

Fire & Evacuation Procedure Holland Road

**Amended: Autumn 2023
Adopted by Governing body:**

Reviewed: Annually

Vision Phrase

‘Aim high and smile’

Fire and Evacuation

Contents

Definitions	3
Introduction.....	3
Assembly Point.	3
Fire Drills.....	4
Fire Action:	4
On Hearing the Alarm	4
On Discovering a Fire	4
Fire Exits / Fire doors	4
Roles and Responsibilities	5
Role 1: School senior SLT leader at the time of incident.	5
Role 2: Duty Office Staff.....	5
Fire Wardens	5
Visitors.....	5
Lunchtimes	6
Appendix 1.....	6
Holland Road Layout (with emergency exits)	6
Appendix 2.....	8
External map with muster points.....	8

Definitions

FRS	Fire Rescue Service
MDSA	Midday Supervisor Assistant
PA	Personal Assistant
TA	Teaching Assistant

Introduction:

The purpose of this document is to detail:

- Action to be done if you Discover a fire
- Actions to be taken when hearing the fire alarm
- Roles and responsibilities of individuals

Holland Road School consists of 4 floors.

All staff and adults working at the School should familiarise themselves with: -

Fire evacuation procedure and Policy for the school.

- Should be familiar with emergency exits detailed in Appendix 1.

In the event of the fire alarm being activated the primary objective is:

- To evacuate the building of all personnel in an orderly manner
- To ensure no persons are left in the building unless authorised to be there
- To ensure all personnel are accounted for, by carrying out a roll call
- Notify the Fire Rescue Service (FRS)

Assembly Point.

Once outside the building follow the evacuation route to the main assembly area which is located on the School playground as shown in [Appendix 2](#).

In the event of a major incident a second assembly point may be considered, this will be detailed once the roll call has been carried out by the incident controller (SLT). This would include bomb threats etc.

Fire Drills

The Fire Drill will be practised once each term, the times of the drills will vary to ensure that evacuations are practiced at different periods of the school day. Occasionally, the drill will take place during Breakfast Club.

The after school clubs complete fire drills annually. Their exit will depend on location of club. The club administrator will discuss this with the club leader during their induction.

Fire Action:

On Hearing the Alarm

- Evacuate the building using the nearest available fire exit that is shown on the evacuation plan.
- Close all doors as you pass through them and if you have time close windows.
- DO NOT stop or allow children to pick up personal belongings
- Make your way to the designated assembly point in an orderly manner.
- Do not re-enter building until authorised to do so
- A role call will be carried out, report any missing persons

On Discovering a Fire

- On discovering a fire, raise the alarm by shouting FIRE! (To alert anyone in the immediate vicinity)
- Activate the nearest Break-Glass call-point (small red box, close to most exits).
- Leave the building by the nearest exit, following the instruction ON HEARING THE ALARM.
- Report location of fire (room number) to the incident controller (SLT) attending.

Fire Exits / Fire doors

A fire exit is a means of exiting a building in the event of fire. The purpose of the fire exit is to, allow a quick escape through to a place of safety. A fire exit is not to be confused with a fire door, which is an internal door with a fire-resistance rating. It is used as part of a passive fire protection system to reduce the spread of fire and smoke between separate compartments/areas of the building to enable safe egress from a building. A fire door must be closed if the fire alarm is activated. The school has numerous fire exits throughout the school which are shown in [appendix 1](#)



It is the responsibility of all staff when the alarm is sounded to ensure that children/visitors in their charge are escorted from the building in an orderly manner and make their way to the assembly point for roll call.

Role 1: School senior SLT leader at the time of incident.

- Verifies that the Fire Brigade has been called
- Co-ordinate all events from the assembly point
- Verify with that all pupils, staff and visitors are present
- Liaise with the FRS
- Will give the all clear that it is safe to return to the building

Role 2: Duty Office Staff

The Duty Office staff

- Call **999** and ensure that they are clear on the access points
- Collect the class registers, and all signing books
- Collect the grab and go bag in main office ()
- Exit the school by the nearest available fire exit and make way to the assembly point.
- Distribute class registers to the teachers for roll call
- Verify that all visitors are accounted for

When the fire alarm sounds, the teachers must take either, their register or the classroom emergency grab pack with them. In the event of failing to have access to either of the above, office staff will hand out paper copies to class teachers at the muster points.

Fire Wardens

The purpose of fire wardens is to ensure that everybody has evacuated a designated area. Each warden is responsible for a specific area.

