

# Dalestorth Primary & Nursery School Fire Procedures

**PLEASE NOTE:**

- **ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE**
- **Up to date fire routine notices are placed at every exit; designated fire exits are clearly marked**
- **Only attempt to tackle fire extinguishers on small fires if you are trained or confident to do so**
- **In the event of a missing person, report immediately to the Head teacher or person in charge. DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.**



## ACTION WHEN THE FIRE ALARM SOUNDS

Role	Action / Responsibility
<b>Class Teachers / TAs</b>	<ol style="list-style-type: none"> <li>1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit.</li> <li>2. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit-these have been decided for each class and the map in each classroom indicates directions. (Teacher in Year 3 room to check Lower KS2 toilets, teacher in Year 2 room to check Key Stage 1 toilets. FS1 &amp; 2 staff to check toilets. Teacher in Year 6 room to check Year 5/6 toilets.</li> <li>3. GRAB BAGS TO BE TAKEN FROM FS2, YEAR 2 and YEAR 6</li> <li>4. Checks on toilet areas should include a check on individual cubicles. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one.</li> <li>5. Close the doors and windows on leaving.</li> <li>6. Lead all pupils to the designated assembly point (The two playgrounds) and line up. Conduct a head count immediately. All Teaching Staff should know how many pupils they have in their class that day and who is absent.</li> <li>7. Call the register, which the Office Staff will distribute.</li> <li>8. Notify 'Fire Safety Manager' (Head teacher, Deputy Head/SLT member) immediately of any missing children for a search to be initiated.</li> <li>9. Wait for further instruction-all clear or Evacuation signal</li> </ol>
<b>Office Staff</b>	<ol style="list-style-type: none"> <li>1. In the event of Fire/Emergency, the fire brigade will automatically come out.</li> <li>2. Pick up registers, visitors book and staff sign in book.</li> <li>3. One office staff member to exit sweep through the left of school, through the meeting room and checking the PPA room, Exit via Year 2 Fire Door. The other office staff member to exit through the centre of school checking the dining room, courtyard and ICT suite, exiting through the Year 3 /4 cloakroom door. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one.</li> <li>4. Distribute registers to Class Teachers – ensure all classes present</li> <li>5. Check visitors against visitors book</li> <li>6. Check Staff against signing in book</li> <li>7. Notify Fire Safety Manager (Head teacher, Deputy Head, Senior Leader) immediately of any missing children / classes / staff /visitors for a search to be initiated.</li> <li>8. Wait for further instruction-all clear or Evacuation.</li> <li>9. If evacuating, the field gate will be opened immediately by the one of the designated teachers with a GRAB BAG and children and staff will evacuate. Office</li> <li>10. staff remain behind with Head Teacher/Senior Leader.</li> </ol>
<b>Fire Warden/ Fire Safety Manager (Head Teacher)</b>	<ol style="list-style-type: none"> <li>1. Collect the <b>EMERGENCY KEYS</b>. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed. Head Teacher to sweep right through school, checking Staff toilets, staffroom, Hall, baking area, PE Store, Disabled stores, Resource Cupboard, upper KS2 toilets.</li> </ol>

<b>(Deputy Head) (Senior Leader)</b>	<ol style="list-style-type: none"> <li>2. Checks on toilet areas should include a check on individual cubicles.</li> <li>3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit.</li> <li>4. Open the green middle gates in the centre of school and check kitchen staff have assembled.</li> <li>5. Never open a door if you suspect that there may be a fire beyond it</li> <li>6. In the event of a missing person, attempt to locate them from outside the building</li> <li>7. Instruct Deputy Head/Senior leader to open the field gate in readiness for full evacuation if necessary by continuous whistle blasts.</li> <li>8. Meet Fire Brigade and appraise them of the situation.</li> </ol>
<b>Kitchen Staff</b>	<ol style="list-style-type: none"> <li>1. Switch off power</li> <li>2. Evacuate the building through the nearest / most appropriate exit, which will most likely be through the rear of the kitchen.</li> <li>3. Go to the designated assembly point. Green Middle Gates.</li> </ol>
<b>Visitors</b>	<ol style="list-style-type: none"> <li>1. Evacuate the building through the nearest / most appropriate exit</li> <li>2. Go to the designated assembly point via the quickest route</li> </ol>

