TRIMLEY ST. MARTIN

Fire Evacuation Policy

Approved by:	Full Governing Body	**Date:**	21.03.24
Last reviewed on:	March 2024		
Next review due by:	Autumn Term 2025		

Rationale

The Fire Emergency Policy must be known, and a written copy made available to all staff and employees. Please also refer to the annotated plan of the school, attached to this Fire Emergency Policy for the site of break glass call points, position and type of fire extinguishers, emergency lighting, smoke detectors and fire exits.

A fire drill is carried out at least once a term; including a simulated evacuation drill with the assumption that one escape route is not available. Drills are to be conducted at different times of the day and recorded in the fire log book.

All staff must participate in at least 2 drills per year to ensure that procedures are well organized and communicated among all employees.

Action on discovering a fire

The following action should be taken by anyone discovering a fire.

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.

- Either Headteacher or member of the SLT will then call the Fire and Rescue Service by telephoning 999, stating the location of the fire. If the Headteacher or member of the SLT is away from the school then a designated member of staff should make the call.

Nominated Member of staff:

- Yellow emergency bag should be taken from the school office to the fire assembly point in the playground; it should contain;

    a. Torches
    b. A selection of high visibility clothing for those who assumes a marshal role
    c. Suitably maintained first aid equipment (Bandages, blankets, gauzes etc.)
    d. Keys for Playground gates
    e. Emergency contact details

- Sign In App iPad taken to assembly point and Start an Evacuation activated. (tap the evacuation icon at the bottom of the screen). **Timer-** Tap the timer icon in the top screen once to start the timer. Do this as soon as the fire alarm sounds to accurately record the number of minutes and seconds the roll call takes to complete. You can pause the timer by tapping the icon again or tap it a third time to either reset or resume the timer.

Do not put yourself into a position of danger

Ensure that your exit route is clear

When the fire alarm sounds

The following action should be taken on hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- If safe to do so collect class tablet or mobile phone.
- Immediately proceed to the exits as detailed below and leave the building.
- For each area the Teaching Assistant will lead the pupils out of school, followed by the teacher, who will check the toilets (if appropriate) and close doors.
- If the class does not have a Teaching Assistant working with them then the teacher should nominate two children who can assist during term times in leading the class and fellow pupils through the nearest emergency exit and onwards to the fire assembly point in the playground, the class teacher should be the last to leave the classroom checking to make sure everyone is accounted for and leaves.
- If a 1-1 child is being changed in the disabled toilets they should be covered with a blanket and the portable equipment used to evacuate the building using the nearest emergency exit and proceed to the fire assembly point in the playground.
- If an emergency evacuation occurs during a swimming lesson at the schools onsite pool, those members of staff responsible for the lesson will instruct all pool users to vacate the water and collect their shoes and towels. All children, parents and other pool users will be instructed to follow the responsible staff member/s to the assembly point.*Foil blankets maybe provided (located in the first aid kit) for those who may require such.
- If the fire alarm sounds over lunchtime the children in the dinner hall and the outside area (if being used) should be taken out Emergency Door L and walked through YR outside area around to the playground. There should be a MDSA or member of staff at the front and the back leading the children single file. The MDSA or member of staff at the back of the line will close the door behind them.
- If the children are on the field over lunchtime, playtime or a sports event etc the most senior member of staff should take charge. They should organise the children into classes and ask other members of staff to see the children around to the fire assembly point in the playground.
- The Headteacher will check the staff room and adult toilets.
- Children that have been given permission to the leave the classroom to go to the toilet, 1-1 work, going to the water fountain etc and they are on their own, their teacher should reassure the child/ren that they have permission to evacuate the building from the nearest emergency exit and NOT to make their way back to class. The children should be told to meet in the playground.

- Kitchen staff. If safe to do so, turn off the gas supply in the kitchen and evacuate the building by Emergency Door A or L, whichever is the most accessible at the time, and meet at the fire assembly point in the playground.

- Upon an alarm activation all Cleaning and Caretaking staff (as well as all building occupants) should stop work immediately, and proceed to the nearest exit without hesitation, making their way to the designated assembly point. *If a contractor/s is/are occupying the premises, the School Business Manager or Site Manager will take responsibility for ensuring that adequate communications can be made to alert the contractor/s as to where to assemble and who to report to. In the School Business Managers or Caretakers absence those who induct a contractor on to the premises shall appoint a suitable site contact.

