

# Fire Evacuation Procedure

## October 2018



Saint Augustine Webster  
Catholic Voluntary Academy



## **Mission Statement**

### **The school will aim to:**

- develop an awareness of God's love and presence in individual's lives and to elicit a response to that;
- help pupils to develop a reasoned set of attitudes, values and beliefs allowing the individual to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ;
- make prayer, worship and liturgy valued experiences;
- develop real links with home and parish;
- create caring relationships with all those children and adults who are involved in the school.

## **Fire Drill**

Fire drills and bomb alerts are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures, special consideration is given for the evacuation of staff/pupils/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and, equally, the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the school and at regular intervals thereafter as to the exact procedures to follow in the event of a drill or an emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with the pupils.

Responsibility for the administration of the fire drill/bomb alerts rests with the Headteacher.

All members of staff participate in fire drills/bomb alerts.

## **General Fire Safety**

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained. Records of fire drills and tests are recorded.

- Ensuring fire safety rests with the Headteacher
- Escape routes: All doors to be unlocked when the school is in use
- Fire doors: Must never be fastened open. Must never be obstructed by desks etc which impede exit
- Fire extinguishers to be serviced by the Scunthorpe Fire Department
- Fire drills: The period of drills will be one every term for all zones

## **In the event of a fire**

- The fire alarm will sound automatically
- It can also be sounded by pushing hard on the front of the alarm system red box.
- The source of the fire should be reported to the Head.
- The Head or the person nearest the telephone will dial 999 and call the Fire Brigade.
- The Headteacher is the fire warden. She will wear a hi vis vest
- Mrs. Beverley will be in charge of first aid. She will bring the medication out. Mrs. Corfield, Mrs. Green and Mrs. Binns, when she is in school, will ensure registers are taken out and given to class teachers. They will also check staff and visitors. They will all wear hi vis vests.

- Classes in the building will exit by their classroom fire doors or the most convenient exit according to the situation.
- Everyone should leave the building calmly and promptly and assemble in designated areas. Children in EYFS and KS1 will assemble in the Infant playground and children in KS2 will assemble in the Junior playground. Visitors will assemble beside the old mobile classroom.
- Classes on the playground or field will proceed by the nearest safe route to their designated assembly point.
- All doors are to be closed once rooms are checked as being empty as the last person leaves.
- Teachers and TAs should remain with their own classes.
- The teacher will take the register to ensure that all children are accounted for.
- Mrs. Morrisroe and admin staff will use iPads to check all staff and visitors.
- If the fire appears to be a minor one, staff may attempt to deal with it using apparatus available, if trained to do so, but must not put themselves in danger.
- In case of a bomb alert, all pupils and staff must vacate the building as in a fire alert. Everyone will leave the school site and walk round to Berkeley Infant School.
- The emergency services will be informed and no-one should re-enter the building until it is declared safe.
- Advice and consultancy will be sought from the local Fire Prevention Officer when necessary.