



**GRANGE INFANT SCHOOL**  
**FIRE/EMERGENCY EVACUATION POLICY**

<b>Responsible Manager (RM)</b>	Sam Myers Headteacher (HT)
<b>Fire Safety Co-ordinator (FSC)</b>	Sue Fairs School Business Manager (SBM)
<b>Assembly Point</b>	Main Playing Field

**Should fire break out in the school, it will be the responsibility of staff members to:**

- Raise the alarm using nearest fire alarm call point
- Evacuate the school without delay using the nearest exit
- Check all pupils/visitors are out of the building
- Proceed to the assembly point on the main field

All staff should be aware of the nearest exit not only in their classrooms but other areas of the school. Fire Action/Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans. Fire exit signs are posted on all exits. There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis by the Site Manager and full serviced twice a year by Hampshire County Council (HCC) approved reactive maintenance contractors, currently EMCOR.

**On hearing the fire alarm, the following staff procedures/duties will take place:**

**Assistant Administrative Officer (AAO)**

- The pupil, visitor's and staff register must be taken to the assembly point
- The school registers will immediately be distributed at the assembly point on the main field
- Collect the first aid kit from the medical room which will be taken to the assembly point
- **NO ONE** should stop to collect any belongings

**Responsible Manager (RM) and Fire Safety Co-ordinator (FSC)**

- The RM and FSC will monitor the evacuation of the premises from the assembly point
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally
- Any missing pupils/staff/visitors must be reported immediately to the RM/FSC
- When the headcount has been completed the AAO will inform the RM and FSC that everyone is present

**Classroom/Support Staff**

- On hearing the fire alarm, the person managing the class/group/individuals will take the children out through the nearest external exit
- Children must be encouraged to evacuate the building in silence
- Staff will take their class/individuals/group of children to their respective class line
- Staff will check children against the class register and immediately inform the RM/FSC anyone missing
- **NO ONE** should stop to collect any belongings

### **Fire Marshal (FM) Staff**

On hearing the fire alarm, all staff will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. Nominated school staff will have designated fire marshal responsibilities as detailed in Appendix 1 and 2.

All FMs will be responsible for General Fire Marshal duties in their designated areas of responsibility ensuring that they:

- Encourage everyone in their area to leave the building promptly
- Check toilets, classrooms (if safe to do so)
- Close all doors and windows on leaving (if safe to do so)
- Complete the evacuation check list form and report their findings to the RM and FSC
- Remain available at the assembly point to assist as necessary
- **NO ONE** should stop to collect any belongings

### **HC3S Kitchen Staff**

On hearing the fire alarm, all staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave
- Report to the assembly point on the main field with the staff register
- Staff will check against the register and immediately inform the RM/FSC if anyone is missing
- **NO ONE** should stop to collect personal belongings

### **TJ's Wraparound Club**

If on site and on hearing the fire alarm, all staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as they leave
- Report to the assembly point on the main field with the staff and children's registers
- Staff will check against the register and immediately inform the school's RM/FSC if anyone is missing
- **NO ONE** should stop to collect personal belongings
- Implement TJ's Emergency Evacuation/Forced Closure Procedure Policy

***No-one may re-enter the buildings until they have been given the all clear by the RM/FSC, in the case of a fire drill or Fire and Rescue Safety Officers, in the case of a fire/incident.***

### **Additional Information and Evacuation Procedures**

- The main fire alarm panel is situated on the wall inside the main entrance doors. A weekly test is carried out by the Site Manager and the panel is serviced twice a year by HCC approved reactive maintenance contractors, currently EMCOR.
- Bells, break glass and smoke detector units are situated throughout the school buildings. These are tested on a rota basis weekly by the Site Manager.
- All areas have a fire action plan notice which also indicates the nearest escape route and fire assembly point.
- All exits are kept unlocked and clear of obstructions.
- All staff and volunteers are given a Health and Safety induction on their first day by the FSC. This contains all Health/Safety Data, access to policies and Fire Evacuation guidance/procedures.
- Visitors and contractors are supplied with Fire Safety Information, printed on the back of their visitor's pass, when they sign in at the school office.