Reception class *if in their classroom* : shall evacuate through Emergency Door G or Door H.

Year 1 *if in their classroom* : shall evacuate through Emergency Door F.

Year 2 *if in their classroom* : shall evacuate through Emergency Door F.

Year 3 *if in their classroom* : shall evacuate through Emergency Door B.

Year 4 if in their classroom : shall evacuate through Emergency Door C.

Year 5 *if in their classroom* : shall evacuate through Emergency Door D.

Year 6 *if in their classroom* : shall evacuate through Emergency Door D.

Offices and staff room : shall evacuate through Emergency Doors L and A.

internal activity area : shall evacuate through Emergency Door B.

Key Stage 1 activity area : shall evacuate through Emergency Door I.

Key Stage 2 activity area : shall evacuate through Emergency Door D

ICT Suite : shall evacuate through Emergency Door F.

Library : shall evacuate through Emergency Door C.

Please familiarise yourselves together with visitors to the school and pupils of alternative fire exits along with the emergency exit maps and instructions located around the school.

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher, member of staff, parent helper, volunteer etc and line up in the playground which is the fire assembly point. The Class Teacher or representative adult will be the last out of the school building.

Secondary Exit Routes can be accessed from all areas of the premises in the event that the primary exits routes are no longer usable, each room has suitably identified exit doors, and where necessary, a schematic of the building and its exits may also be provided.

NB No attempt should be made to collect coats, valuables etc on the way out.

If necessary, pupils will be taken through the gate in the playground and led to the recreation ground in Kirton.

All members of staff are responsible for the area that they are in and if possible to:

- Switching off any machine/work equipment where possible, on the exit route. All electrical equipment is capable of being isolated locally by turning it off at a wall or floor socket
- Ensuring that visitors are conducted from an area

Evacuation of the school of those particularly at risk.

The school is accessible for all the pupils attending the school at present.

A Personal Emergency Evacuation Plan will be written for any child or adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary, a one to one arrangement will be implemented. Some details are outlined in section 'what to do if the fire alarm sounds'.

Procedure for roll call

With pupils lined up for roll call the following procedure is in place:

- Using class tablet or mobile phone start an evacuation in the “Sign In” App.
- .Account for evacuees by tapping the tick to mark them present, and the cross to mark as missing.
- The class teacher should ask visitors to the school that are helping out in their classroom to check in with the Headteacher or member of Senior Leadership Team overseeing the evacuation to be accounted for on the “Sign in” App.
- Once everyone has been accounted for in each individual class “leave Report” is selected within the App and an adult reports to the Headteacher or SLT that all children are accounted for.
- Once everyone has been accounted for, the Headteacher, SLT member or nominated member of staff taps “close the report for all”. only do this if you’re sure the evacuation has been completed, once confirmed this action cannot be undone.

- No person must re-enter the building until told that it is safe to do so by the Suffolk Fire and Rescue Service, or the Head Teacher. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Governors).

Liaison with the Emergency Services

Access for emergency vehicles is via the front main gate which is kept clear, and there are well defined double yellow lines and signed areas for non parking along this stretch of road. The width of this front entrance would make it very tight for a fire appliance, but the local Fire Authority are aware of access to the site and consider the access sufficient.

Escape Routes and Fire Exits

Fire escape routes are checked daily to ensure that these have not become blocked by materials or items being stored. A record of these inspections is kept in the Caretakers 'Site and Fire Door Inspection Log'.

Instruction and training

Whole general fire awareness training by Safetyboss, including “hands on" extinguisher training, is provided by Safetyboss on a regular basis, which gives sufficient training for the safe evacuation of the building to occur in the event of a fire and includes the following:

1. How fires are caused
2. The three elements required
3. Why fires spread
4. Action to take on discovering a fire
5. How to extinguish a fire
6. The use of fire extinguishers

Refresher training will be undertaken according to the SCC guidance on training contained in the appendices of the fire risk assessment.

