



Two Boats School



Two Boats School Fire Evacuation Procedures



Two Boats School

Fire Evacuation Procedures

At school, it is imperative that all members of staff are aware of safe evacuation practices in the event of a fire. You must be aware of your nearest exit route and location of the assembly point, the location of fire extinguishers and the means of raising the fire alarm.

If you discover a fire:

1. Raise the alarm
2. Leave the building via the nearest fire exit. **DO NOT** delay to collect your belongings. Where possible, close doors behind you.
3. Ring for the fire brigade, dial 999.
4. Make your way to the assembly point stand well away from the building.
5. **DO NOT** enter the building until it has been declared safe by authorised person.

During lesson time, it is the responsibility of the teacher to ensure that the young person in their care evacuates the building safely and can be accounted for. During break times, the responsibility lies with the supervising teachers to ensure young people leave the buildings and fire marshals will sweep to ensure the building is clear.

Children are to be supervised and contained at the assembly point by all staff

Fire marshals will be deployed to direct emergency services to either the front or rear entrance directly to the school site.

Fire Marshals

Tania Maggott – Head teacher

Colin Duncan – DT/PE Teacher & Pastoral Support

The Head Teacher or deputy in charge will direct the evacuation of the site if this is deemed necessary to the assembly point.

The Office Administrator should collect the staff, young people and visitor signing-in system so that a register can be taken at the assembly point and any missing persons and their likely locations should be made known to them.

Ensure that fire doors are not wedged open. Fire doors are designed to compartmentalize a building in the event of a fire.

Extinguishers

If the fire marshal encounters a fire then he or she will use the extinguisher, if they deem it is safe to do so.

All teachers must be aware of the precise location of any fire extinguishers in their classrooms/landings and the fastest means of escape to safely exit the building.

Responsibilities

The designated fire officer on Two Boats School site is Tania Maggott it is their responsibility to have an active role in the implementation of fire precautions

The Head Teacher and nominated fire officers will ensure:-

Two Boats School

- That adequate means of escape/fire exits are correctly maintained, kept free from obstruction and available for safe and effective use at all times to ensure ease of escape for all people.
- That the means of escape have adequate emergency lighting (in case of fire), which will be maintained in efficient working order.
- Weekly fire alarm testing, ensuring rotation of call point tested.
- That appropriate instruction will be given to all visitors and contractors visiting the school sites on evacuation procedures.
- That effective management procedures are in place to respond to and deal with the aftermath of a fire.
- Two Boats School is subject to fire risk assessments and where risks are identified, action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks and appropriate to the value of teaching, research or commercial importance of those assets.

Signing In and Out

Two Boats School is committed to complying with all regulations that promote the safety of all who work or visit Two Boats School. The signing In and out procedure has been implemented for use in the event of an emergency evacuation from Two Boats School.

Aim

- The purpose of this policy is to ensure the whereabouts of any personnel at any given date or time on the school premises.
- To cultivate good record keeping for use in an emergency.
- To promote staff awareness and responsibility in the working environment.

Procedure

- All signing-in sheets will be located in Reception.
- There will be a separate signing- in sheet for Teachers and Visitors.
- Teachers to sign in and out daily on the board in the Office.
- Visitors will be asked for ID and wear a visitor badge if needed.

Fire Marshal		Role
Tania Maggott		Check premises and fire panel
Denise John		Head count staff and visitor. Tutors/Teachers will check students and report to Denise John (raise registers in the air to indicate all students accounted for)

End

Two Boats School

Policy Reviewed By: Farah Quinn	<u>Signature</u>	<u>Date</u>
Next Review Date: September 2021	<u>Fq</u>	<u>April 2020</u>
Interim Review Comments: Updated		
Policy Reviewed By: Tania Maggott	<u>TM</u>	<u>Sept 2021</u>
Next Review Date: September 2021		
Interim Review Comments:		
Policy Reviewed By:		
Next Review Date:		
Interim Review Comments:		
Policy Reviewed By:		
Next Review Date:		
Interim Review Comments:		