

Slimbridge Primary School

Fire Policy

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Introduction

The safety of all in our school community is our top priority. Upon the outbreak of a fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight a fire until the safety of everyone on the premises has been ensured, and then attempts should only be made if they do not expose any person to risk.

This document details the procedures for Fire Drills and provides guidance on what to do if you need to evacuate the school in the event of a fire. It also outlines procedures that will be followed in the event of a fire.

This policy will be maintained and updated by the Head Teacher and Governors and should be read in conjunction with the Health & Safety Policy.

Fire Drill

The fire alarm is a continuous ringing noise and the following procedure should be followed:

1. Anyone finding a fire should break the nearest alarm glass (using a shoe if necessary).
2. On hearing the alarm, teachers should evacuate pupils through their allocated exit or, where necessary, through the nearest safe exit (see sections on Fire Exit from Classrooms and Lunch Time Exit). Everyone should assemble on the playground by the PE shed.
3. Evacuation should be quiet and orderly.
4. Class teachers should take the register and notify the Head Teacher, or senior member of staff, that all children are accounted for.
5. Classes should remain waiting quietly until given the message to return to class.
6. If it is safe to do so, the Fire Brigade should be called by pressing 9 for an outside line, and then 999. The school's details are as follows:

Slimbridge Primary School

St John's Road

Slimbridge

Gloucester

GL2 7DD

Telephone No. 01453 890216

Exit from classrooms

When the fire alarm sounds, the children and adults exit the school as follows:

Little Otters

Children line up quietly by the door leading to the playground. On instruction from the Play Leader, the children will walk through the playground and line up in front of the PE shed. The Play Leader is responsible for taking the register when the children are outside.

Reception Classroom – Class 1

Children line up quietly by the door leading to the playground via the outside play area. On instruction from the class teacher, they will walk through the play area directly to the playground. The children will walk through the playground and line up in front of the PE shed. The Class 1 Teacher is responsible for taking the register when the children are outside.

Years 1 & 2 Classroom – Class 2

Children line up quietly by the classroom door leading to the playground. On instruction from the class teacher, the children will exit from the classroom, walk through the playground and line up in front of the PE shed. The Class 2 Teacher is responsible for taking the register when the children are outside.

Years 2 & 3 Classroom – Class 3

Children line up quietly by the classroom door leading to the side of the playground. On instruction from the class teacher, the children will exit from the classroom, walk to the right through the gate onto the playground and make their way to line up in front of the PE shed. The Class 3 Teacher is responsible for taking the register when the children are outside.

Years 4 & 5 Classroom– Class 4

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up in front of the PE shed. The Class 4 Teacher is responsible for taking the register when the children are outside.

Years 5 & 6 Classroom– Class 5

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up in front of the PE shed. The Class 5 Teacher is responsible for taking the register when the children are outside.

Administration & Visitors

Leave the building by the quickest route and congregate at the Fire Assembly point at the rear of the building.

Library Area

If any children are in the Library area, they should walk down the stairs and through the hall and exit the school through the Class 2 classroom door or through the main

rear door or join class 3, depending on where the fire is. Walk across the playground and line up near the PE sheds with their class group.

Willow Room

Children walk through Class 2, line up quietly by the door leading to the playground. On instruction from the class teacher, the children will exit through the classroom, walk across the playground to line up in front of the PE shed joining their class group.

Playground

Children on the playground during break-time or PE/Games lessons should move to the assembly area with the adult in charge and await further instructions.

When it is safe, all children will return to their classes.

Additional Information

If safe to do so, a call to the Fire Brigade will be made by the School Administrator or other member of the staff in the school office.

The pupil list will be taken outside by the School Administrator or other member of staff in the school office. The list will be called to establish all children are accounted for and Class teachers will be asked to confirm if pupils are absent. If the fire bell goes off prior to electronic registration, the School Administrator will take the pupil contact list and a mobile phone and contact parents of children not present to verify their absence.

The last adult member of staff will check all toilets in that particular area and all doors will be closed if possible.

Staff are at liberty to change the exit points, dependent on the area on fire and/or if they consider there to be a quicker and safer exit for the children in their care. Where it is not possible to evacuate safely to the playground, the children will exit the school at the front and move to the furthest available point inside the fencing.

The fire should not be tackled unless it is safe to do so. In all cases the safety of the children, staff and visitors is paramount and their exit from the building should be given priority over tackling the fire. Staff are not trained to use fire extinguishers.

Lunchtime Exit

If the fire alarm sounds when the children are in the hall eating their lunch, all children should exit the school, through the main corridor and out of the playground door.

The children should stand up quietly, tucking their chairs under the table. They should leave their lunch etc. on the table. The table nearest the door to the playground should exit first, followed by the other tables, as instructed by the Lunchtime Supervisor or member of staff.

The children should exit the playground door and will be directed across the playground to the assembly point in front of the PE sheds. The children will line up quietly in their class groups.

After establishing that all children are accounted for, and when it is safe for the children to return to the building, they will sit down quietly and finish their lunch.

After School Clubs Exit

If the fire alarm sounds when the children are in After School Clubs in the Hall or classrooms, all children should exit the school, through the side exit and out of the playground door or nearest external door.as instructed by the staff.

The children will be directed across the playground to the assembly point in front of the PE sheds. The children will line up quietly in their class groups or as a After School Club group.

