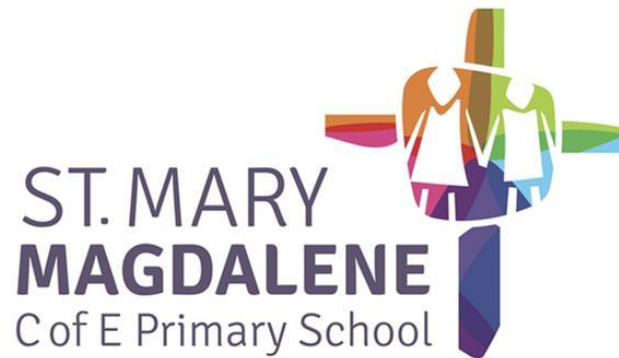


Fire Drill Policy

St Mary Magdalene CofE Primary School



Approved by:	FGB	Date: 10.10.24
Last reviewed on:	Oct 2024	
Next review due by:	Oct 2025	
Based on a policy from:	Southwark LA	
Written by:	Anna Harding	

St Mary Magdalene CE Primary School Fire Drill Policy

As a Church of England School, we recognise that each person is valuable, precious and **unique** before God. Our school is a community based on **trust, honesty and love**. We aim to live in **peace** with each other and to **forgive** those who have wronged us, as taught and demonstrated in the life of Jesus. We seek to foster in our members **wonder** in discovery, **thankfulness** for what we have, **compassion** for others and **hope** for the future. We therefore strive to ensure that our delivery of the curriculum meets the needs of each individual and helps foster an environment where the motivation for all to achieve and reach their full potential is at the core of our commitment.

Vision Statement

Building on a foundation of Core Christian Values, we inspire and equip our children to acquire confidence, encouraging a thirst for lifelong learning.

'I can do all things through Christ who strengthens me,' Philippians 4: 13.

A FIRE ROUTINE IS BASED ON A CRITICAL SEQUENCE OF EVENTS, THESE BEING:

1. Alarm Operation

- A predetermined date and time will be agreed by the Headteacher and Premises Manager
- The Premises Manager will release the fire alarm

2. Evacuation - School Grounds

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined Assembly Point at the far end of playground by the basketball goal posts.
- Specific arrangements must be made for pupils with disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- Anyone who is not in class when the fire alarm sounds must go immediately to the nearest assembly point.
- No one is allowed to re-enter the building until told to do so by the Headteacher.

3. Assembly - Outside School Grounds

- An area outside the school premises must be designated as an assembly point.
 - **Pupils** – Through main playground gate along far side of Pilkington Road
 - **Head Teacher, Office staff, Premises Manager and Kitchen Staff** – in the event of real fire or emergency must leave school building via main entrance and walk along the outside of perimeter fence to join staff and pupils in Pilkington Road
- It must be clearly marked and easily identified by any person who is expected to be in the school premises.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

4. Roll Call

- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Attendance registers, visitors book and staff register should be held at a central point and must be brought to the assembly point when the alarm sounds.
- As soon as classes have assembled at the assembly point, a head count and then a roll call can be made to ascertain that no one remains in the premises.

- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers, visitors book and staff registers to verify that everyone is out of the building.

In the event of fire being discovered

Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the Fire Brigade

- In the event of a fire, the Headteacher is responsible for ensuring the Fire Brigade is called.

Meeting the Fire Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.
- Zone map must be made available for fire brigade.

Typical information the Fire Brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (ie. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc)

PROCEDURES IN EVENT OF FIRE

In the event of a fire or fire drill all staff must respond immediately to the following procedures –

Teachers must-

- Calmly line up the children at the exit door to the playground and escort them to the far end of the playground where the fire assembly sign is displayed
- Ensure that the children are quiet and orderly
- Count children in the first instance
- Do a register check to ensure that all children are present
- Alert the Headteacher or Admin Staff if any child is missing
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class

Support Staff must –

- Calmly line up with the children and escort them to the far end of the playground where the assembly point is (unless you have been nominated as a fire warden)
- Support the teacher in keeping the children quiet and orderly
- Alert the teacher if you are aware of any missing child or you know that one has gone to the toilet or gone on a message
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class

Key Stage Fire Wardens must –

- Respond immediately to the alarm and check toilets, corridors or any other rooms to see if any children are there
- Escort any children in the toilets or in the corridor to the appropriate class at the fire assembly point
- Ensure that the teacher is informed so that the child can be checked with the register
- In no circumstances go back into the building or send anyone else back inside
- Wait until the all clear before returning to class
- Check the adult toilets

Headteacher and Admin Staff must –

- Respond to the alarm immediately and leave their offices.
- Admin staff collect registers (class, staff and visitor), mobile phone and school gate keys on their way out to the assembly point (Phone emergency services if necessary)
- Escort any children from the foyer and resource room to the appropriate class at the fire assembly point
- Ensure that the teacher is informed so that the child can be checked with the register
- Distribute registers as quickly as possible.
- Check that all children are accounted for
- In no circumstances go back into the building or send anyone back inside
- Wait until the all clear before returning children back to class.
- Escort children to neighbouring school (Rye Oak) in extreme emergencies (see emergency plan)
- The Office Manager is responsible for counting the adults

All kitchen staff must –

- Isolate the electricity and gas
- Leave the kitchen immediately and go to the staff car park or to the fire assembly point in the school playground
- Wait until the all clear before returning to the kitchen

ROLES AND RESPONSIBILITIES

PERSONNEL	ROLE RESPONSIBILITY	NAME
OFFICE MANAGER	COLLATE REGISTERS, VISITOR BOOK, HAND REGISTERS TO TEACHERS	KATHARINE ROSE
FINANCE OFFICER	COLLECT MOBILE PHONE AND	BERNICE GRAHAM
PREMISES OFFICER	RING FIRE BELL, TIME EVACUATION, TAKE KEYS FOR BACK GATE ENSURE EVERYONE IS OUT OF THE BUILDING ALERT HEADTEACHER ONCE EVERYONE IS EVACUATED ALERT KITCHEN STAFF WHEN IT IS SAFE TO GO INTO THE BUILDING RECORD TIMING OF EVACUATION	ADRIAN DOGARU
FIRE MARSHALLS:	CHECK FIRE DOORS ARE CLOSED, SWEEP THE CORRIDORS AND TOILETS	STELLA PHIPPS KS1 LAILA SHIRE KS1 MOSES AUGUSTE KS2 ANNA HARDING KS2 ADRIAN DOGARU KS2
HEADTEACHER	ENSURE FIRE BRIGADE ARE CALLED IN AN EMERGENCY OVERSEE ROLL CALL SPEAK TO CHILDREN ALERT STAFF AND CHILDREN WHEN IT IS SAFE TO GO BACK INTO THE BUILDING	ANNA HARDING