



CRICKLADE MANOR PREP

Fire Procedure Policy

Whole School	Agreed	Published	Review Date
Yes (including EYFS)	Jan 2020	Jan 2020	Jan 2022
Yes (including EYFS)	Amended 28.05.21	May 2021	Jan 2022

Cricklade Manor Prep School - Fire Procedure Policy

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

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans 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:

Teaching Staff / Teaching Assistants

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point (**Astro Pitch**)
- Staff will check children against the fire register and raise their hand when **ALL** of their pupils are accounted for.
- They will immediately inform the Headmaster/Deputy Head of any missing children.

Support Staff

- Unless otherwise informed that a fire drill is to take place, the Site Manager will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly point by a member of the front office staff.
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- LB or AH to notify staff in the Sports Hall. The Sports Hall is a stand alone building that does not receive sounder notification if the main building alarm is activated. Sports staff should do a headcount and await further instruction.

Headmaster and Deputy Headmaster

- To enable them to monitor the assembly point, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform the Business Manager that everyone is present.

Site Manager / Team

The Site Manager will do the following:

- He/she will monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- Act as liaison between the school and the Fire & Rescue Service
- Immediately go to the alarm panel and check the zone the fire's in **(IF SAFE TO DO SO)**

Kitchen Staff

When the alarm is activated 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 at the front of the school.
- **NO ONE** should stop to collect personal belongings
- The Chef manager will inform the School Business Manager when all staff are accounted for.

Dogs

Staff members are responsible for ensuring the safety of the children and then their dogs.

NO ONE IS TO RE-ENTER ANY PART OF THE SCHOOL UNLESS GIVEN PERMISSION BY THE HEADMASTER/DEPUTY HEAD OR MEMBER OF THE FIRE & RESCUE SERVICE