

Lowerhouses CE Primary School



Fire Procedure Policy

Approved – November 2024
Review – November 2027
Person Responsible – Headteacher

Fire Procedure Policy

“Everyone on the school premises must leave the building when the fire bell sounds. If the school system is not working a series of air horns will be used.”

Fire drill:

1. The school will have a fire practice at least once each term.
2. The Headteacher will arrange this in consultation with the caretaker who will set off the alarm.

In the event of a fire

Person finding fire must raise the alarm at the nearest alarm point and then call 999

If trained, adult should attempt to extinguish the fire with the equipment in school.

Adult responsibility:

- Adults know to leave through the nearest available exit accompanying children. The last adult to leave a room will ensure the doors and windows are closed.
- Children will be taught to leave the school in single file through the appropriate doors, accompanied by their teacher or other adult.
- Children should line up in register order on the playground. (It is **vital** that children are used to this line up procedure so that movement around school is efficient and safe.)
- On receiving register, staff **must** call the register from the evacuation report to ascertain that all children are present as registered.
- Staff will indicate that are all present by raising their hand.
- The Zone 4 Sweeper will inform the Fire Marshall that all EY children are accounted for (EY children assemble in a different area)
- **No one should re-enter the building until the all-clear has been given**

Office responsibility:

- Telephone 999 to inform the fire brigade.
- A call will be made to Brooke House to inform them
- The office staff are responsible for seeing that evacuation reports are taken outside and distributed quickly to staff
- Office staff will also be responsible for seeing that the visitor's log is taken outside and checked off.
- One member of office staff will be placed at top of the drive to open gates and direct the emergency services

Sweeper's responsibilities:

- Sweepers must collect red hats. If the fire alarm is not working properly, they will collect and sound their red horns.
- The sweeper will check all rooms in their zones for people and will ensure all doors are shut. This includes exit doors.

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- The sweeper will report to the Fire Marshal outside when their task is complete.

Fire Marshal Duties:

- The Fire Marshal will do a final sweep of the building. The Fire Marshal is the Headteacher or the Deputy Headteacher in her absence.
- No one shall enter the building after evacuation until the all clear has been given by the Fire Marshal and the caretaker in consultation with the fire service.

Fire Marshal:

Head teacher (Rachel Shaw) or Deputy Headteacher (Dan Lord) in head's absence

Sweepers:

Zone 1: Fire Marshall.

Zone 2: Emma Tatler (or Gemma Carter in her absence).

Zone 3: Karen Kenworthy (or Nicola Manion in her absence).

Zone 4: Sarah Walsh (or Jayne Medley-Hill in her absence).

Zone 5: Julie Markowycz (or Hannah Nichols in her absence)

5 zones.

These zones will be swept by the sweeper

The sweepers will wear a red hat.

The sweepers will carry and sound a red horn if the alarms are not working properly

Zone 1

Office and admin area including staff room, gold steps, library, school kitchens, boiler house and hall areas.

Zone 2

Bottom corridors and infant toilets including classrooms for Reception, Yr1, Yr2, Yr3, going outside through infant doors.

Zone 3

Top corridor and junior toilets including 3 classrooms, intervention room, under junior stairs, leaving via junior doors.

Zone 4

Nursery area including Children Centre rooms, PPA room and all toilets, leaving via EY playground checking sheds next to building.

Zone 5

Brook house

Emergency evacuation of school in event of fire alarms not working.

To ensure the safety of all children and adults within school, a separate emergency system has been devised to evacuate the school in the instance of an alarm malfunction.

Four emergency horns have been situated within the four zones of school. The appointed sweeper for each area will sound the horns and sweep the areas before reporting to the Fire Marshal if the alarms are not working properly.

All adults and children have been made aware of these emergency procedures through staff meetings and assembly.