



Sheep Dip Lane  
PRIMARY SCHOOL

# Fire Procedures Policy

Autumn 2017

Policy ratified on:	September 2014		
Date for review:	July 2015	November 2016	October 2017
Signed/Responsible Chair of Governors	Mrs J Thomas	PP Mrs D Wright	Mrs J Thomas
Signed Head Teacher	Mrs F Parish	Mrs F Parish	Mrs F Parish

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Mrs F Parish  
Head Teacher



## Sheep Dip Lane Primary School: Fire Procedures Policy Reviewed: September 2016

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Linked Policies: Health & Safety

### SHEEP DIP LANE PRIMARY SCHOOL

#### FIRE POLICY

(Updated March 2003)  
(Updated March 2004)  
(Updated July 2005)  
(Updated April 2008)  
(Updated October 2009)  
(Updated February 2010)  
(Updated September 2011)  
(Updated September 2012)  
(Updated April 2013)  
(Updated September 2014)  
(Updated and reviewed 2015)  
(Updated and reviewed 2016)  
(Updated and reviewed 2017)

In the event of a fire

1. Evacuate the building immediately by the nearest, safest route closing all doors behind the last child.
2. Take the children to your designated point, count them and check their names against your register.
3. Inform your designated line manager that all children/adults are present.
4. **Do not re-enter the building until told that it is safe to do so.**

#### ROLES AND RESPONSIBILITIES

##### All adults in school

- \* Please familiarise yourself with your nearest fire alarms, extinguishers, fire blankets and other appliances etc.
- \* If you discover a fire, sound the nearest alarm and evacuate the building.
- \* After evacuation inform the Head Teacher, Deputy Head or Senior Teacher that you activated the alarm and the exact location of the fire.

##### **Everyone must close all doors behind them and keep fire doors closed at all times.**

In the event of the school bell continuously ringing, an emergency has arisen in the main reception area. Senior leadership team to attend immediately, any further instruction to be given to staff if necessary.

##### Kitchen Staff

Kitchen staff will down tools straightaway, Cook will close Kitchen/School Hall fire door and all Kitchen windows and doors.

Cook will be in charge of counting Kitchen staff and keeping staff together and informing Head, (Deputy) that staff are present and safe. Kitchen staff meet at assembly point 12.

#### Non-Teaching Staff

First Aiders to check children and staff for effects of smoke or panic and begin treatment where necessary as follows:-

Mrs Mason	-	FS1, FS2
Miss Penn	-	Year 1
Miss Amy	-	Year 1/2
Miss Dennison	-	Year 2
Mrs Close	-	Year 3
Miss Ward	-	Year 3/4
Miss Wilson	-	Year 4/5
Mr Plumridge/Mrs Grayson	-	Year 5 & 6
Mrs Staniforth	-	Year 5 & 6

Following your checks inform Head (Deputy) of any concerns and treatment required. If no treatment is required Teaching Assistants to support senior staff as directed.

#### **Class Teachers/Support Staff must regularly ie once every half-term:-**

#### **Train children in exit procedures**

**ie Absolute silence**

**Look at teacher**

**Listen for instructions**

**Evacuate classroom/hall/school**

**Close doors**

**Teachers to leave last**

**Office Staff will give you your register for checking on the yard.**

Proceed to your assembly point. Conduct children's head count first and call your register. Inform Head (Deputy) that your children are present.

Registers must be sent to office at **08:55 am** and **13:05 pm** each day. (Foundation Stage register must be sent by **12:35 p.m.**) Office staff must collect these registers before their own evacuation and give them out to each class teacher to enable them to check all pupils are present. Office staff please note this is a vital procedure and must be carried out reliably and effectively.

It is the responsibility of all MDS's to carry their Registers with them at all times during the lunch break.

All staff please note that the nearest school exits for your class are as follows:-

\* If in the classroom - the outside door to that room.

\* If in the time out room, - Class 1S or the west corridor bottom door (near Class 1S). Closing all doors behind you.

\* If in the Hall/Music Room - please exit through the West corridor or main entrance, closing all doors behind you, and walk to your assembly point.

\* If in the Staff Room – exit through the Hall and then West corridor or main entrance or Foundation Stage. Please note – All internal safety locks will open when the fire alarm is sounded.

### School Business Manager/Site Manager

- Site Manager or Head Teacher to inform School Business Manager if the alarm is to be sounded due to a practice or maintenance procedure. In the event of an alarm sounding without a practice being announced, School Business Manager to immediately ring for emergency services.
- School Business Manager to ring Site Manager and inform him of the alarm.
- School Business Manager to inform Head (Deputy/Leadership) that this has been done.
- School Business Manager to wait outside school for services and direct them to location of the fire if known.
- School Business Manager to maintain the security of the front of school for visitors/intruders.

### Site Manager

In the event of a fire the Site Manager to:

Contact and maintain support for Head (Deputy).

