

Rush Common School Professional Practice Document (“PPD”) For Fire Emergency Plan



1) When a Fire is Discovered:

- children should report the fire to the nearest adult;
- parents/visitors should report the fire to the nearest member of staff;
- school staff should press the nearest fire alarm button;

- 1.1 Fire-fighting equipment should only be used by those members of staff trained to use it. No personal risks should be taken.
- 1.2 Once safely at the fire assembly point, the location of the fire should be reported to the Headteacher/Site Manager as soon as possible.

2) Evacuation Procedure:

- 2.1 When the fire bell rings the school is to be evacuated immediately.
- 2.2 **The Head of Business and Finance** (or in her absence the School Operations Manager or **School Administrator**) is responsible for ensuring the fire-brigade has been contacted, this is an automatic system and the fire service are contacted once the alarm is activated. **Operations Team staff** are responsible for opening the front access gate for emergency vehicles.
- 2.3 **Class teachers** are responsible for evacuating the children and adults working within their classroom/teaching area via their identified fire door/exit route. Classes working in the hall should evacuate via the main fire door. If the children are in the hall they should evacuate via the main fire door. **Teaching Support Assistants** are responsible for evacuating the children under their supervision via the nearest exit door/route. **Lunchtime Supervisors** are responsible for evacuating the children under their supervision via the classroom/hall fire doors/routes. **Contractors** on site are responsible for their own evacuation via the nearest fire door/exit. **All Staff** should ensure that doors are closed behind them as they leave the building.
- 2.4 **All children and adults should assemble at their nominated fire assembly points.**
- 2.5 **The Headteacher, Deputy Headteacher** and the **Operations Staff** are responsible for checking that no children remain in the toilets and should evacuate any children they find via the nearest exit door/route. They are also responsible for alerting the staff in terrapin buildings and Base.
- 2.6 **The School Administrator/Administration Assistant** are responsible for collecting, bringing out and distributing class registers to the class teachers + 2-way radio. Attached to the register is a copy of the Critical Incident Plan and Business Continuity Plan.

2.7 **The Headteacher** is responsible for checking that all children and adults are safely evacuated from the school buildings. In the Headteacher's absence this responsibility is assumed by another member of the Leadership Team.

2.8 **The Site Manager/Head of Business and Finance** are responsible for investigating the location and spread of the fire.

2.9 **The Site Manager/Headteacher/Head of Business and Finance** are responsible for liaising with the emergency services.

No child or adult is to return to the school building until the 'all clear' is given by the Headteacher, member of the Leadership Team or Fire Officers.

3) EVACUATION GUIDELINES

3.1 If the fire alarm is let off accidentally, this should be treated as an Unscheduled Fire Drill and the school should be evacuated according to the Fire Emergency Plan. Any member of staff knowing for a fact that this is a false alarm should notify the Headteacher, Deputy Headteacher or Head of Business and Finance immediately so that they can cancel the call to the Emergency Services.

- Teachers **must** ensure that the classroom fire doors are unlocked first thing in the morning, so that the doors can be opened immediately.
- Children who are undressed/dressed for P.E. should either return to their classroom or be found an alternative warm, safe place as soon as possible.
- At the beginning of each school year, teachers are responsible for giving clear instructions to the children in their class about what to do in the event of fire. These instructions should be discussed regularly during the year and following each fire drill evacuation of school. Discussions should cover the following points:
 - if the children are at work when they hear the fire bell, they must stop what they are doing and listen to the adult, (teacher, a Teaching Assistant or an adult) who will direct their evacuation;
 - children out of the classroom and not under the direct supervision of an adult, e.g. in the toilet/drinking at a fountain/taking a message round school, should make their own way out of school via the nearest exit door/route and then make their way around the outside of school to their class line.
 - the importance of evacuating quietly so instructions can be heard
 - children must walk not run to minimise the risk of anyone being knocked over or falling.
 - children must never stop to get dressed or collect belongings - they must evacuate immediately.
- Teachers are responsible for explaining the Fire Emergency Plan to Prefects, Dinner Supervisors, Work Experience and Teacher Training Students, Parent/Volunteer Helpers working with their class, so that they know what is expected of them in the event of fire.

4) Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team meeting on 16 November 2015.

Signed.....

Headteacher

Review Date: November 2018