



## Fire Procedures at Lemington Riverside Primary School

Should fire break out in the school, it will be the responsibility of staff members to:

- **Raise the alarm using nearest break glass**
- **Evacuate the school**
- **Check all pupils/visitors are out of the building.**

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Action notices are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

### Teachers and Teaching Assistants:

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- All staff with a walkie-talkie must take them with them. The Early Years Leader will be responsible to check the indoor and outdoor Early Years areas are clear and will inform the Head Teacher via walkie-talkie.
- Children **MUST** evacuate the building in a quiet and orderly manner.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the main assembly point (LOWER playground). See Fire Action poster for specific areas to assemble for each class.
- Once at the emergency assembly point, the class teacher will take the register using the *InventryEvac* app on their mobile device. If a teacher without the app is present, the paper register will be used as provided by the office.
- Staff will check children against the fire register and immediately inform the Head Teacher/Office Manager of any missing children
- Any staff who have children away from their usual class should take them to the assembly point and hand them over to the class teacher.

### Office Staff:

- Unless otherwise informed that a fire drill is to take place, the administrative officer or in her absence the school business manager will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The office radio must be taken out to the assembly point to ensure that communication between the fire leaders can take place.
- The administrative officer will check the ground floor of the main building and inform the Head Teacher via radio when the building check is complete.

- The admin officer is responsible for checking the presence of all visitors using the InventoryEvac app. The Head Teacher should be informed if any visitors are not present.
- The headteacher will check the first floor of the main building. In his absence, this will be completed by the Deputy Headteacher.
- The head chef will check the dining area and kitchen areas and report to the headteacher any members of staff not present.

### Headteacher and Deputy Headteacher:

- The Head Teacher (and in his absence the Deputy Head Teacher) will monitor the evacuation of the premises from the assembly point on the LOWER Playground.
- Any missing pupils/staff must be reported to the Head Teacher immediately.
- When the headcount has been completed the Head Teacher will inform the administrative officer by radio that everyone is present.

### Caretaker:

The caretaker is on duty between 07:00 and 11:30am. If the alarm sounds during his working hours, he will check the following areas:

- The main building (first floor).
- A radio call will be made to the Head Teacher stating that the areas are clear.
- In the event that the Caretaker is not on duty the responsibility passes to the Head Teacher to check the main building first floor.

### Kitchen Staff:

When the alarm is activated kitchen staff will:

- Turn off and unplug any equipment if safe to do so.
- Evacuate by designated route.
- Close doors and windows as you leave.
- Assembly at their assembly point on the LOWER playground.
- **NO ONE** should stop to collect personal belongings.
- Do not re-enter building until told to do so by Headteacher or Fire Service.

**No-one may re-enter the buildings until they have been given the all clear by The Head Teacher, in the case of a fire drill or Fire Officers, in the case of a fire.**

- Further Evacuation, if required, is Sugley Church. The Head Teacher will inform staff if evacuation to Sugley Church is required.
- Siren alarms, break glass and smoke detector units are situated throughout the buildings. These are tested by the Caretaker on a timetabled basis.
- The main fire alarm panel is situated on the wall opposite the main entrance doors.
- Walkie Talkies: the following members of staff have a walkie-talkie; all class teachers, the care taker, the kitchen, the Bridge lead.

**If the alarm sounds at lunch-time:**

- Supervising staff must escort children to the assembly point on the main playground.
- Building checks will be carried out by the named people above.
- Staff leaving the premises at lunch-time must ensure they sign out on the Inventory screen in the main reception.

**If the alarm sounds in hours when children are not present (before 8:45am, after 3:15pm):**

- All present must leave the building by the nearest exit and report to the main playground.
- The admin officer will bring out the Inventory list of people present on site.

**If the alarm sounds during wrap-around provision (before and after school):**

- The lead adults should escort all children to the main playground assembly point, bringing the register.
- Any missing persons should be reported to the lead member of SLT on site.

**Evacuation Procedures:**

- All areas have a site plan indicating nearest escape route and outside assembly points.
- Visitors and contractors are supplied with Fire Safety Information Leaflet when they sign in.
- Half-termly fire drills are arranged

**Key Escape Routes:**

- All areas have direct escape routes to the assembly point on either the LOWER playground. If necessary pupils and staff can further be evacuated from the site to Sugley Church. (Bomb threats/gas leaks, etc.)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building.

#### **Fire Fighting Equipment:**

There are a variety of fire extinguishers throughout the building. These are checked weekly on a rota basis and serviced annually.

#### **Assembly Point:**

- **Main LOWER Playground.**

#### **Fire Risk Assessments:**

Risk assessments are carried out annually.

#### **Personal Emergency Evacuation Plans (PEEP):**

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**