- Fire drills are carried out termly, with a minimum 3 times per year.

### **Fire Fighting Equipment**

There is a variety of CO<sub>2</sub>, Water and Foam extinguishers throughout the building. See attached map at Appendix 3. These are checked weekly on a rota basis by the Site Manager and serviced annually by an external specialist contractor.

### **Key Escape Routes**

All areas have direct escape routes to the fire assembly point. If necessary, pupils, staff and visitors can further be evacuated from the site via the school field. (Bomb threats/gas leaks) – Please see the Disaster Recovery Plan guidance.

### **Fire Risk Assessments**

Risk assessments are carried out annually or reviewed and updated following an incident/accident.

### **Personal Emergency Evacuation Plans (PEEP)**

This is an individual plan for means of escape from fire/emergency for adults/children with a disability/additional need. These are put in place by the SENDCO after consultation with parents/carers and staff involved either directly with a disability or with a child's support worker and class teacher.

### **General Fire Precautions**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Termly fire drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

### **Fire Prevention Measures**

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment
- Provision of information, instruction and annual training

### **Fire Protection Measures**

- Raising the fire alarm
- Smoke detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- Provision of information, instruction and annual training

### **Guidance documents to be read in conjunction with this policy**

- Fire Safety Manual
- Disaster Recovery Plan
- Emergency Management Plan

**It is illegal to smoke on our school site. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**

Agreed: This policy was agreed and ratified at the Governing Body meeting held 15<sup>th</sup> November 2023

Review: This policy will be reviewed annually.

Date for next review: November 2024

Signed  
Headteacher



Signed  
Chair of Governors



## **Appendix 1 to Fire Evacuation Policy - Fire Marshal Responsibilities**

### **1 PRIMARY ROLES**

Responsible Manager (RM) is the Headteacher (HT), Sam Myers

Deputy RM is the Deputy Head (DHT), Emma Poate

Fire Safety Coordinator (FSC) is Sue Fairs School Business Manager (SBM)

Designated Fire Marshals (FM) are Sam Myers (SM), Sue Fairs (SF), Kirstie Allison (KA), Sarah Lee (SL), Sara Bound (SB), Carole Cripps (CC), and Liz Sayer (LS).

### **2 DESIGNATED AREAS (ZONES)**

Zone 1 - KA/SF

Office, Medical Room, Nest, SENDCO, HT/DHT Office, Staff/Visitor's Toilet, Site Manager's Office. Exit by the main school door and make your way onto the field via the KS1 playground – Gate key code see Admin Team

Zone 2 – HT/DHT

Hall, PE Cupboard, Servery and toilet, Quad area and the Staff Room

Exit by the hall external door into the YR playground then make your way onto the field – Gate code Admin Team

Zone 3 - LS or YR Staff in the Starlings, and YR Sensory room not with children

YR Sensory room and Starlings Classroom and Toilets, Maths & Art cupboard, YR Corridor & Toilet

Exit by the YR corridor external door into the playground, make your way onto the field – Gate code Admin Team

Zone 4 - CC or staff in the Sparrows /Blackbirds classes not with children

Library, SBM Office, Stationery Cupboard, Sparrows and Blackbirds Classroom, Shared Toilets

Exit by the external door by the shared toilets then make your way onto the field

Zone 5 - SB or Y1 staff not with children

Wagtail's class and Toilets, IT Suite and Toilets

Exit by the IT suite external door then make your way onto the field

Zone 6 – SL or Y1 Staff in the Robins and Chaffinch classes not with children

Robins Classroom, Shared Cloakroom, Corridor Area and Toilets, Chaffinch Classroom

Exit by the Y1 corridor external door then make your way onto the field

Zone 7 Staff in the Owls classroom and TJs/Intervention room not with children

Owls Classroom, TJs/Intervention room, Shared Cloakroom and Toilets and the Aviary

Exit by the external door from the last room that you have checked is cleared, then go to the field

### **3 FIRE ALARM DRILLS**

On hearing the fire alarm and if safe to do so, the FMs/Staff are responsible for clearing the designated zones during evacuation. They will:

