



CRICKLADE MANOR PREP SCHOOL & NURSERY

Fire Procedure Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	01/20	01/21	<i>CB</i>
Yes (including EYFS)	01/21	01/22	<i>CB</i>
Yes (including EYFS)	01/22	01/23	<i>CB</i>
Yes (including EYFS)	01/23	01/24	<i>CB</i>
Yes (including EYFS)	05/23	05/24	<i>CB</i>

Year	Amendments
12/2021	<ul style="list-style-type: none"> Nursery added as a separate area for assembly point. Responsible Person for the out of core times added.
01/2023	<ol style="list-style-type: none"> In the event of a known failure of the fire alarm system, the Emergency Fire Procedure Risk Assessment must be actioned. In the event of the fire alarm sounding due to a known fault the school should continue to evacuate.

	<ol style="list-style-type: none">2. Turn off ovens in operation if safe to do so.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.
05/2023	Updates in sections 1,2,3,4,5

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

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

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.

It is important to note that you must evacuate even if this is not your place of normal work, e.g. a Nursery member of staff collecting snack in the Manor House must still evacuate if the Manor House fire alarm is activated. Equally it is important to communicate to a colleague if you intend to go to a different Fire Point such as Manor House to Sports hall and to confirm your return.

- **The Manor House and buildings** evacuation is at the Astro Pitch
- **Sports Hall** evacuation is at the Astro Pitch (If a Letting then Letting Provider responsible for register)
- **Nursery** evacuation is in the Nursery Walled Garden
- **Out of Hours 6.00pm - 7.30am (Residents of the school only)** evacuation is at the front of school, in the car park (Tenants equally responsible)

In school hours, anyone going to the Sports Hall, Forest School or in Nursery should carry a radio and let the office know there is an evacuation.

No one should enter a building whilst the alarm is going off

The responsible person in an evacuation will be the duty SLT Person or a member of the Estates Team, **followed by the most senior member of staff on duty.**

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 classroom 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 designated assembly point
- 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 most senior member of staff on duty of any missing children

3. Business/Front Office/Support Staff

- Once the fire drill has been activated, the monitoring company, Southern Monitoring, will call the school, followed by their call list of responsible people. That person will either stand the fire brigade down due to a known false alarm or confirm that a fire is in place.
- 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.
- Support staff will check that all staff and visitors are accounted for.

4. Estates Manager / Estates Team

The Estates Manager/Team will do the following:

- Immediately go to the alarm panel and check the zone the fire's in (IF SAFE TO DO SO)
- Investigate the area to check for fire (IF SAFE TO DO SO)
- Communicate if it is a false alarm or not, to the person taking the call from Southern Monitoring
- The Estates Manager or a member of the 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

5. Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Turn off ovens in operation if safe to do so
- Evacuate by designated route and assemble at the Astro
- 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