



FIRE SAFETY AND EVACUATION POLICY

The purpose of this policy is to ensure the safe evacuation of all persons from Cranborne Middle School in the event of fire.

Staff with Specific Duties

The policy refers to personnel with specific roles in the event of fire. The table below details the hierarchy of personnel who will assume the roles below in the event of absence of the lead in bold.

Office/ Fire Marshall		Headteac her		Caretaker		Pupils with Physical disability co- ordinator	
Kirsty Lancaster	KL	Richard Stevens	RS	Bob Bracken	BB	Danielle Warner	DW
Bel Willmott	BW	Becky Cain	BC	Richard Stevens	RS	Mike Hiscock	MH
Angela Allen	AA	Simon Gillott	SG				
Rebekah Terzaghi	RT						

Strategy for Simultaneous Evacuation

- Caretaker (BB) to be aware of person in charge of school in the event of Headteacher's absence.
- In the event of Caretaker not being on duty (10 am – 3pm), BB to come over to school. If BB not on site, Headteacher to lead investigation (break-glass/alarm on/off) and next in line, to manage pupils and staff.
- Evacuation list of staff and visitors to be printed off by a member of office staff and accompanied by pupil register.
- In the event of an actual fire, the fire bell will continue to ring until the Fire Brigade deal with the fire and turn the bell off.
- If the fire alarm sounds at the end of the day, DW or (MH in DW' absence) to speak to drivers of vehicles parked in the area of the disabled parking bay and direct them to leave the car park but NOT to block entrance/access road to school.
- All staff to sign out at any point throughout the day when leaving the building.
- Do not use lift

Action when the Fire Alarm Sounds

- Person in charge to collect 2-way radio from Reception
- Caretaker (BB) to liaise with Headteacher/ person in charge of school
- Caretaker (BB) to check validity of the alarm
- Caretaker (BB) to endeavour to establish source of fire.
- Caretaker (BB) to contact the Fire Brigade in the event of fire
- Staff, on arrival at assembly point (or en-route) to notify person in charge, of location of fire, if known.

PUPILS and STAFF

When the fire alarm sounds:

- Everyone should stop what they are doing and remain silent
- Children and visitors should follow the instructions given by school staff to evacuate the room/area to the known safe assembly point on the school playing field.
- On leaving the room, and if safe to do so, staff should endeavour to ensure that all windows and doors are closed.
- Office staff to collect medicine box and bring outside along with fire register
- Staff in Science lab, Science room, kitchen and food technology rooms to ensure gas is switched off
- Be aware of all exit routes in the event of an obstruction to the usual evacuation route.
- Maintain silence and move in an orderly fashion – WALK BRISKLY, DO NOT RUN.
- Do not use lift

At the assembly point (On the field, 3 metres beyond the edge of the tarmac walkway to ease congestion):

- Tutors line up their tutor groups in alphabetical order (following the same pattern as morning line up).
- Tutors to check all pupils are present – referring to the class register.
- The heads of each year to check all tutors and all children have been accounted for at the assembly point and report to person in charge.
- Staff without tutor groups are to line up on the pavement and make sure that they are visible to the Fire Marshall
- Teachers based in mobile classrooms with toilets to check toilets in the mobile block – including each individual cubicle.
- Teachers using the gym / changing rooms to check toilets in this area - including each individual cubicle.
- Teachers using class rooms on first floor to check the toilets upstairs – including each individual cubicle.
- RS (BC in RS's absence) to check Year 8 toilets (next to Science Lab) including each individual cubicle, the toilet for the disabled and the therapy room.
- RIS/ BC to check staff toilets including each individual cubicle.
- DW (MH in DW' absence or if appendix 1, Pupils with Physical Disabilities is implemented)) to check Year 6 toilets (Technology Block) including each individual cubicle.
- All staff – non-Tutors – to report to Fire Marshall (KL - BW in KL's Absence) at the assembly point.
- All kitchen staff to report to Fire Marshall (KL).
- All Teaching Assistants to report to office staff who will report to the Fire Marshall (KL)

PUPILS WITH PHYSICAL DISABILITIES

Any children/ adults with physical disabilities will be risk assessed on an individual basis

When the fire alarm sounds:

If pupils are downstairs:

- Teaching Assistants should accompany them to the car park via the Technology Block corridor, using the nearest safe exit. Should this exit route be blocked, Teaching Assistants and pupils should exit via the Blue corridor and the hall (via the stair lift to the hall) OR via the doors at the foot of the stairs to the bottom playground. DW (MH) to determine safe arrival.

ACTION ON DISCOVERING A FIRE

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. For this reason, when a fire is discovered:

- **SOUND THE ALARM.** If you discover or suspect a fire, sound the building fire alarm. If there is no alarm or it doesn't work, warn the other occupants by knocking on doors and shouting as you leave.
- **VACATE THE BUILDING.** The priority is to evacuate, try to rescue others only if you can do so safely. Move safely to the Assembly Point. Don't go back into the building until the Fire Brigade says it is safe to do so.
- **CALL THE FIRE BRIGADE.** Ensure that someone has informed the Fire Brigade. Give as much information as possible to the emergency dispatcher.

GUIDANCE ON FIGHTING FIRES AND USING EXTINGUISHERS

- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. If you can't put out the fire, leave immediately. Make sure the Fire Brigade is called - even if you think the fire is out.
- Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember to always keep an exit at your back.

NEVER FIGHT A FIRE IF:

- You don't know what is burning. If you don't know what is burning, you don't know what type of extinguisher to use. Even if you have a suitable extinguisher, there may be something in the fire which is going to explode or produce highly toxic smoke. Chances are, you will know what's burning, or at least have a pretty good idea, but if you don't, let the Fire Brigade handle it.
- The fire is spreading rapidly beyond the spot where it started. The time to use an extinguisher is in the incipient, or beginning, stages of a fire only. If the fire is already

spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.

- Your instincts tell you not to. If you are uncomfortable with the situation for any reason, just let the fire brigade do their job.

PREPARATION

- All staff should ensure that they know where the nearest safe EXIT routes are from their location to the nearest Assembly Point. They should be aware of where fire extinguishers are positioned in their places of work and ensure that they understand how and in what circumstances they should use them. They should have recently read the instructions on how to release them for use and consider how they might deploy them if necessary.
- The School should run familiarisation fire training for all staff regularly, which ideally should include the use and deployment of firefighting equipment used in the School whilst ensuring that staff understand the key principles explained above.

Reviewed by FGB January 2021