- Wear distinctive Fire Marshall armbands in order that they can be clearly identified
- Collect the evacuation checklist sheets from the designated zones
- Sweep the building in the zoned areas
- Report to the RM and FSC at the assembly (muster) point
- Give the completed checklists to the FSC

The FMs/Staff will sweep the designated areas and ensure that the following are clear:

- Zone 1 Check the main office, Nest, SENDCO, HT & DHT Office, staff toilets, medical room, Site Manager's Office, Visitor's toilet and the corridors closing all doors
- Zone 2 Check the Staff Room, Hall, PE room, Quad and the servery/toilet closing all doors
- Zone 3 Check the YR Sensory room and toilets, Starlings Classroom and toilets, YR corridor toilet, Maths and Art cupboard, closing all doors

- Zone 4 Check the Sparrows Classroom, Blackbirds Classroom, shared toilets, stationary cupboard, SBM office and the library including corridor areas, closing all doors
- Zone 5 Check the IT Suite and toilets, Wagtails Classroom and toilets, corridors and close all doors
- Zone 6 Check the Robin's Classroom, Chaffinch Classroom and the shared corridor, toilets, close all doors. Leave the building by the fire exit at the end of the Y1 corridor.
- Zone 7 Check the Owls Classroom and TJs/Intervention room, shared cloakroom area and toilets and the Aviary, close all doors

Action to be taken by all HC3S staff upon hearing the fire alarm:

- Only if safe to do so, HC3S staff will check and switch off any utility supplies and unplug electrical equipment
- Only if safe to do so, close all windows
- Leave the building by the nearest fire exit route and proceed to the assembly point on the main field
- Assist children and visitors where necessary
- Class teachers to supervise the children at the assembly point with TA assistance if available, if lunchtime then Lunchtime Supervisor with the LSA assistance.
- Admin team will exit the building with the class registers and deliver to the assembly point to initiate roll call – report to RM/FSC once roll call complete
- SBM to exit with the visitors and staff signing in/out reports then deliver to assembly point and initiate roll call with the help of the admin team – report to RM/FSC once roll call complete
- HC3S team to exit the building with their staff signing in/out register and once at the assembly point initiate roll call – report to RM/FSC once roll call complete
- Maintain all safe working practices in line with whole school risk assessment.

