



# Waverley School

## Fire Procedure

<b>Name of School</b>	Waverley School
<b>The original policy</b>	June 2014
<b>Amended</b>	June 2017
<b>Updated</b>	November 2020
<b>Updated</b>	Agreed at the premises and staffing meeting on the 21st January 2021 and Full governing body meeting 22nd February 2021.

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### IN THE EVENT OF A FIRE

#### Everyone on seeing/smelling a fire

- If you see a fire immediately raise the alarm by breaking the nearest red alarm point.
- If you have been trained in the use of fire extinguishers and assess that you can safely put the fire out, take immediate action using the procedures taught in your training.
- If you have not been trained to use a fire extinguisher or if you have but feel that the fire should not be tackled phone 999 if you feel it is safe. Notify the Headteacher, Deputy or office staff that you have contacted the emergency services.
- If you feel at all uncertain simply raise the alarm and exit the building with your class by the nearest fire exit notifying the Headteacher, Deputy or office staff as soon as possible.

### Class-staff, students and volunteers on hearing the fire alarm

- On hearing the fire alarm immediately ensure the pupils and staff with you evacuate the school building by the nearest fire exit. Remember to take the keys to the playground gates that are hung up in the conservatory areas or outside the men's toilet in the entrance to the Upper Department.
- If wheelchair users are not in their chairs staff should assess the immediate situation and decide whether to hoist a pupil or use a lift using the safest manual handling procedure possible.
- Slip sheets are available for Upper school pilates groups.
- All staff and pupils must make their way round the outside of the building to the front of the school and assemble at the fire assembly points.
- Staff not with their class groups should exit by the nearest fire exit and make their way back to their classes via the outside of the building to assist the evacuation but not re-enter the building.
- Teachers should check their class registers at the fire assembly point. They should notify the Headteacher or Deputy of any pupils, staff or visitors who are unaccounted for.
- Class staff must be prepared to evacuate their class across the Ride to the Kingfisher Academy Site if instructed. In the event that Kingfisher Academy is also affected then the pupils will be evacuated to Southbury Primary School.

### The Headteacher/Deputy Headteacher or Senior Staff Member in Charge:

- The Headteacher or other member of staff delegated to be responsible for the school should position themselves at the front of the school by the fire assembly point to manage the situation, wearing a high visibility jacket.
- They should liaise with the caretaker, fire wardens and office staff to assess the full extent of the emergency. They will need to ensure that:
  1. The emergency services have been called if required.
  2. The decision is made to evacuate the school site if necessary.
  3. Staff are delegated to stop traffic in the Ride if necessary
  4. All staff are informed that the pupils must be moved to the Kingfisher Academy site.
  5. Liaise with the office staff to ensure the school building is completely empty.
  6. Implement the school emergency plan if required OR
  7. Make the decision that there is no emergency and authorise staff to take pupils back into the building.

Site Manager (or Duty caretaker in the Premises managers absences) On hearing the fire alarm the caretaker should carry out the following procedures:

- Consult the fire panel to identify the area of the school in which the alarm is sounding
- Having identified the alarm and if there is no obvious sign of fire the caretaker should attend the area by the quickest route to assess whether there is a real emergency or whether it is a false alarm.
- In the event of a real fire the caretaker should assess whether the fire can be dealt with using a fire extinguisher. If not they should immediately phone the emergency services and leave the building. The caretaker must immediately notify the Headteacher, Deputy or office staff that they have contacted the emergency services.
- Once the caretaker has assessed the situation he should inform the Headteacher so that they can decide whether to evacuate the school site or to allow staff and pupils back into the building.
- In the event of a real emergency the caretaker should then isolate gas and electrical supplies to the site if it is safe to do so. If the fire services are required to attend the site then the caretaker should liaise with the chief fire officer to help them deal with the emergency.

**Fire Wardens** On hearing the fire alarm all staff who are designated as fire wardens and who have had appropriate training should:

- If the fire is in their area they should use their training to assess whether the fire can be put out with an extinguisher. They should also ensure the emergency services are called. If the emergency services have been called the Fire Warden must notify the Headteacher, Deputy or office staff that they have contacted the emergency services immediately.
- Ensure all staff and pupils in their department evacuate the building immediately, assisting any staff and pupils who require extra help.
- Once they have checked their department is empty they should check all doors and windows are shut before leaving the building, if it is safe to do so.
- They should immediately notify the Headteacher or Deputy that their department is empty or inform them of any problems that need to be addressed immediately.

**Office Staff** On hearing the fire alarm the office staff should:

- Immediately evacuate the building taking with them the school registers, outings forms and the visitor's print off.
- The Emergency Plan folder must also be taken in case the site needs to be evacuated. This folder includes 1. School emergency plan 2. Staff details 3. Pupil details.
- Assist nursing staff to take the medical emergency pack from the building.
- Ensure all class registers are handed to class teachers and check staff have accounted for all pupils and staff.
- Ensure all visitors who have completed the visitor's signing in procedure are accounted for.
- Inform the Headteacher or Deputy of any pupils, staff or visitors who cannot be accounted for.
- Be prepared to carry out any instructions issued by the person in charge to help deal with any necessary actions.

**School Nurses** On hearing the fire alarm the school nurses should:

- Immediately evacuate the school building taking with them their emergency medical pack and pupil medical information pack and make their way to the Fire Assembly Point.
- Be available to treat medical emergencies as required.
- Accompany staff and pupils to the Kingfisher Academy site if the school needs to be evacuated.
- Liaise with the school Senior Management Team concerning pupil well-being.