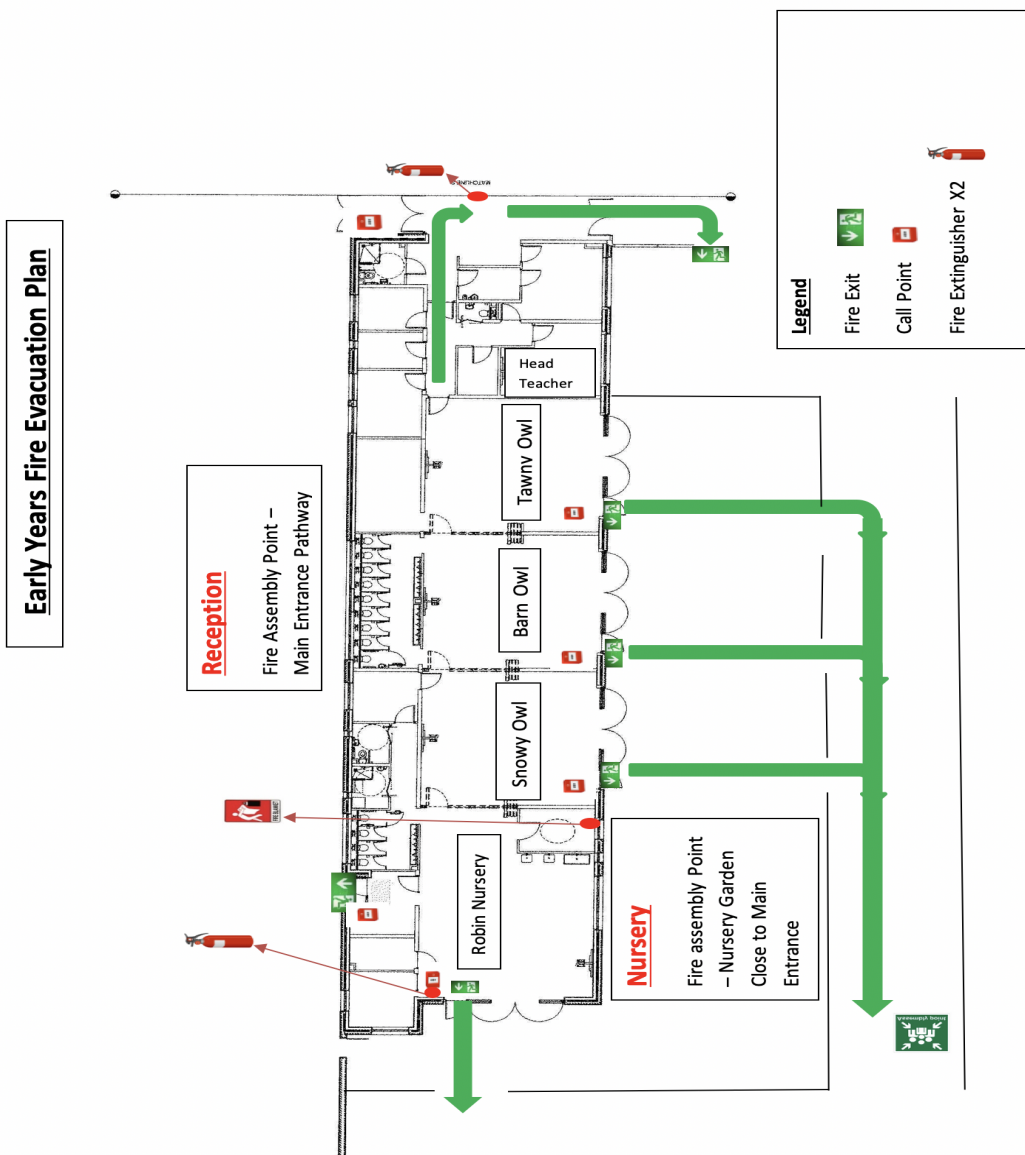
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## EVACUATION MAP (Early Years)