Pupils will be instructed at the start of their attendance at the school to enable them to:

1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point

4. Know what to do in the unlikely event of not in a supervised group.

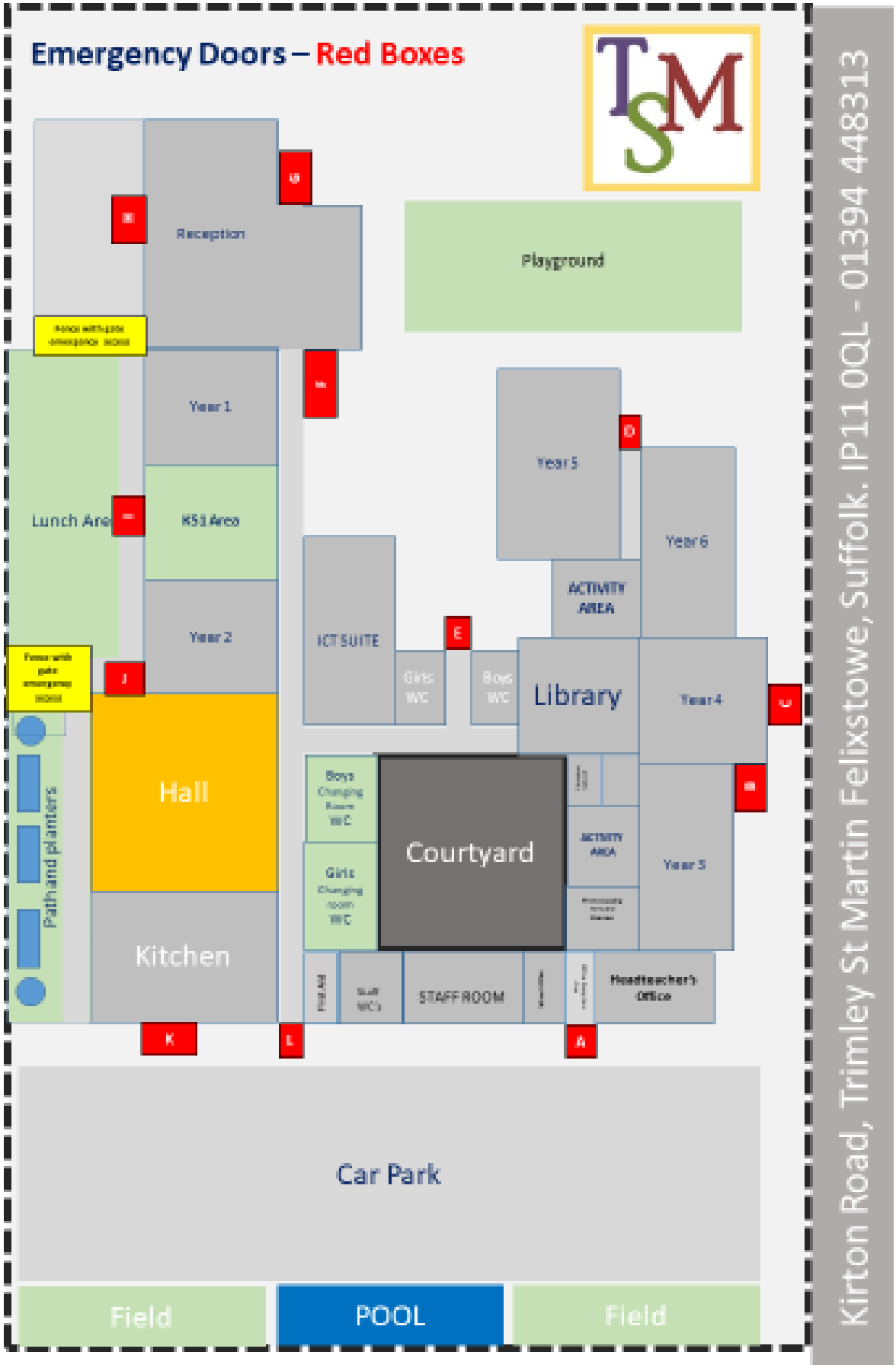
Review of Plan

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum, this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

Date: 09.03.24

Responsible person: **Mrs S. Ross (Head Teacher)**


Emergency Doors – Red Boxes
Reception
Playground
Year 1
Year 5
Year 6
Lunch Area
KS1 Area
ACTIVITY AREA
Year 2
ICT SUITE
Girls WC
Boys WC
Library
Year 4
Hall
Courtyard
Boys Changing Room WC
Girls Changing room WC
ACTIVITY AREA
Year 3
Path and planters
Kitchen
STAFF ROOM
Headteacher's Office
Car Park
Field
POOL
Field
Kirton Road, Trimley St Martin Felixstowe, Suffolk. IP11 0QL - 01394 448313