

## **Fire Evacuation Policy**

**Revised September 2009**

Aims:

- 1) To avoid potential risks that could lead to an emergency evacuation
- 2) To practice emergency evacuations on a regular basis as preparation
- 3) To make children and staff aware of the potential hazard of an old building
- 4) To link to Health, Safety, Risk Assessment and curricular areas like Citizenship.

On the sounding of the fire alarm, the responsibility of every teacher is to lead their class out of the building, silently and without panic, by the fastest and most direct exit; and then to line students up at the evacuation Muster Point, by form against the Netball Court fence. Prep School will line up on the eastern (left side) followed by every form in age order; although Little Trinity staff and students will be beside the road. All students should remain calm and remain in line while a double check is made on attendance. No child should be standing in the road or even directly beside the road, as this is likely to be the Fire engine entry point via Albert Road.

### **Exit from the classroom**

As in all drills, children should leave bags and personal items in the classroom and while it is safe to do so, should close windows and the door behind them on leaving. Lights and any electrical apparatus should be switched off and logical precautions taken in Science laboratories, Home Economics and the kitchens for electrical and gas appliances. No obstructions should be left in corridors that could be hazardous to others moving through potentially smoke filled corridors. In the case of smoke, children should be advised to place a handkerchief over their face or at least to cover the nose.

Under no circumstances must children run along the corridors, and particular care must be exercised when descending staircases. Staff will know if any child relies on crutches or has any other walking disability and so will require help on the stairs. Jacob (Year 5) will be helped by Paula and Jon Brunt to gain access to the Foyer.

### **Fire Marshals and Helpers**

- 1) All marshals should wear distinctive clothing, carry a whistle, torch and a clipboard with check off list, and staff mobile telephone numbers. The Head Teacher will check evacuation of the Concert Room, offices and classrooms on the Third Floor and will then move to the main stair well. Ideally all marshals will carry mobile phones but "walky-talkies" are available and permanently carried by the office, Caretakers and Headteacher.
- 2) Michelle Harris will take the registers, staff sign in book, visitor sign in book, spare pens and megaphone straight to the fields. It is also important to take a list of all staff and family phone numbers and emergency contacts. This information should be on a readily available, coloured

clipboard. Spare batteries must be available for the Megaphone. Mike Dunnington deputises if Michelle is absent.

- 3) Michelle G. goes directly to Nursery and checks the evacuation of that area (Karen Roth deputises if Michelle is absent).
- 4) Harriet Moore will be available to guide trained firemen to the Chemical stores and ICT Lounge, informing them of the potential risks. In the case that Harriet is away, then the Head of Department, Science, must take over that task.
- 5) Andy White will be in charge of 6<sup>th</sup> form block, (Harriet T. deputises) and Vicky Vincent will check music area and especially the practice rooms where part time staff teach (Harriet T. and Dr. M. Amin) deputise).
- 6) Ron Jackson will evacuate his class and will then be the Marshal in charge as Health and Safety Representative, Viasha middle floor and both Mark and Alan will check the ground floor. **Alan's first priority is to make sure that the gate to the Albert Road entrance is open for fire engine access.** Mark must check changing rooms and bathrooms; while swimming staff (Jeanette or coaches of clubs are responsible for the swimming pool changing rooms.)
- 7) Kitchen staff are responsible for their area and must make sure that they place trolleys, hot boxes, equipment etc inside the kitchen or dining room before evacuating – and not leave it in the corridor as a potential obstruction.
- 8) In simulations, Ron Jackson will give feedback to the Head Teacher of any difficulties noted or ways to improve efficiency. He will also make sure that Marshals have fire extinguisher and first aid training and confidence.

### **Fire evacuation signs**

All rooms will be fitted with school building plans to show where the classroom is located and the fastest escape route. When possible, corridors will also have evacuation route arrows. Evacuation routes will be given to all staff in their handbook, to all part time staff and printed on the back of visitors' hall passes. Staff should check these carefully to make sure that they are updated and correct.

A sign showing the muster point for visitors and part time staff has been placed on the Netball Fence. Evacuation routes and the emergency congregation point will be relayed to all groups letting part of the school during the day or evening; and to all large gatherings: concerts, meetings, PTA groups etc. All school events will begin by "what to do in an evacuation".

