



# CRICKLADE MANOR PREP SCHOOL & NURSERY

## Fire Procedure Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	01/20	01/21	<i>CAB</i>
Yes (including EYFS)	01/21	01/22	<i>CAB</i>
Yes (including EYFS)	01/22	01/23	<i>CAB</i>
Yes (including EYFS)	01/23	01/24	<i>CAB</i>

Year	Amendments
12/2021	<ul style="list-style-type: none"> <li>Nursery added as a separate area for assembly point.</li> <li>Responsible Person for the out of core times added.</li> </ul>
	<ol style="list-style-type: none"> <li>In the event of a known failure of the fire alarm system, the Emergency Fire Procedure Risk Assessment must be actioned. In the</li> </ol>

	<p>event of the fire alarm sounding due to a known fault the school should continue to evacuate.</p> <ol style="list-style-type: none"><li>2. Turn off ovens in operation if safe to do so.</li><li>3. A member of staff directed by the SBM/Estates Team will go immediately to the Sports Hall. The Sports Hall is a standalone building and only needs to be evacuated if fire is detected within this building and not if it is in the main school. A register must still be taken in the event a child has entered the main school and their absence reported immediately.</li></ol>
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## 1. Introduction

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, closing all windows and doors if safe to do so

All staff should be aware of their nearest break glass and 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.

Main School evacuation is at the Astro Pitch

Nursery evacuation is in the Nursery Walled Garden

The main school and Nursery Building are on two separate alarm systems. Due to the distance between buildings it is not deemed necessary for the Nursery to evacuate just because the main school's alarm is sounding and vice versa.

During the hours of 6:00am - 8:00am or 5:15pm -6:00pm all children and adults to assemble at the Astro Pitch. The responsible person at these times will be the duty SLT Person or a member of the Estates Team.

In the event of the fire alarm sounding due to a known fault the school should continue to evacuate.

In the event of a known failure of the fire alarm system, the Emergency Fire Procedure Risk Assessment must be actioned.

## 2. 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.
- Close doors and windows as they leave if possible and safe to do so.
- Turn off ovens in operation if safe to do so.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children and adults must be evacuated to the assembly point, anyone in the main school to go to the Astro Pitch, anyone in Nursery to the Nursery walled garden.

- 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 or Nursery Manager/Deputy of any missing children.

### 3. Support Staff

- Unless otherwise informed that a fire drill is to take place, the Estates 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 emergency register tablet and fire bag must be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- A member of staff directed by the SBM/Estates Manager will go immediately to the Sports Hall. The Sports Hall is a standalone building and only needs to be evacuated if fire is detected within this building and not if it is in the main school. A register must still be taken in the event a child has entered the main school and their absence reported immediately.

### 4. Estates Manager / Estates Team

The Estates Manager will do the following:

- He or a member of his team 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 the alarm panel and check the zone the fire's in (**IF SAFE TO DO SO**)

### 5. 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 they leave if safe to do so.
- 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.

### 6. Dogs

Staff members are responsible for ensuring the safety of the children first 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**