



FIRE INSTRUCTIONS FOR STAFF

FIRE PRECAUTIONS

a) *Frequency of drill*

One fire drill will take place within two weeks of the beginning of the autumn term after the procedures have been brought to the attention of all new staff and pupils. Advanced notice of this will be given to all concerned.

Following this, one evacuation drill will be held each term.

b) *Procedures to be followed by Leadership Group Staff*

Leadership Group staff, whilst sharing the responsibility for clearing the school (see below), should endeavour to reach the assembly areas as soon as possible.

The Director of Resources (Health & Safety) will normally take responsibility for the assembly area, but other Leadership Group staff should make themselves available to offer support, or to stand in.

Pupils should only be directed back into the building on the instruction of the Director of Resources (Health and Safety), or in her absence a nominated Leadership Group member of staff.

c) *Procedures to be followed by staff*

In the event of a fire staff should note and act upon the following instructions:

A fire drill will be announced by continuous ringing of the bell. Upon hearing the alarm, begin the evacuation procedure.

(Office staff should collect paper registers and ensure that they are delivered to supervising staff)

- i] Close all windows and, if possible, switch off electrical equipment.
- ii] Supervise pupils leaving the room and direct them to the nearest exit, ensuring that, for example, all bags are left behind.
- iii] Check the room and close the door - ensuring that any blinds over door windows have been raised.
- iv] With other colleagues make a sweep of all designated rooms, teaching spaces and public areas, including for example toilets etc. The Teacher in Charge (or nominated colleague in their absence) is responsible for reporting that their area is clear to the Director of Resources (Health & Safety) at the main assembly point (playing field).

The ASD pupils will assemble on the grass verge adjacent to the crèche building. Pupils, staff or visitors with impaired mobility may be left in the refuge areas located in each protected stairwell. Supervising staff will report this fact to the senior member of JLIS staff who will, in turn, report to the emergency services.

Ensure that all pupils are accounted for by taking the class register. Daily, at 9.15 am, a copy of the school registers will be printed and retained in the general office. If a fire bell sounds then the registers should be taken to the assembly point and given to Year

Co-ordinators to distribute to form tutors. On completion of a roll call any discrepancies should be reported by the Year Co-ordinators to the Director of Resources (Health & Safety) who will inform the designated employee of JLIS, who will then inform the fire brigade.

NB Locked doors should not normally be opened again unless there is a strong reason to believe that somebody is locked in.

Note- No individual staff are named as having specific responsibilities - it is important that staff communicate with each other to ensure that the check is completed thoroughly.

- v] In the event of a fire at break or lunch time staff may have to extend their sweep to overlap other areas in order to ensure that the evacuation is complete, but **at no time should staff place themselves at risk by delaying overlong their evacuation or by approaching the source of the fire.**
- vi] Upon completion of the check, move quickly to the assembly area, closing all fire doors en route.
- vii] One member of staff from each area (usually the Teacher in Charge or a nominated colleague in their absence) should report to the senior member of staff in charge to inform them that their area is clear.
- viii] Teaching staff must stay with their tutor group. Teaching groups are to be escorted to the muster points by their teacher. The teacher goes to his/her tutor group. The pupils go to their tutor group. If a teacher does not have a tutor group they go to their assigned Year. Non-teaching staff and those without classes should attempt to arrive early at the assembly areas in order to assist in the organisation of pupils.
- ix] During normal lesson time pupils should assemble in their form groups. At break and lunch time pupils should assemble in their form groups. Year group positions will be indicated by signed labels on the playing field.
- x] Until all checks have been made, staff should insist on silence and help maintain good order by spreading themselves out among the pupils until the end of the fire drill. Senior staff will organise the dismissal.

d) *Action to be taken on discovery of a fire*

- * If a fire is discovered, however small, raise the alarm immediately by breaking the nearest "break glass" thus setting off the alarm.
- * Ensure that the area is evacuated.
- * Advise the Headteacher & senior member of JLIS staff on duty at the time.
- * If it is safe to do so, tackle the fire by using the correct equipment.
(**NOTE:** if one extinguisher does not put out a fire, leave the scene.)
- * Leave the building by the nearest safe exit route and report to the assembly point.

e) *Maintenance of escapes routes*

All staff should ensure that escape routes in their areas are kept clear at all times. If routes are blocked by maintenance work or by the activities of the FM team, the Headteacher and the senior member of JLIS staff must be informed immediately.

The senior member of JLIS should maintain these routes and report any particular problems to the Headteacher. The senior member of JLIS staff, who is also responsible for the maintenance and routine inspection of extinguishers and the alarm system, should complete a full inspection of these routes regularly.

f) *Who summons the fire brigade?*

On the discovery of a fire staff should, if the fire hasn't already done so, activate the fire alarm system by breaking one of the "break glass" call points. This will automatically summon the fire service.

Additional guidance may be found in the DCSF Guide '**Managing School Facilities – Guide 6:Fire Safety**'.