### Head (Deputy/Leadership Team)

Will use information collected from all staff to determine further action to ensure the health and safety of all children and adults in their care.

### Line Managers

Class teachers to inform the following member of the Senior Leadership Team (SLT) that their children are present and safe in their assembly point.

Classes FS1, FS2,	-	Miss Brennan/Mrs Sparrow
Classes 1, 1/2, 2	-	Mrs Steeper
Classes 3, 3/4, 4/5	-	Mrs Towndrow
Classes 5 and 6	-	Miss Barker

Mrs Parkhurst will conduct secondary checks and ensure all pupils are present if any of the above are absent.

### **Fire Procedures for Lunchtime**

#### **ALL SCHOOL STAFF**

It is absolutely essential and in the interests of your safety that you sign in & out on the register provided. Please state the times you will be off site during the lunch break.

On hearing the fire bell during lunchtime please leave by the nearest route. This will be as follows:-

Staff in staffroom to exit via nearest classroom ie Foundation Stage and assemble at your designated assembly points with your classes and lunchtime supervisors – again register checks and counts to be performed.

Visitors to school and staff not assigned to a particular class will report to Admin staff at Point 11 for roll call checking.

Staff eating in the Hall / Staffroom or supervising school lunch to exit by nearest classroom exit ie Class 3 or Class 2 or main door if eating in the Dining Area 1 or 2. Hall Dining children will exit school by West Corridor Door or Main Entrance, whichever is safest route.

#### During the Lunchtime Break

Head Teacher to make internal search.

School Business Manager to ring fire brigade and wait outside to direct them to the fire.

Leadership team to check all assembly points and procedures are being followed and to maintain order and calm.

#### Midday Supervisors and Seniors

- On hearing the fire alarm - evacuate your class from the dining areas by the nearest fire exits ie Class 3, Class 2 or front door if eating in the Hall.
- Close all doors behind you.
- Line your class up by their assembly point, do a head count and check their names from your dinner register.
- Inform Senior all present and correct or alert if incorrect. Senior to immediately inform the Deputy Head if any children are missing. Admin to pass the staff dinner list to the Deputy Head in order that they can make their staff check.
- Keep your class in their line at their assembly point, keep them silent and calm.
- Supervisors may find they are supported by a class teacher and a First Aider.

#### Kitchen Staff

On hearing the fire bell - staff are **immediately** to **close** the **fire doors** they have opened to bring trolleys through. Evacuate their area by the nearest fire exit and assemble at point 12 - Under no circumstances return to the building or kitchen area for any reason what-so-ever until directed to do so by Head Teacher.

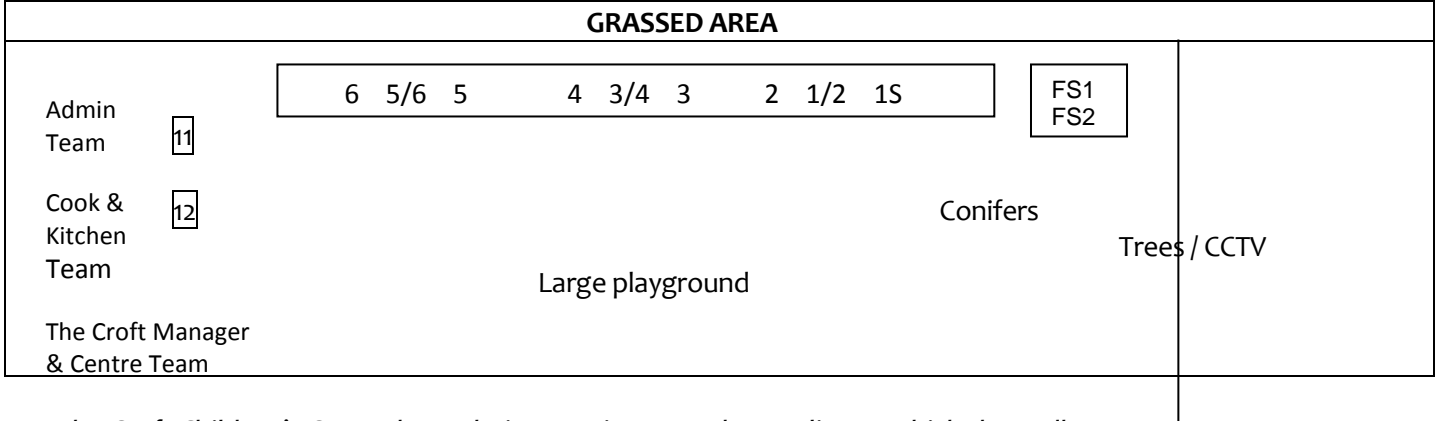
#### Cook

To ensure her staff are all present at the assembly point and inform Deputy Head if any staff are missing.

