



Created: M Papesch January 2013 | Reviewed & approved by Board: April 2021  
Reviewed by: K Howard May 2023 | Next Review: May 2025

## **Fire Evacuation Policy** (Whole school including EYFS)

### **Introduction**

- This guidance is specific in dealing with an evacuation of the school building in the event of a fire.
- This guidance note has been prepared to comply with statutory requirements contained in The Regulatory Reform (Fire Safety) Order 2005  
<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- Staff and the school's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document.

*Further clarification or direction on any duties or procedures contained within this guidance note can be obtained from the Headteacher or the Chair of Dania.*

### **Action in the event of a fire or suspicion of a fire**

- The main priority is to get everyone out of the room or area where the fire is located and proceed to the **designated assembly point: Highbury Fields (across Highbury Crescent - on the grass verge)**
- Immediately raise the alarm by activating the nearest available fire alarm call point
- If not supervising students and it is possible, shut down any work equipment, shut any windows that may be open, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school

### **How to raise the alarm**

- Activate the nearest break glass type fire alarm call point.
- The call point can be activated by pressing firmly onto the middle of the glass panel that is incorporated within the call point unit.
- The glass is designed to break safely via firm two-finger pressure being applied.



### Action to take on hearing the alarm

- On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area.
- Leave the building via the nearest available escape route and assemble at the schools designated **Fire Assembly point: Highbury Fields (across Highbury Crescent, on grass verge)**.
- Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.
- On hearing the fire alarm system, the Headteacher will contact the emergency services by dialling 999.
- Once the call is answered, ask for the fire service, then once through to the Fire brigade control room inform the operator of the following: **THERE IS A FIRE AT: Dania School 3 Highbury Crescent N5 1RN**
- The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given. The teacher should also notify other areas in the building of the fire.
- The Headteacher and Office Manager are the appointed fire marshalls.
- The headteacher must ensure that they inspect all classrooms, toilets, workrooms, offices etc., to establish that all the school pupils and staff have been safely evacuated
- The headteacher and pupils must immediately leave the building by the nearest available escape route and join the other teachers and pupils and report that the building has been evacuated; then at a safe distance ensure no individual subsequently enters the building until authorised to do so. No staff are to place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved, this information can then be passed to emergency services on-arrival.

### Evacuating the school building- arrangements for people with disabilities

- One to one carers and/or the schools appointed fire marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability.
- Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

### Ensuring that everyone is out of the building-school: Fire Marshal Duties

- As previously stated, the Headteacher (or school appointed fire marshals) will undertake a check of their floor or area of the school building, including staff and ancillary rooms, toilets etc.



- The teachers will also assist with the evacuation of staff, students and visitors.
- The Headteacher will also notify the other teachers that the building is clear via mobile phone.
- The teachers should proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the Headteacher.
- The Headteacher and other staff should report any determination of conditions so that information can be passed to emergency services on their arrival.

### **Location of assembly point**

Assembly point: Highbury Fields (across Highbury Crescent on grassy patch)

### **Evacuation to the schools designated fire assembly point**

- The teachers and students shall assemble in the nominated fire assembly point. The Teachers/admin staff will issue registers and check the signing in book for roll call by class teachers at the assembly points. The Headteacher or designated member of staff will check that all adults and children are accounted for. Admin staff will also unlock the front gate to allow access for the fire brigade.
- To facilitate this, the teachers/office staff will collect and then bring to the assembly point, the school registers, staff attendance records, visitors and contractors book. Arrangements will also ensure that the keys to open exit gates are available.
- Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- The Headteacher will greet the fire brigade on their arrival. He/she will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved, dangerous machinery not shutdown etc.
- Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or the Headteacher.
- In the event that first aid is required; individuals should make themselves known and if possible after being registered and then be escorted to the qualified member of staff who will assist.

### **Extinguishing a fire (if safe to do so):**

- In the event of a small fire - such as a fire in a waste paper bin, etc., it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.
- Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to



immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

- If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire. It will be safer to evacuate the area (if possible closing windows and doors behind you) , activate the fire alarm and await the arrival of the fire brigade.
- In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - **DO NOT OPEN THE DOOR.** - you may be placed at immediate and serious risk. In the event of these circumstances you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.

### Fire Drills

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book online.

- NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office.
- Please ensure that children arriving after registration has taken place report to the school office. Teachers should be mindful of any child that is later taken off site for illness or an appointment.
- If any visitors are present the adult they are working with should ensure that they know what to do in the event of a fire
- Visitors should be directed to look at the fire action notices upon entry, not wait for an adult to tell them, especially if they may be working alone at any point. They should be left under the direction of a competent adult.

### References:

- The Fire Precautions (Workplace) Regulations 1997  
<http://www.legislation.gov.uk/uksi/1997/1840/contents/made>
- The Management of Health and Safety at Work Regulations 1999.  
<http://www.hse.gov.uk/pubns/books/l21.htm>

### Equal Opportunities

At London Scandinavian School we also recognise the importance of the Equality Act 2010. This replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that all people



(pupils/teachers/parents/family/visitors etc.) have equality of opportunity in accessing and experiencing the life of the school.

When carrying out our day to day work, we should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity
- foster good relations across all people, whatever their characteristics may be