Appendix



A



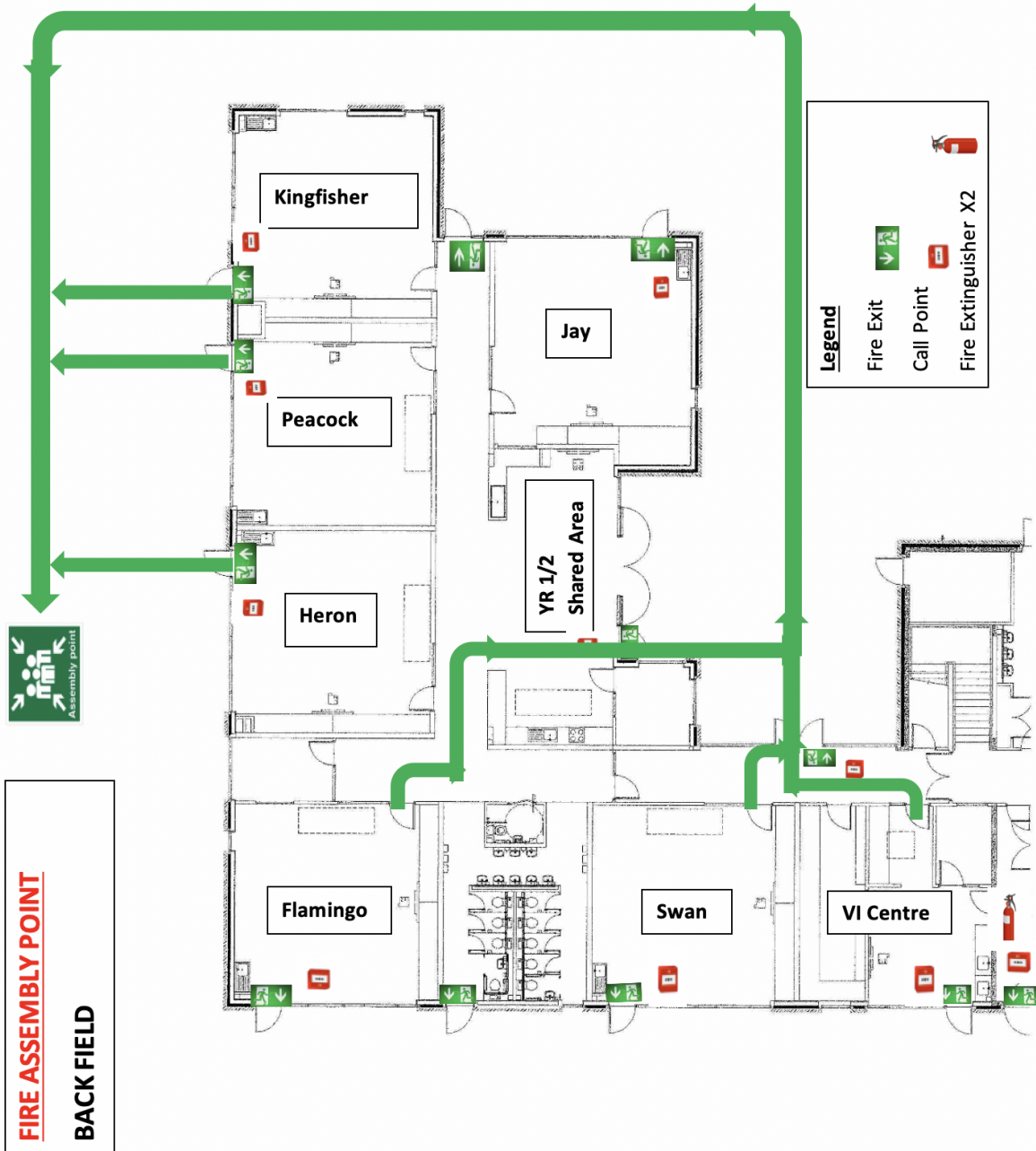
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EVACUATION MAP  
(KS1)

Appendix



B



# WESTBROOK PRIMARY SCHOOL FIRE EVACUATION PROCEDURES POLICY

## EVACUATION MAP (KS2)

## Appendix C

### PORTA CABIN FIRE EVACUATION PLAN

