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| <i>Policy adopted by Governors</i>                               | <i>September 1997</i> |
| <i>Policy to be reviewed annually by Governors Strategy Team</i> | <i>March 2023</i>     |
| <i>Policy to be reviewed</i>                                     | <i>March 2024</i>     |

**BOWER GROVE SCHOOL**  
**FIRE/EMERGENCY EVACUATION PLAN**

Any adult either discovering a fire or have such reported to them should operate the nearest fire alarm call point.

In the event of a non-planned fire drill, the office staff or Leadership Team will call the Fire Brigade, except where fire alarms are known to have been set off accidentally/maliciously.

The number one priority is the evacuation of the pupils.

a) Fire Drill

- The continuous ringing of the bell indicates a Fire Alarm.
- Pupils will stand and line up at the nearest appropriate door under the supervision of the member of staff present (the escape route will need to be taken depending on a visible location of the fire).
- Everyone will proceed in an orderly fashion to the Junior Playground (muster point A) taking the shortest, safest route, depending on the visible location of the fire. The alternative muster point is the playing field to the rear of the school should the junior playground be inaccessible or unsafe.
- Pupils must walk NO RUNNING.
- Learning Support Assistants or available adults will collect any pupils who are out of the classroom at the time of the fire bell.
- Members of the administration team/Leadership Team will unlock the green gates to the junior playground.
- The pupils will line up in groups on the playground under the direction of a member of staff.
- The Leadership Team (as Fire Wardens) and nominated staff will check the building, commensurate with safety, to ensure no pupils remain within the school, including the toilets.
- At the playground pupils will stand in straight lines in their class groups. Class teachers will collect registers from Admin Staff & helpers, conduct a roll call, and return registers to Admin Staff. In addition, Admin Staff will conduct a roll call of all staff and visitors on site. Any unaccounted absences must be reported to senior members of staff present.
- The Hr & Facilities Manager will be in radio contact with the Site Team for updates or all clear to return as appropriate.
- Nobody will return to building until authorised by a senior member of staff

**FIRE DRILLS**

- A regular fire drill or emergency evacuation/invacuation will take place with a minimum of three practices per year. Drills will vary on type, timing, location and, if possible, the route of evacuation.
- All staff will be reminded of the emergency procedures at the beginning of each school year. New staff will be directed towards their Staff Handbook and their induction will include an explanation of the above drills. All staff should be familiar with the location and use of all Fire Alarms and code words. If in doubt, please consult a Health and Safety Representative.
- The Class teacher is responsible for clearly explaining the drill to their class. Fire action signage must be displayed in each classroom. Every area of the school should have a clearly visible "FIRE NOTICE", which gives details of the procedure for evacuation in the event of a fire. Spare copies are available from the site office.

- Each Fire Practice and emergency drill will be monitored by senior members of staff and logged in the Fire Safety Document Holder which is kept in the HR & Facilities Manager's office.
- The fire alarm system will be tested weekly by the caretaker and a log kept of each test.
- Staff must ensure that fire exits are kept clear from obstructions and that fire exit doors are unlocked. The Site Team will check Fire Doors are operating correctly on a weekly basis. Cloakrooms are to be kept tidy to avoid obstacles in any emergency. Fire Extinguishers will be checked monthly by the Site Team for signs of physical damage.
- LA Contractors will check extinguishers annually.
- Any extinguishers discharged accidentally or otherwise, even if only partially, must be reported immediately to the site manager who will make arrangements for it to be replaced with the contingency extinguisher kept in the Site office.
- On leaving the premises when evacuating the building, staff should remember to take mobile phones if easily accessible, which can be extremely valuable in supporting communication once away from the school.
- A 'grab bag' containing useful emergency information and equipment is kept in the office stationery cupboard and this will be taken onto the playground by the HR & Facilities Manager.

### **VISITORS**

All visitors (including work experience students and contractors) will be notified (via instructions clearly displayed in the signing in book) of the fire procedure when they sign in at reception. Staff should ensure that they escort any visitors to their classes out of the building in the event of a fire alarm.

### **LETTINGS**

There is a separate Fire and Emergency Evacuation Plan for school lettings. This plan is given and explained to the person in charge of every letting at the commencement of the let. A copy of this Plan is in the Fire Safety Document Holder file in the School HR & Facilities Manager's office.

### **BOMB ALERTS**

In the event of a bomb alert, the school will be evacuated using the fire alarm system, everyone should assemble on the top playground as for fire alarms. A decision will be made by the Leadership Team whether to evacuate. The agreed evacuation site is West Borough Primary School. No one should re-enter the school for personal possessions, coats, etc., until the Headteacher or member of the Leadership Team in charge of day to day running of the school has given the "all clear". In the event of a bomb alert staff should not use any radio links or mobile phones. The emergency services will be contacted via land line phones only. If evacuation is not safe e.g. bomb alert outside, the invacuation procedure to the sports hall should be followed.

### **LOCKDOWN**

In the event of a "Lockdown" situation a tannoy message will be given with the agreed code. Staff/Visitors should stay where they are and take cover or find a safe place if in a vulnerable area. Turn off mobile phones and stay quiet. Wait for the all clear.

### **MUSTER POINT**

In the event that the junior playground could not be used as a muster point (A), staff should take classes onto the school field muster point (B) as relevant, and follow the above procedures.

**FIRE ALARM MANAGEMENT**

In order to avoid whole school evacuations due to malicious fire alarms, an approved delay programme has been installed. This provides immediate contact with the main school office in order to ascertain the authority of the raised alarm. This system was installed and commissioned by our Local Authority approved fire safety contractor.