

# John Wheeldon Primary Academy

'Developing the next generation -  
to develop confident, caring, enquiring individuals prepared and equipped for the future'

## Fire and Emergency Procedures

### Location of Alarms and Extinguishers

All Staff **MUST** acquaint themselves with the positions of the **FIRE ALARM POINTS**

These are identified on the Plans for both sites and will form part of the September training day briefing and each term's Health and Safety Updates.

To operate alarm bells, break the glass in the front of the alarm point - the switch then operates automatically. The bells can be cut off by pressing a button at the control point outside the main administration office. However, the alarms in the building will continue to operate in the event of an electrical power failure as they are on separate battery operated circuits.

The same bells are used in the school time bell system and these oscillate for the time bells. When used as time bells, they ring 4 times only so any rings in excess of this is a FIRE ALARM and fire alarm procedure should be put into operation. Also, it should be noted that time bells are only used at the beginning and ending of sessions and for morning and afternoon breaks thus any bell ringing out of normal time will be a fire alarm. In the event of specially timed bells, all staff will be informed beforehand.

(a) All teachers **MUST** acquaint themselves with the positions of the **FIRE EXTINGUISHERS.**

These are identified on the Plans for both sites and will form part of the September training day briefing and each term's Health and Safety Updates.

Check - some Extinguishers are of the water / soda acid type and should not be used on ELECTRICAL FIRES, nor on a FAT FIRE in the kitchen. To operate the soda acid type, one strikes the knob on the top of the extinguisher and, holding it upright, point the nozzle at the fire.

\* Carbon Dioxide for ELECTRICAL extinguishers can also be found at these locations.

## Location of Exits & Assembly Points

In the event of a fire alarm, classes occupying the rooms listed below should leave by the stated exit. All teachers should acquaint themselves with all these exits. The exit to be used is also stated on the lintel above and inside each classroom door. Where the identified exit is inaccessible, the alternative stated should be used.

Once pupils have left the building and are on the main playground (where the assembly points are located), they should be directed to quickly **assemble with their registration class and registration teacher, at the identified assembly point**. This is irrespective of whether they were with their registration class, ability set, in the library, ICT room, Teaching Assistant room, etc., at the time the emergency bell sounded.

It is essential that registration teachers ensure that children know which assembly point has been allocated to their registration class.

Evacuation routes will be checked and written up for all classrooms on the September training days with all staff physically going to check their destination boxes.

This will be checked termly and staff are responsible for noticing any building changes that could affect their route and discussing that with the Head teacher.

## Children Working Outside the Classroom

Children working outside the classroom, for example with Teaching Assistants, should be accompanied by their supervising Staff member to the nearest designated fire exit. Once outside it is essential that they join their Registration Class at whatever assembly point they are occupying.

## Fire and Emergency Procedures and Practices

These will be held each term and should be treated as a real incident. A record will be kept of each practice.

1. Immediately a fire of any magnitude is identified, the person who discovers it must immediately ring the fire alarm by pressing the break glass of the fire alarm points.
2. On hearing the fire bell, all Teachers or cover supervisors must immediately calmly direct their class out through the identified fire exit providing that it does not lead into a danger area (in which case the identified alternative fire exit should be used).
3. The Teacher/Teaching Assistant will check that all children leave the classroom before closing the door and following the class. It is essential that no one stops to collect personal belongings.
4. Teachers and Teaching Assistants working with children outside the normal classroom setting should escort children under their supervision out of the building via the nearest recognised fire exit and to the emergency evacuation assembly point occupied

by their Registration Class. Ideally, the Teacher should walk at the rear of the Class in order to check that the room they are leaving is clear.

5. On hearing the alarm bell, the Head Teacher or Administration Staff (whoever is in the vicinity of the school office) must ring the fire brigade.
6. The Administration Staff will collect the playground gate key from the key safe, the registers from their position outside the office, and the visitor signing in book from reception, before proceeding to the emergency evacuation assembly points, in order to distribute the class registers as quickly as possible.
7. The Teachers will call the roll and should any child be missing the Incident Manager is to be informed immediately - this person will be in the bright blue vest - usually the Head or Deputy Headteacher.
8. On completion of the class register the staff member taking it should **hold it clearly in front of you for collection by a member of the administrative team**, who will in turn notify the Senior Leader in charge once all registers have been collected.
9. The Administration Staff will be responsible for ensuring that all school visitors are accounted for.
10. If everyone is accounted for, Teachers will await further instructions from the Senior Leader in charge.

#### Important Additional notes:

- All medication such as inhalers and eppi pens must be brought outside.
- Members of Staff must keep calm at all times and encourage the children to do so.
- Children should walk quickly to the designated room assembly points but must not run.
- The exits referred to apply to those classes occupying a room which may not necessarily be their own classroom.
- Staff must **train** the children to follow the procedure exactly.
- The Head Teacher or senior leader in charge will check that the building has been fully evacuated.

#### Small Fires Procedure (e.g. wastepaper basket, etc.)

A full evacuation should proceed before an attempt is made to tackle the fire with the nearest extinguisher. In the event of a small fire beginning to spread the Fire Brigade should be called immediately.

#### Supply Staff

It is essential that supply staff covering classes are aware of emergency evacuation procedures and exits. This is best achieved by teachers being covered leaving a reminder note to the supply teacher, e.g. at the top of the planning they leave, stating that the supply

must familiarise themselves with the evacuation procedures by the exit of every classroom. In addition, administrative staff will offer supply teachers a verbal reminder of this requirement.

### **Kitchen Staff**

Kitchen Staff will leave by Exit 1 and proceed to the emergency evacuation assembly point via the school gardens. The Cook/Supervisor will check that all staff are accounted for and will report to the Headteacher or Deputy Headteacher.

### **Janitor/Site Manager** (If on the premises)

On hearing the fire alarm, the Site Manager will consult with the incident manager and ensure that the gates onto School Place are opened for the emergency services to gain access. In the absence of the Janitor/Site Manager, the Head Teacher or senior leader in charge will designate a member of staff to undertake this responsibility.

### **Re-entry into Building**

After evacuating the building, no-one should re-enter until permission is given by the Incident Manager.

### **Policy Review**

As with all policies, this policy will be reviewed, and updated where necessary, on an annual basis.