After establishing that all children are accounted for, and when it is safe, the children will return to the building.

Pupils on the playground

If the fire alarm sounds when the children are on the playground, they will all move to the assembly point and wait quietly. The registers will be called to check that all children are out of the building and accounted for.

Staff should exit from the **nearest safe external door**.

Fire regulations

The main Fire Indicator and Control Panel is situated in the lobby by the resources room. There is a Remote Fire Indicator Panel in the outside block.

Fire glass alarm points are situated at the following points:

Entrance lobby	Outer lobby by side door (Class 3)
Class 2 rear door	Class 4 front entrance
Lobby by resources room	Class 4 rear entrance
By back door	

Emergency door release points are situated at the following points:

Internal hall by entrance	Rear door by Class 1
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Fire extinguishers (and fire blankets) are situated at the following points:

Kitchen area	Carbon dioxide and fire blanket
Office	Carbon dioxide
Main entrance	Water
Main corridor	Water
Inner lobby by music room	Carbon dioxide and water
Outer lobby by side door	Water
Library	Carbon dioxide
Hall	Carbon dioxide
Door to Class 1	Carbon dioxide and water
Willow room	Carbon dioxide (not on bracket)
Staffroom	Carbon dioxide and fire blanket

Class 1 mezzanine

Foam

Class 2 rear door

Carbon dioxide and water

Outside block

Carbon dioxide and water

Little Otters

Carbon dioxide and water

Class 4 entrance

Carbon dioxide and water

Instructions for the use of extinguishers are on the extinguisher.

Slimbridge Primary School

Fire Procedure

The first responsibility in the case of fire is to ensure the safety of everyone in school and therefore rapid evacuation of the premises is vital. Staff should not attempt to put out a fire unless it is safe to do so and only after the children have been evacuated and the alarm activated. Only staff trained in safe fire fighting techniques should attempt to extinguish a fire.

Whoever is in charge in the room where the fire starts must evacuate the room or area immediately and ring the fire alarm using an emergency call point.

The school administrator, Nikki Elliot (or on Mondays Kim Webb), or in her absence the Head Teacher, or in her absence, a member of staff, will dial 9 for the external line, then 999 for the Fire Brigade.

Everyone on hearing the alarm should evacuate as follows:

Exit from classrooms

When the fire alarm sounds, the children and adults exit the school as follows:

Little Otters

Children line up quietly by the door leading to the playground. On instruction from the Play Leader, the children will walk through the playground and line up in front of the PE shed. The Play Leader is responsible for taking the register when the children are outside.

Reception Classroom – Class 1

Children line up quietly by the door leading to the playground via the outside play area. On instruction from the class teacher, they will walk through the play area directly to the playground. The children will walk through the playground and line up in front of the PE shed. The Class 1 Teacher is responsible for taking the register when the children are outside.

Years 1 & 2 Classroom – Class 2

Children line up quietly by the classroom door leading to the playground. On instruction from the class teacher, the children will exit from the classroom, walk through the playground and line up in front of the PE shed. The Class 2 Teacher is responsible for taking the register when the children are outside.

Years 2 & 3 Classroom – Class 3

Children line up quietly by the classroom door leading to the side of the playground. On instruction from the class teacher, the children will exit from the classroom, walk to the right through the gate onto the playground and make their way to line up in front of the PE shed. The Class 3 Teacher is responsible for taking the register when the children are outside.

Years 4 & 5 Classroom– Class 4

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up in front of the PE shed. The Class 4 Teacher is responsible for taking the register when the children are outside.

Years 5 & 6 Classroom– Class 5

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up in front of the PE shed. The Class 5 Teacher is responsible for taking the register when the children are outside.

Administration & Visitors

Leave the building by the quickest route and congregate at the Fire Assembly point at the rear of the building.

Library Area

If any children are in the Library area, they should walk down the stairs and through the hall and exit the school through the Class 2 classroom door or through the main rear door or join class 3, depending on where the fire is. Walk across the playground and line up near the PE sheds with their class group.

Willow Room

Children walk through Class 2, line up quietly by the door leading to the playground. On instruction from the class teacher, the children will exit through the classroom, walk across the playground to line up in front of the PE shed joining their class group.

Playground

Children on the playground during break-time or PE/Games lessons should move to the assembly area with the adult in charge and await further instructions.

When it is safe, all children will return to their classes.

If the fire is in the area designated to be your exit point, choose the nearest clear exit and meet at the assembly point by the PE shed in the playground.

The class register should be taken either by the class teacher or by the school administrator.

When the children are assembled in straight, quiet lines, the register should be called.

The Head Teacher, or the Senior Teacher in the Head Teacher's absence, should be informed of any children not accounted for and he/she will search for the missing child.

The building must be reported 'clear' before anyone re-enters.

Ancillary staff/visitors on the premises must report to the Head Teacher.

Nobody is to leave the safety area until permission has been given by the Head Teacher.

N.B. The Fire Brigade should be summoned immediately.

Should anyone's clothing catch fire, the flames should be immediately smothered with a blanket or whatever heavy material is readily available.

To stop the alarm bell ringing, if the glass is broken, you will need to press 'Mute'.

If the fire alarm has been sounded from the 'main box', press RESET

A fire practice will take place each term (i.e. six times per term) and will be timed and recorded in the Log Book.

Edited 19.09.15

See also:

Health & Safety policy