

The Friars Primary School  
Cannon Street  
Salford  
M7 3EU

# Fire Evacuation Policy



**Happiness – Achievement – Respect - Determination**

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**Should fire break out in the school, it will be the responsibility of staff members to:**

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

**On hearing the fire alarm the following staff procedures/duties will take place:**

**Classroom Staff/Support Staff**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building quietly and sensibly
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly points
  - KS1 & 2 – Along the fence behind the year 6 building
  - EYFS – On the fence on the grass area
  - All groups **MUST** maintain a distance of in excess of 3m. This is to ensure that 'bubbles' do not mix.
- Staff will check children against the fire register and immediately inform administration staff or senior leaders of any missing children
- Any staff who have children in a different location to their normal assembly point must notify administration staff or senior leaders

**Administrative Staff**

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the two assembly points
- The office and senior leadership radios must be taken out with the registers to receive any class messages regarding fire assembly point changes
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

### **Headteacher, Deputy Headteacher & Assistant Headteacher**

- The Head, Deputy and AHT will monitor the evacuation of the premises from the two assembly points (main playground and rear playing field)
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported by radio immediately.
- When the headcount has been completed the Head or Deputy will inform the Business Manager by radio that everyone is present.

### **Children & Family Officers & Senior Leadership Team**

The Children & Family Officers & Senior Leadership Team will check the following areas:-

- Visually Main Hall, Toilets, Staff toilets.
- A radio call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

### **Fire Wardens**

- Within the school there are trained members of staff who will act as Fire Wardens. The role of the fire warden is to make sure that all areas are clear of pupils & staff and that windows and doors, where safe to do so, are closed on evacuation.
- Fire wardens will wear hi visibility vests.
- Current fire wardens are:

#### EYFS Building

Sarah Toole & Rachel Hughes

#### Entrance Hall & School Hall

Gillian Tyler & Emma Senogles

#### Yellow Room & Year 4 Area

Alison Rowland

#### Year 5, Year 2 & 3 Area

Christopher Muscatelli

#### Year 1 & Upstairs Office

Adam Curtis

#### Year 6 Building

Michael Earnshaw

### **Kitchen Staff**

**When the alarm is activated staff will:**

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route

- Close doors and windows as you leave
- Assembly at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

***No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.***

- Further Evacuation from the rear field can be accessed via the headteacher either onto Cannon Street or Blackfriars Road

### **Fire Warning System**

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually.**
- Personal 2 way radios: HT, DHT, AHT, C&F Officers & The Office are in possession of a 2 way radio. These are charged and collected each morning and carried on person.

### **Evacuation Procedures**

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are informed verbally of evacuation guidance
- Regular fire drills are arranged

### **Fire Fighting Equipment**

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

### **Fire Risk Assessments**

Risk assessments are carried out annually.

### **Personal Emergency Evacuation Plans (PEEP)**

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

### **General Fire Precautions**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

### **Fire Prevention Measures**

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

### **Fire Protection Measures**

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**