



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

FIRE and EVACUATION POLICY

This policy was ratified by the Full Governing Body on: 28th February 2019

Date for review (this policy will be reviewed every two years): Spring 2021

1. Introduction

- 1.1. The main aim in any fire is to remove all children, staff and other adults from the building quickly and safely, ensuring, as far as possible, that doors and windows are closed behind as each class exits.
- 1.2. We follow the Fire and Rescue Service's Policy: 'Get out, call the Fire Brigade out, Stay out.'
- 1.3. No-one is permitted to re-enter the building without express permission of the Fire Brigade or the Headteacher.

2. Responsibilities during normal school hours

- 2.1. Every member of staff is ultimately responsible for the children in his/her care and any decision to deviate from the normal exit route.
- 2.2. All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for volunteers or visitors working with their class.
- 2.3. It is the responsibility of all staff to ensure that Fire Exits/Escape Routes are not blocked at any time.
- 2.4. All staff must sign in and out of the building, whenever entering or exiting.
- 2.5. All visitors will sign the Visitors Book in the school office and will wear a Visitor's badge.
- 2.6. The plans showing the situation of fire extinguishers, fire alarm points and fire blankets are displayed in the entrance lobby.
- 2.7. Fire practices are held and recorded termly.
- 2.8. The Site Manager completes a monthly check – the main aims being to ensure fire exits/escape routes are not blocked and that fire extinguishers are in working order and have not been tampered with.

3. Raising the alarm

- 3.1. The fire alarm is a continuous bell
- 3.2. On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm.
- 3.3. The Office Manager or nearest adult to the telephone will contact the emergency services (9-999).
- 3.4. The security bollard is linked to the fire alarm and will go down on activation of the alarm.

4. Evacuation and assembly during normal school hours

- 4.1. Assembly Point for all adults and children is the playground at the rear of the school building.
- 4.2. When leaving the building, the Office Manager is responsible for taking: a mobile phone; which includes a plan of the premises in case the Fire Brigade should require this information.
- 4.3. Teachers will supervise the evacuation of children and other adults according to the plans displayed in every room.
- 4.4. Class teachers will take the red pupil number cards, completed each morning and check children by headcount.
- 4.5. The teacher will raise a hand to indicate that all children are present and safe.

- 4.6. Where there is a discrepancy in pupil numbers, ScholarPack will be accessed on the Office Managers mobile phone, so that a full register can be taken.
- 4.7. The administration team will use the visitors book and staff in/out boards to account for all adults on site.
- 4.8. If no children are present, adults will leave the school by the nearest exit and assemble on the playground. The headteacher will be responsible for taking the staff signing in/out board and the visitors book in the absence of the Office Manager.

5. Evacuation and assembly out of school hours

- 5.1. In the event of a fire, the alarm will be raised as above.
- 5.2. Assembly Point for all adults and children is the playground at the rear of the school building.
- 5.3. For events when children are left in our care (e.g. after school clubs), a register will be kept and checked should an evacuation be necessary. It is the responsibility of the most senior member of staff present to ensure the safety of children and adults on site.
- 5.4. Staff working in school out of hours, e.g. in school holidays or at weekends, should record their names in the main entrance area and ensure this is changed when leaving so there is a record of who is present.

6. Evacuating persons with disabilities

- 6.1. In this context, disabled persons may include anybody who may have difficulty leaving the building unaided.
- 6.2. Adults who may require assistance should inform the Headteacher of their requirements to enable suitable arrangements to be made.
- 6.3. Children who have a disability will have a named member of the support staff who will assist them accordingly and arrangements will be outlined in their Care Plan as required.
- 6.4. All staff will be made aware of any adult or child requiring assistance in the case of evacuation and any arrangements will be put in place accordingly.