



Fen Ditton C. P. School

FIRE EVACUATION POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
17.1.17	20.09.2018
Governor Signature:	

This policy should be read in conjunction with the Critical Incidents Policy.

AIM

To ensure actions are taken to save life in the event of a fire.

IMPLEMENTATION

In the event of a fire:

- Any adult discovering a fire should immediately set off the fire alarm.
- When the alarm sounds children and adults immediately stop work and stay still.
- Teacher (or other adult) directs children and other adults through the nearest fire exit. (Kitchen staff walk out of car park and round to assembly point on the other side of the fence to avoid moving through the building.
- The fire marshal team will check no one is left on the premises and do a sweep check of all areas.
 - T Benton – Peacocks class, Penguins class, The Hub, The West Wing, the girls and boys toilets by Penguins class, medical room, staffroom and staff toilets
 - S Hinton – From Penguins class, photocopier area, girls and boys toilets by the photocopier, Toucans class and Nightingales Class.
 - M Askew – School office, foyer, library, disabled toilet, hall, school kitchen, Qube, Mobile classrooms.
- All walk to the assembly point on the field (behind the bike shed) and line up quietly.
- Office staff bring the adult register, visitor book, hazard folder, red bag and the school phone.
- The teachers in charge of classes bring their red laminated registers to check on absent children.
- The registers are called and names are checked. The teacher holds up the register to inform the head or her designated person that all are present.
- Any calls for the emergency services will be made under the direction of the head or the person with delegated responsibility in their absence.
- Up to date fire evacuation notices are displayed in every room.
- A regular engineer's check is made on the entire alarm system.
- Fire alarms are tested weekly.
- Fire practices are carried out once each term.
- If it is felt safe to do so, trained staff may tackle the fire with approved extinguishers but at no time must their own or others safety be compromised.
- Children should be made aware of what to do if they discover a fire - they should tell the nearest adult immediately.

This policy is accompanied by:

1. An annual fire risk assessment which lives in the office in the Fire Risk Manual
2. A plan of the school marked with fire alarm points; fire extinguishers; fire exits; emergency lighting; fire alarm bells. This is found in the Fire Risk Manual.
3. Fire Drill procedures in each classroom and work rooms
4. Fire Routine sheets at appropriate places around the school
5. The Critical Incident Plan and School Safety Policy