Duties of Individual Needs Assistants working with children who have a PEEP, mobility difficulty or special need.

When present, the individual needs assistants will accompany the child to the assembly point on the playground using the nearest exit door. The class teacher is ultimately responsible for the children in his/her care.

Visitors

All visitors will be briefed on the fire evacuation procedure and assembly point on arrival. Depending on the reason for their visit they may have to make their own way to the assembly point or may be escorted by a member of staff. Where a roll call will be carried out.

Signing in and out

All members of staff and visitors must sign in and out before entering or exiting the school building, including lunch times.

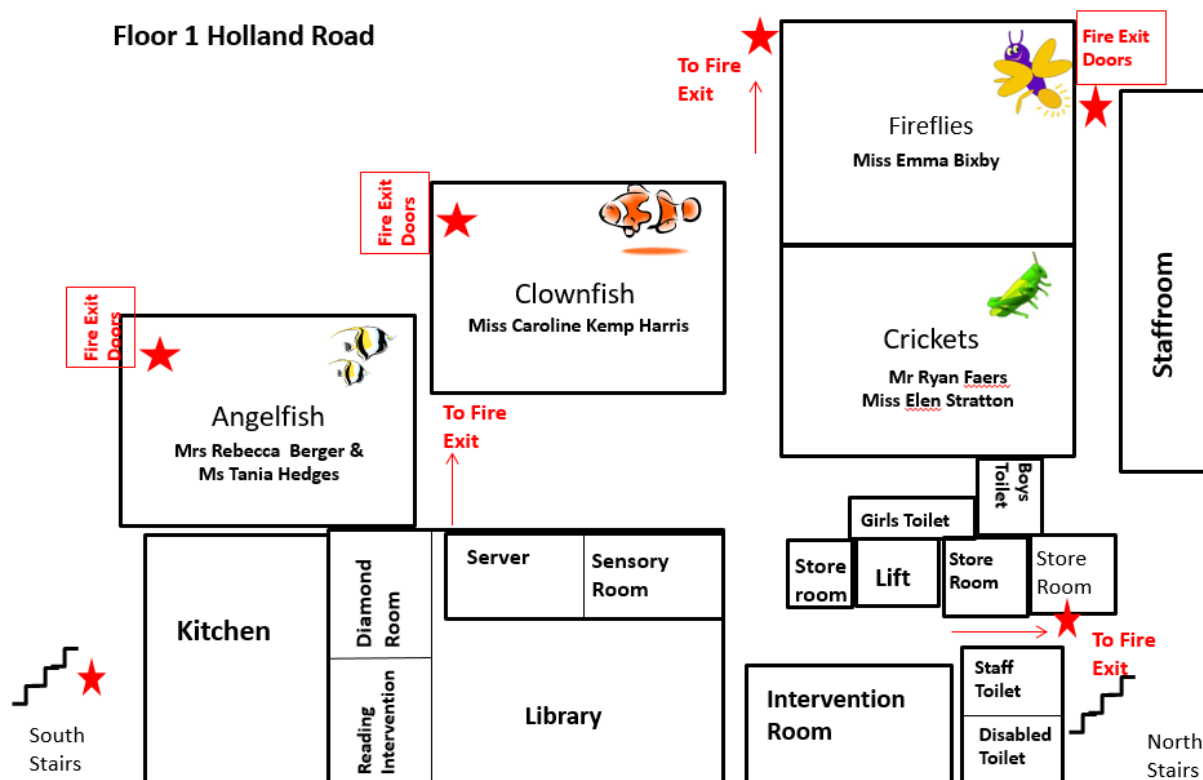
Lunchtime

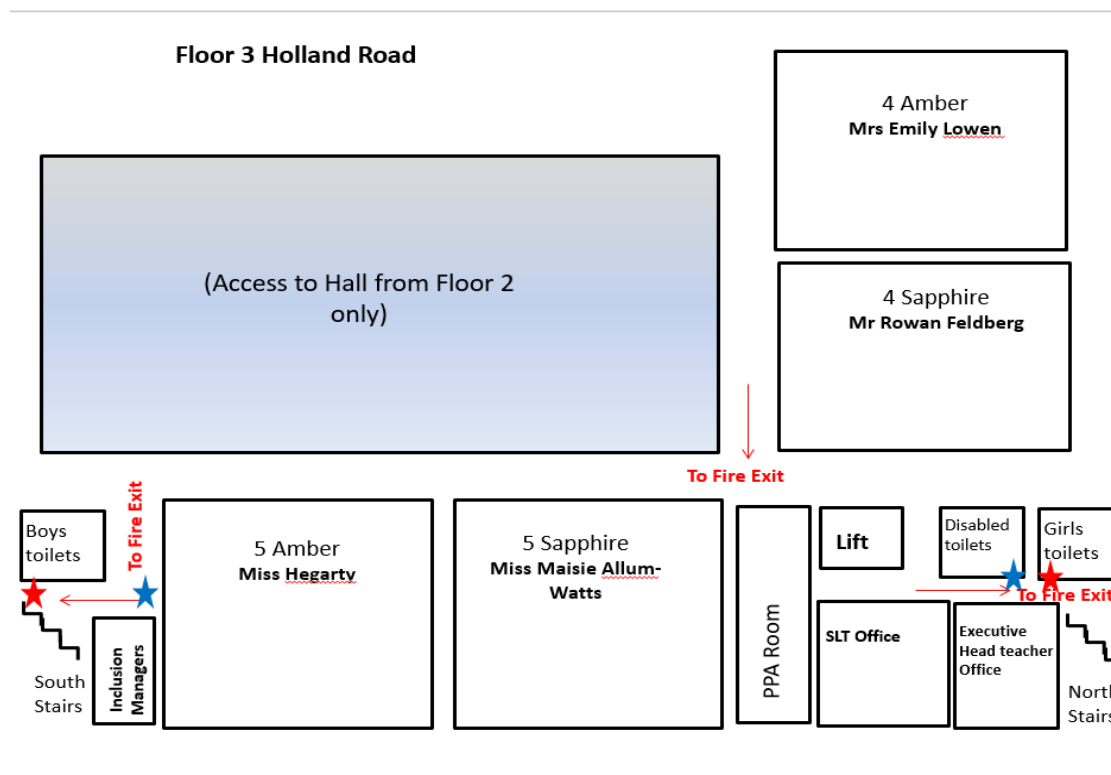
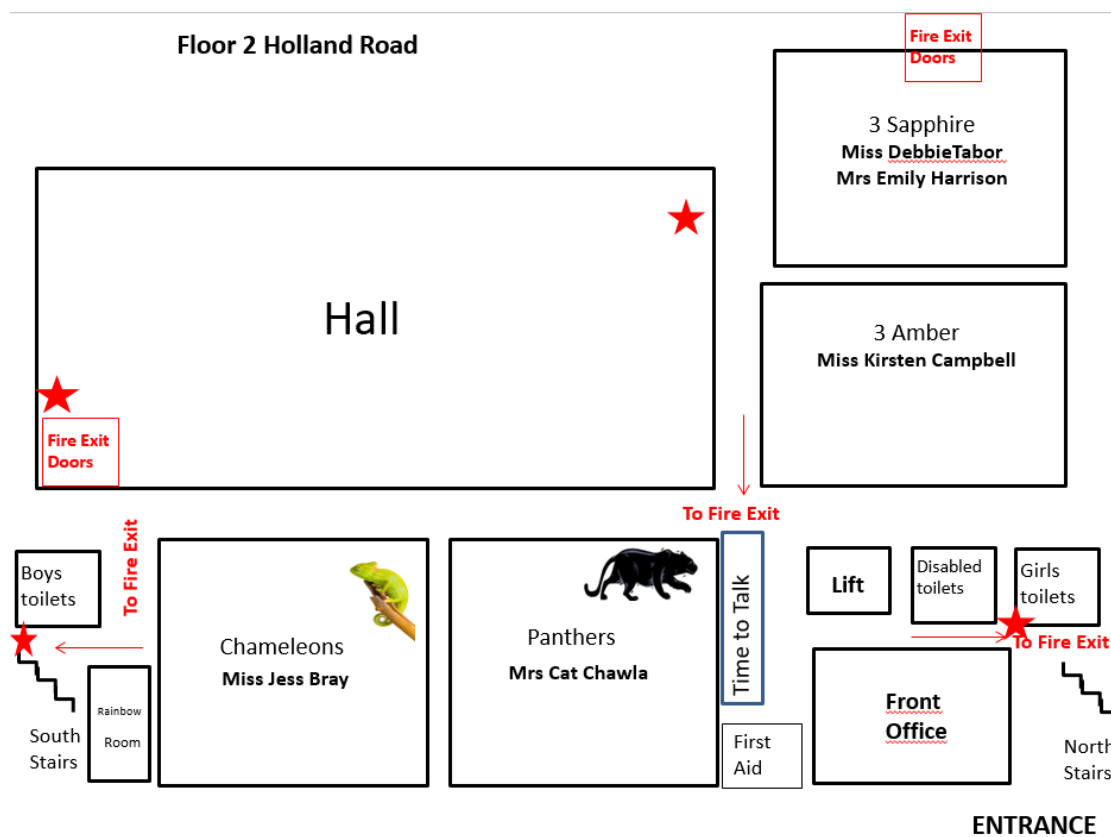
Lunchtime staff on duty in the canteen will lead a few tables of children out through the nearest available fire exit onto the playground. Staff will ask the children to line up next to their muster point and should await their class register. Staff will check registers to ensure that everyone is accounted for. Staff should hold up their arm to indicate that everyone is present. If anyone is believed to be missing, then staff should check with the office, who will check the late attendance/early leaving book.