### **Swimming Pool**

The PTA will look into selling warm HTIS swim robes with hoods which swimmers can put on should children need to evacuate the school pool. These robes can also be used by swimmers at meets and on the pool side if they need to enter bathrooms. Alan will check the proper functioning of the swimming pool emergency exit.

### **Fire Alarm trials**

The alarms will be sounded **at 9:15 am every Tuesday** to make sure that they are all functioning and that they can be heard in all areas of the school. Should this not be the case, please report it to Mr. Jackson immediately, please. Staff should inform students that this will be the norm and NOT to evacuate.

### **Jacob (Year 5)**

Every attempt will be made to timetable Jacob's classes in lower floor classrooms in the future, but the situation at present is that he will need help in any evacuation. From the ground floor, he has wheelchair access; and in the mornings, his helper is always available. When upstairs, Paula (helper) should guide Jacob round to the steps where Jon Brunt will be waiting in case of required assistance. Jon will make sure that Jacob does not collapse on the stairs and help him out of the building. This is even more important should the evacuation occur on an afternoon. Jon Brunt will inform Jacob and Paula of this arrangement, while Jo Ferris will help supervise the evacuation of Jon's group.

### **At the Muster points.**

**Mike Dunnington will take a register of all staff and visitors**, and check them against the sign-in books. If a member of staff can not be located, they should be phoned by mobile phone in the first instance. It is essential that all staff sign in and out on a daily basis for this to work smoothly. The assistant Head will contact you if you have not completed the entry log.

**Form teachers will check that their complete classes** are present according to registration lists – **Pam Wright will deputise** for any missing Form teacher on the day. Coordinators of lettings will be responsible for checking their participants.

**It is essential that all staff sign in and out every day** for accurate registers. Likewise, 6<sup>th</sup> form students must do the same should they leave the building.

### **In the case of a real fire**

Should it be impossible to re-enter the school due to smoke, heat and other hazard; the students will be escorted to St. Ambrose Church for immediate safety, shelter and to make family groups – older siblings can then comfort younger ones. The secretaries will then hand form teachers lists of contact numbers to start to arrange family pick ups. A class telephone chain will also be organized.

**In this event, the Head Teacher would write down the name of each student leaving the church**, the time of departure and the name of the person escorting the child. Details of school reopening would be placed on the webpage (hosted out of country) and the same telephone chain could be used for communication.

### General Safety Measures

It is essential that all staff are aware of potential hazards in their classroom and around the school and inform the Headteacher directly of problems or concerns. These include:

- 1) Regular checks on wiring to appliances and to apparatus (plugs should be in good condition and all portable electrical apparatus should be regularly checked)
- 2) Report any suspected smell of burning – electrical appliances or wiring.
- 3) Careful unplugging of equipment – not pulling the cable.
- 4) Turn off and unplug appliances when not in use – energy efficiency and for safety; including computers, lights, interactive white boards, tvs.
- 5) Inform us when lights need replacing, if an emergency light is not working or you have any concern about lighting or switches in general
- 6) Check hairdryers and their installation in bathrooms / changing rooms
- 7) Maintain rooms tidy and efficient – don't block doorways or "clutter" access ways.
- 8) Don't allow unnecessary materials to simply be stored and take up space and make potential fire risks – stage props to be in cupboards, old desks and chairs to be properly stored, cellar areas to be tidy and efficient.
- 9) Keep fire doors clear and closed at all times; particularly those in Kinder and Nursery which are areas for very young children.
- 10) Make sure that bags are carefully stored and not blocking corridors.
- 11) No toys, desks, mats or chairs to be left in corridors with fire exits – they all have their own correct storage areas.
- 12) Chemical room supplies locked at all times and regular checks and inventories carried out for security of use and storage. (Chemical areas to be well ventilated).
- 13) Safe storage of any gas/ butane holder – and safe and early disposal of all hazardous material to a locally, environmentally sound tip.

Ref: Fire Evacuation Policy Sept 09/ my documents/HTS/ policies/ Fire Evacuation