**Fire evacuation procedures during school expansion**

1. Fire Drill in School
2. Sequence
3. Alarm
4. Evacuation
5. Personal Emergency Evacuation Plans (PEEPS)
6. Assembly Point
7. Roll Call
8. Use of walkie-talkies
9. Calling the Fire Brigade
10. New Intake
11. Notices
12. Test Fire Drills
13. Attacking the Fire
14. Morning briefings
15. Fire Wardens
16. **Fire Drill in School**
17. **Sequence**

**SOUND THE ALARM**

**CALL THE FIRE BRIGADE**

**EVACUATE THE BUILDING**

**ASSEMBLY ROLL CALL**

**TACKLE THE FIRE**

The routine for this is to prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the school using all the exit facilities which are available and to get the mind attuned to reacting rationally when confronted with a fire or other emergency either at school or elsewhere.

1. **Alarm**

Anyone discovering an outbreak of fire should without hesitation sound the nearest fire alarm. The children are taught to inform the nearest teacher if they suspect a fire.

The function of the alarm signal is to alert every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once.

1. **Evacuation**

On hearing the alarm teachers in charge of classes should leave the classrooms in single file with a 2 meter gap between them and their classmates. Classes should then proceed at a steady uniform rate to the playground, the teacher following at the rear. **CLOSING THE DOOR OF THE CLASSROOM AND ALL OTHER DOORS ON THE ESCAPE ROUTE WHICH WILL NOT BE USED AGAIN.** A list of pupils and staff in the building will be printed off from Inventry and brought onto the playground for the roll call.

Pupils will be taught in their class bases on the ground floor so there won’t be any pupils upstairs for the foreseeable future. (However we will leave in evacuation procedures for pupils on the first floor for when more pupils return. Pupils being taught in the first floor specialist rooms should make their way down either of the two stairways accompanied by staff. Those pupils who cannot manage the stairs will wait on the landing area by the lift or by the staffroom. **ON NO ACCOUNT IS THE LIFT TO BE USED** - in any case the lift will default to the ground floor when the alarm sounds. )

**Strict adherence to physical distancing must be adhered to as much as possible and we will practise this..** Anyone not actually in the class when the alarm sounds, e.g. in the toilets, staffroom, corridors etc., should go immediately to the assembly point and join their appropriate class. Classroom assistants will check the toilets and the medical room in their appropriate areas.

Any cooks, cleaners, administrative and other staff on hearing the alarm should go immediately to the assembly point.

With the exception of a search of missing persons, no-one is allowed to re-enter the building to retrieve their clothing, books etc., until permission is given by the fire brigade or in the case of a drill by the Headteacher.

1. **Personal Emergency Evacuation Plans (PEEPs)**

Those pupils who have mobility issues will have their own PEEP. These will describe the actions to be taken should an emergency occur.

1. **Assembly Point**

The place of assembly is the Upper School playground. At the place of assembly each individual class and body of people should take up a predetermined position with a 2 metre gap between pupils..

On hearing the alarm the designated teacher that day will go at once to a predetermined and conspicuous position in the place of the assembly and remain there until s/he has received a report from all classes.

1. **Roll Call**

Immediately the classes have been mustered at the place of assembly a roll-call or count should be taken, if possible from the registers, and each responsible person should report immediately to the designated teacher “All Present” or otherwise.

1. **Use of walkie-talkies**

Key staff will have walkie-talkies to communicate with each other and with the Fire Wardens. The walkie-talkies should be set to ‘1’ which will allow communication with key staff at Fox Wood and the College. The internal Green Lane channel is ‘5’.

1. **Calling the Fire Brigade**

All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire Brigade, by the quickest means available.

It is important that there should be no delay in making the call, which will be made by a member of the office team.

The Officer-in-charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

1. **New Intake**

It is unlikely that we will have any of the new intake in school before September. Early in a new school term all new entrants, staff and pupils will be conducted over all primary and secondary escape routes, shown the alarm points and be instructed in the fire routine procedure.

1. **Notices**

Each fire point is indicated conspicuously by a notice worded “FIRE ALARM” followed by appropriate operating instructions.

1. **Test Fire Drills**

Test fire drills are held at least once per term, and a record kept of time taken for evacuation and any issues arising. A test fire drill will be held one day of the week commencing 080/6/20.

1. **Attacking the Fire**

Circumstances will dictate as to whether firefighting should be attempted. The important thing to remember is that **FIRE FIGHTING SHOULD ALWAYS BE SECONDARY TO THE SAFETY OF LIVES,** and that while small fires such as a quantity of spilled inflammable liquid in a laboratory can be dealt with summarily, for a sizeable fire, evacuation should be the primary concern.

1. **Morning briefings**

Morning briefings may take place in the hall or by email. The Fire Warden list will be adjusted daily if required.

1. **Fire Wardens**
* **Meet the Fire Brigade –** Paul King
* **Upper School Sweep –** Mike King
* **Lower School Sweep –** Sue Jones/Jo Mullineux
* **Read Board & check location of fire –** Chris Beeton/Bethan Law
* **Inventry print off -** Amanda Harrison
* **Roll Call on Yard –** designated staff member (may change daily)
* **Upstairs Sweep/Willow Green –** Not required
* **Support pupils with mobility issues -** Jo Milnes
* **Support evacuation pupils from sport hall – Not required**