



MANOR INFANT SCHOOL & NURSERY

Approval By: School
Review Frequency: 2 years
Next Review Due: February 2020
Last Reviewed: February 2018
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE
Review Approved (signature): R.E. Anderson,
Date Approved: 7.2.18

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURES

Valued as Individuals, Inspired as Learners'

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

The fire alarm is a continuous ringing sound. When it sounds the children must be lined up quickly.

- 2 members of staff to take a walkie talkie. One with a member of staff who will liaise with the fire service on arrival and one with the headteacher. In their absence, other designated persons will fulfil this responsibility.
- Designated person, office staff, will retrieve the 'grab bag' located in the office area and vacate to meet fire service on arrival. The 'grab bag' contents will consist of 'The school's business continuity plan', a plan of the school and nursery, staff contacts and parent/carer contacts for pupils at the school/nursery.
- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Ensure all lights are turned off.
- Take the red and green cards out with you.
- Walk immediately, in silence to the assembly point at the far end of the playground.
- Do not re-enter the building until the all-clear is given

DISABLED PERSONS - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support

staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school.

Any pupil who uses a wheelchair will be supported by their Special Needs Assistant (SNA). They will be first in the class line and exit the building via the same route as the rest of the school.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, one of the admin staff will liaise with the fire service representative and hand over the building plans of the building (in dedicated folder). In the absence of the admin staff, one of the senior leadership team will carry out this role.
- Other nominated staff to meet the fire service on their arrival is;
 - the caretaker- 7:00am-10:00am and 3:00pm-5:00pm
 - the Finance/admin officer- 10:00am-3:00pm
- After the event, the building will be thoroughly checked by the fire service and Fire Marshall, before allowing re-entry into school.
- Any incident will be logged in the appropriate file.

4. ROLL-CALL

- The administrative staff will give each teacher their register upon entering the assembly point, and the teacher will call the register and double check numbers to ensure that no person is left inside the building.
- If the administrative staff has had to take an alternative fire exit route then a member of staff will collect the registers through the top gate to save valuable time.
- If when calling the register a child appears missing, the teacher calling the register will raise a red card in the air for all to see. When the register has been called and all children are present, the teacher/adult responsible for the children will raise a green card. The office staff will count to make sure that all of the staff, visitors, builders and contractors have arrived on the playground.
- The headteacher, or in their absence another member of SLT, will liaise with the member of staff at the meeting point for the fire service via a walkie talkie.

5. INFORMATION TO BE COLLECTED

Information regarding who is in the school, is removed from the building by a member of the office staff. When the alarm sounds, one of the office staff will click 'evacuate' on the computer desktop which will print 4 sheets. These include;

- **A staff evacuation list**
- **A visitors evacuation list**
- **A pupil evacuation report (signed in)**
- **A pupil evacuation report (signed out)**

6. FIRE DRILLS

- Fire drills are carried out at least twice a term. This is so that all children in the nursery are able to experience a fire drill. This is logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

7. FIRE MARSHAL PERSONNEL (Teachers / support staff)

Fire Marshall - Last to leave after checking all areas: Headteacher (Ashley Howard), Deputy Headteacher (Emma Cornish), Assistant Headteacher (Pauline Turner). If they are absent then one of the admin staff will take on these roles.

- Ensure the walkie talkie has been collected to liaise with the member of staff at the fire service meeting point.
- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Headteacher, and in their absence the Deputy Headteacher upon your arrival at the assembly area.

The Fire Marshall must ensure all classes- school and nursery- are at the Fire Assembly Point (see Plan).

8. STAFF ABSENCES

- Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

9. VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate section on the sign in screen on arrival and before leaving the premises.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point. The assembly point for all visitors can be located on the map. This will be together with other visitors so that the visitors register can be taken quickly.

Contractors should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

10. The Nursery

- The alarm system of the school is connected to the nursery building, and as such any occupants during school time are expected to follow the evacuation procedures and meet at the assembly point in the playground.
- The initial head count will take place once out of the main school gate. This is so that the admin staff, who is ready to liaise with the fire service, can indicate to the Fire Marshall that all of the nursery children and staff have exited the building.
- Pupils in the nursery classroom leave the building along the path by the side of the school playground by the Southerly gate. The nursery staff will have a key to open the Southerly gate.
- The member of the admin staff, with the registers, will have a key to open the Southerly gate in case the nursery key has been mislaid.
- The nursery children will be asked to hold onto a rope so that the message is clear that everyone stays together.
- An adult will be at the front of the rope and an adult will be at the back of the rope with other adults supporting children in between.

- The 2 year olds, who may find it difficult to walk, will be transported using a buggy.
- Other office staff, who exit the building via the main entrance gate, will support the nursery staff by walking with the children.
- After the roll call has taken place, the adjacent homeowners will be informed of any emergency that exists and if necessary will be informed on whether they need to evacuate their homes as a matter of caution.

11. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

12. FIRE ALARM TEST

- The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.
- The maintenance for the fire alarm system is maintained twice a year by the relevant Portsmouth City Council contractor.

13. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary workers at Manor Infant School and nursery.

Fire Procedure

School Building

Playground

Fire Assembly Point

far end of the playground

Meeting point for all visitors

Nursery Lobsters Sea Turtles Stingrays Sea Lions Seals Dolphins Starfish Puffer Fish Angel Fish

Grass Area

The Nursery will enter
Through the back gate.