### DESIGNATED FIRE ASSEMBLY POINTS

Rebecca Adlington (FS1) Pupils & Class Teachers	Evacuation Point: Through FS gate between the middle of the FS Buildings Assemble in KS1/F2 playground.
Mo Farah & Usain Bolt (FS2) Pupils & Class Teachers	Evacuation Point: Through FS2 front doors. Assemble in the KS1/F2 playground.
Ada Lovelace (Yr 1) Pupils & Class Teachers	Evacuation Point: Through the cloakroom door. Assemble in KS1/F2 playground.
Zaha Hadid (Yr 1/2) & Marie Curie (Yr 2) Pupils & Class Teachers	Evacuation Point: Through KS1 middle area cloakroom. Assemble in the KS1/F2 playground.
Emmeline Pankhurst (Yr 3) & Martin Luther King (Yr 3/4) Pupils & Class Teachers	Evacuation Point: Through the Lynx class fire door. Assemble in KS2 playground. Evacuation Point: Through the Year 3 cloakroom Fire Door. Assemble in KS2 Playground.
Anne Frank (Yr 4) Pupils & Class Teachers	Evacuation Point: Through the Year 3 cloakroom Fire Door. Assemble in the KS2 playground.
Ellen McArthur (Yr 5) & Ernest Shackleton (Yr 5/6) Pupils & Class Teachers	Evacuation Point: Through the Fire Door in the Year 5 Classroom. Assemble in the KS2 playground.
David Attenborough (Yr 6) Pupils & Class Teachers	Evacuation Point: Through the side fire door in the Year 6 extension. Assemble in the KS2 playground.
Pupils and Class Teachers (if in hall)	Evacuation Point: First exit would be the fire door in the hall. If this is blocked, exit through the Year 6 extension fire door. Assemble in the appropriate playground.
Pupils and Class Teachers (if in ICT suite )	Evacuation Point: Exit via Year 3 cloakroom fire door. Assemble in the appropriate playground.
Pupils and Class Teachers (if in Meeting room)	Evacuation Point: Bobcats Fire Door. Assemble on the appropriate playground.
Office Staff	Evacuate to the left & centre of school making designated sweeps.
Visitors	Evacuation Point: nearest exit and on to the playground
Fire safety manager	Evacuate to the right of school making designated sweeps.
Kitchen Staff	Evacuation Point: Through the fire doors at the back of the kitchen. Assemble at the green middle gates between the FS & School Building.



## **Lunch Time Fire Procedures**

- 1. If the fire alarm sounds at lunch time, any children in the left hand side of the dining hall should evacuate via the KS1 Cloakroom Door and any children in the right hand side of the dining room should evacuate via the Fire Door in the hall led by midday supervisors that are indoors.**
- 2. Anyone located elsewhere in school should leave the building by the nearest exit and proceed to the Fire Assembly Points on the school playgrounds where the classes usually line up.**
- 3. Staff in the staffroom should proceed out of the Staffroom Fire Door and around to the green middle gate Assembly Points.**
- 4. Usual Fire Procedures undertaken by the office staff and Head Teacher will apply. Sweeps to the left, centre and right of school to be carried out by Office Staff and Head Teacher.**
  - Head Teacher to check Year 5/6 Toilets in addition to usual sweep.**
  - Office Left hand sweep to include KS1 toilets.**
  - Office centre sweep to include Year 3/ 4 toilets.**
- 5. On receiving the Fire Emergency Signal, midday supervisors outdoors should blow the whistle as normal to line the children up immediately. Leave all play equipment.**
- 6. All children should be lined up with their midday supervisor on the playground fire assembly points to await 'All Clear' or 'Evacuation' signals.**
- 7. Kitchen staff to turn off any appliances and power and follow usual evacuation procedures. Proceed to fire Assembly Point. Middle Green Gates.**