#### Visitors to School

Are all informed of the school Fire Procedures BEFORE entry to the school or Children's Centre by the admin team. Visitors report to point 11 for their roll call.

**Assembly Points**



The Croft Children’s Centre have their own Fire Procedure Policy to which they adhere to. This is as follows:-

**The Croft Children’s Centre Fire Policy**  
**Fire Policy**

**In the event of a fire or an emergency and the building must be evacuated the following procedure will apply:**

The member of staff who is leading a session in any of the rooms will raise the alarm immediately and the emergency services will be called by the reception staff at the earliest possible opportunity. The smoke and heat detectors in all of the rooms will automatically activate the fire alarm.

**Main activity room-**

- All children and adults will immediately be escorted out of the building and to the assembly point using the nearest, safest marked exit [see plan displayed in each room]. The assembly point is 12 at the rear of the school, in the playground. The attendance sheet will be taken by the reception staff for that session and all names checked.

**Training room-**

- The person leading the training or meeting will escort all children and adults out of the building to the assembly point by the nearest, safest marked exit. The attendance sheet will be taken by the reception staff for that session and all names checked.

**Reception area-**

- The member of staff on reception will escort all adults and children from the reception area [including the toilet, disabled toilet and baby change] out of the building to the assembly point by the nearest, safest marked exit and take the visitors book and fireboard with them and all names checked.

**Health and Family Room**

- The person leading the training or meeting will escort all children and adults out of the building to the assembly point by the nearest, safest marked exit. Reception staff will take the register/signing in sheet with them and all names checked.

Wherever possible, staff should ensure that all doors are closed behind them.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Centre Manager or Senior Family Support Worker on duty.

On exiting the building, the Centre Manager or Senior Family Support Worker on duty will close all accessible doors and windows to prevent the spread of fire.

The registers/signing in sheets will be checked to account for all children, students, visitors and staff. If any person is missing, the emergency services will be informed immediately.

## SHEEP DIP LANE PRIMARY SCHOOL

### VISITORS TO SCHOOL FIRE/EVACUATION PROCEDURE

- 1 It is **absolutely essential**, and in the interests of your safety and our children's safety **that you sign in and out of the Visitors Book**.
- 2 This book is used for roll call purposes if our school is evacuated because of fire or other reasons.
- 3 On hearing the fire bell please:-
  - a) Leave the building by the nearest fire exit (taking any children which you have with you at the time and escort them to their correct assembly point).
  - b) Report to assembly point 11 for your roll call. (This will be identified by the Office staff who will look out for you.)

### VISITORS SAFETY PROCEDURES

- 1 Introduce yourself to the Receptionist.
- 2 Sign the Visitors Book and obtain a visitors pass if you do not carry your own identity pass.
- 3 The fire procedure is on the reverse of all visitor passes.
- 4 The Receptionist will take you to the appropriate member of staff.
- 5 Complete the Visitors Book when leaving school and sign out.
- 6 Leave your vehicle registration number at reception if you have parked in the staff car park.



## **FIRE EXTINGUISHERS**

TYPE	SUITABLE FOR	DO NOT USE ON
WATER (RED)	PAPER, WOOD, CLOTH, TEXTILES etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE METALS
DRY POWDER (BLUE)	BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
CO <sub>2</sub> (BLACK)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
FOAM (CREAM)	BURNING LIQUIDS, PETROL, OIL, FAT	ELECTRICITY, FLAMMABLE METALS
BCF (GREEN)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
BLANKET (RED)	BURNING LIQUIDS, OIL, FAT, COOKER HOBS	ELECTRICITY, FLAMMABLE METALS
HOSE REEL	PAPER, WOOD, CLOTH, TEXTILES, etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE MATERIALS

**RED FIRE EXTINGUISHERS ARE SITUATED:**

ANNEX 1

ANNEX 2  
 FOUNDATION STAGE 2  
 FOUNDATION STAGE 3  
 WEST CORRIDOR  
 CLASS 3/4  
 CLASS 4  
 STAFF ROOM (KITCHEN)  
 FOUNDATION STAGE 1  
 KITCHEN AREA 4 & 5  
 ANNEX 3  
 STAFF ROOM (KITCHEN)  
 HALL

**BLUE FIRE EXTINGUISHERS ARE SITUATED:**

**BLACK FIRE EXTINGUISHERS ARE SITUATED:**

**FIRE BLANKETS ARE SITUATED:**

**FIRE ALARMS ARE SITUATED BY EVERY EXTERNAL DOOR**

### **Additional Fire Fighting Equipment in School**

Boiler Room

Kitchen

The Croft Children's Centre

## MAINTENANCE OF EQUIPMENT

- **3 Monthly check of fire alarms and entrance warning lights by Local Authority.**
- **Annual inspection of all fire-fighting equipment is conducted by South Yorkshire Fire and Rescue.**