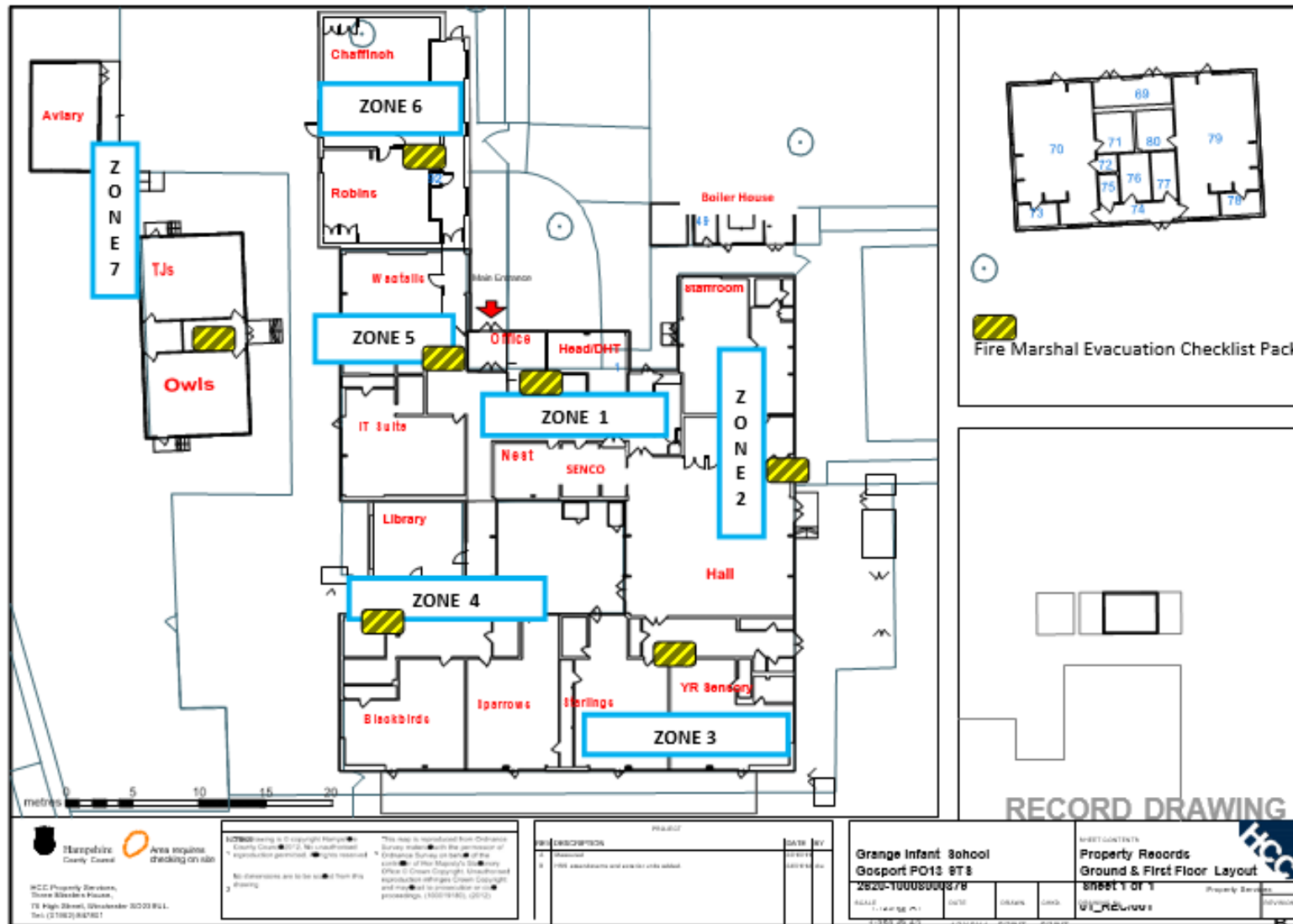
#### **4 REPORTING**

Following the evacuation, the FMs/all staff will report their findings to the RM and FSC. The RM/FSC will complete the fire evacuation drill report and share findings with whole school and HC3S staff electronically.