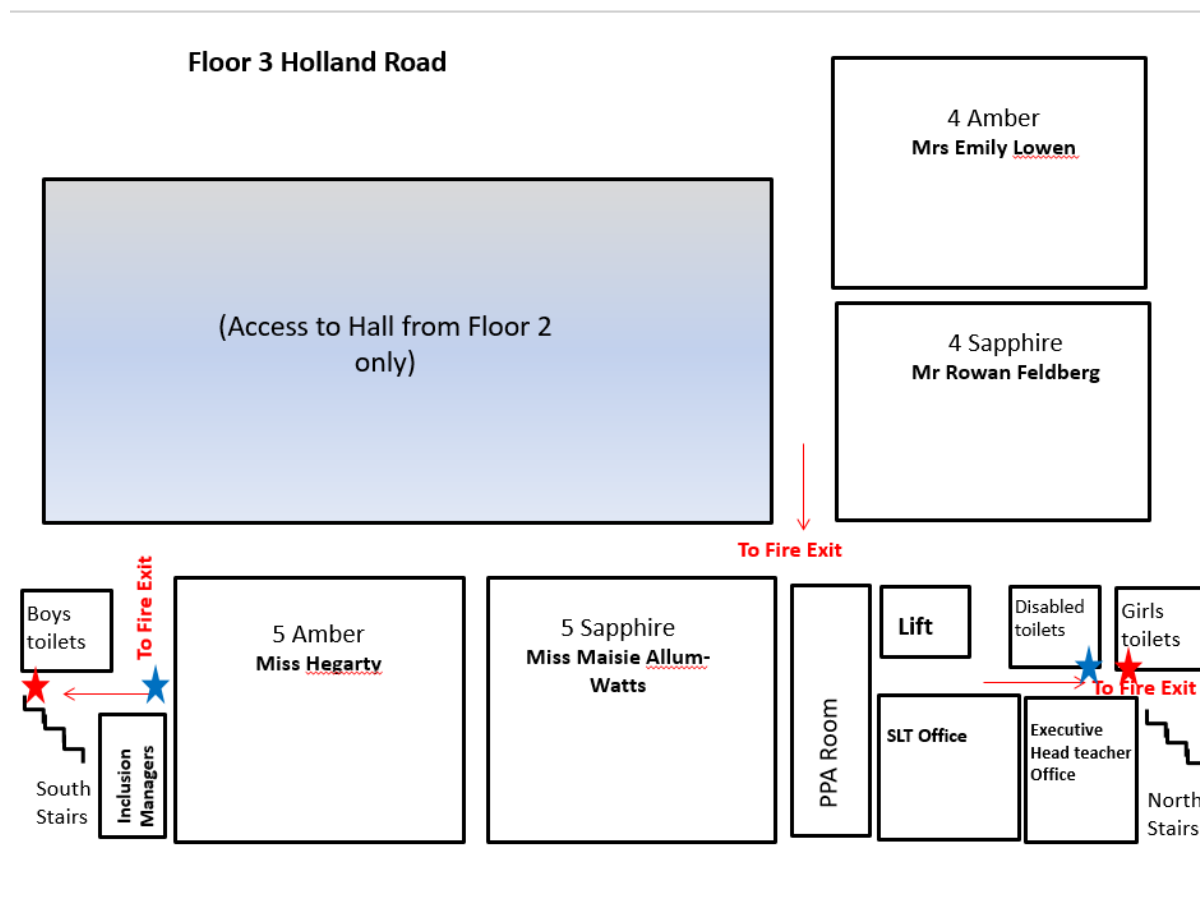
NO ONE must re-enter the building until directed to do so by the Headteacher or Head of School.

Appendix 1

Floor Plan







Appendix 2