#### **5 FIRE MARSHAL REGULAR INSPECTIONS**

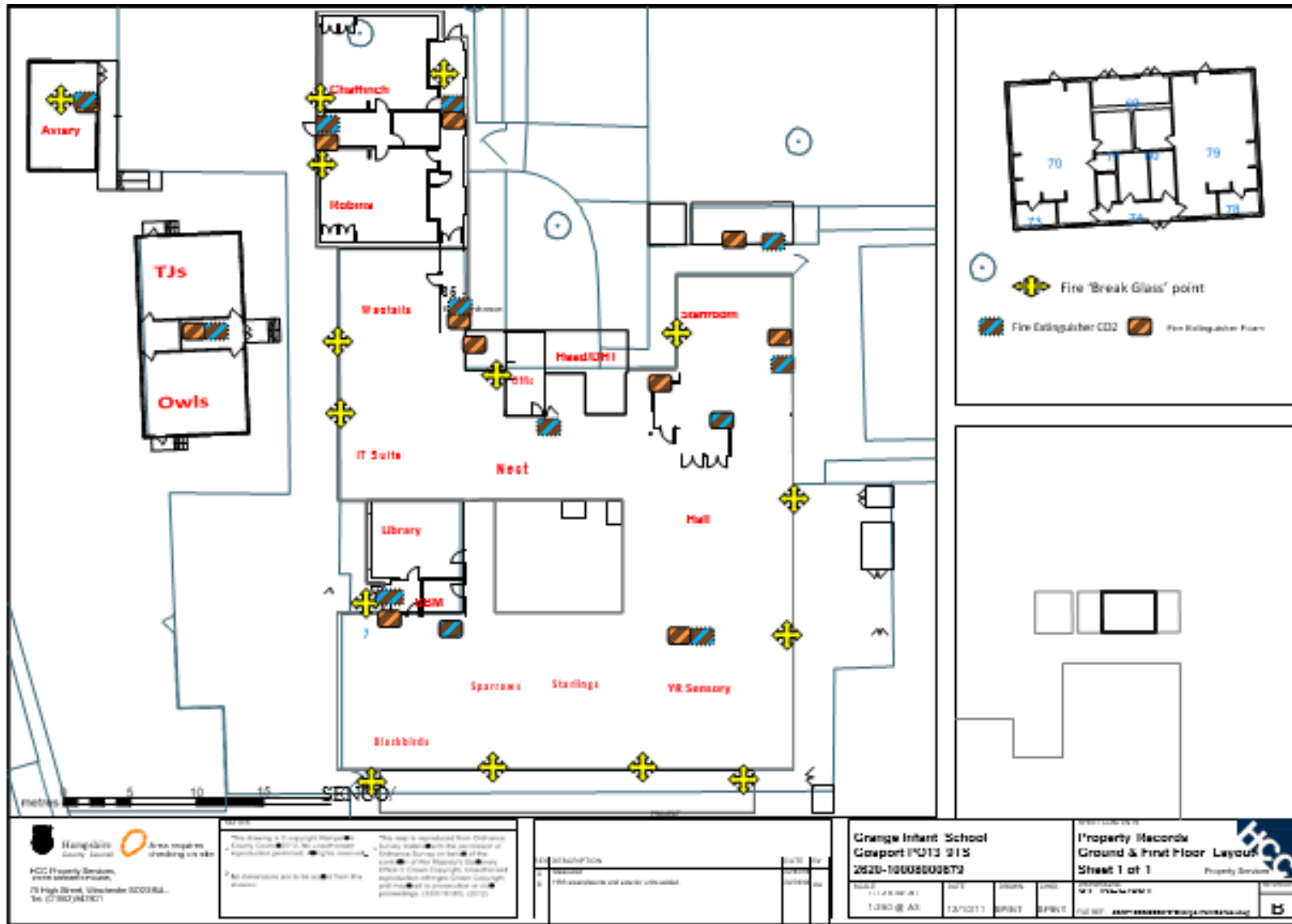
- FMs should conduct regular inspections of premises
- Record all findings on a record sheet
- Report defects to the RM and FSC
- Regularly inspect the general condition of escape routes, fire extinguishers, fire safety signs and fire exit doors
- Ensure that the FM evacuation check lists and reporting forms are replenished after each fire drill or evacuation procedure is carried out

# Appendix 2 to Fire Evacuation Policy – Fire Marshal Zone Locations



Hampshire County Council Area requires checking on site <small>HCC Property Services, Stone Millers House, 75 High Street, Winchester SO23 8LL, Tel: (01962) 847401</small>	<small>© 2023 HCC. All rights reserved. No dimensions are to be taken from this drawing.</small>	<small>This map is reproduced from Ordnance Survey maps. It is the property of Ordnance Survey and is reproduced here by permission of Ordnance Survey. Ordnance Survey is a registered trademark of Ordnance Survey. Ordnance Survey is a registered trademark of Ordnance Survey. Ordnance Survey is a registered trademark of Ordnance Survey.</small>	<b>DESCRIPTION</b> 1. Fire Marshal Evacuation Checklist Pack	<b>DATE</b> 2023/04/01	<b>BY</b> [Signature]
			Grange Infant School Gosport PO13 8T8 2820-1000800876	DRAWN [Signature]	CHECKED [Signature]

# Appendix 3 to Fire Evacuation Policy - Fire Fighting Equipment Locations



<p>Hampshire County Council HCC Property Services, 3rd Floor, 100 High Street, Basingstoke, Hampshire, RG24 0BA, Tel: 01256 333333</p>	<p><b>Notes:</b></p> <p>This drawing is a copyright document. It is the property of Hampshire County Council and its use is restricted to the purposes for which it was prepared. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Hampshire County Council.</p>	<p><b>Revision:</b></p> <table border="1"> <thead> <tr> <th>Rev</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Initial Issue</td> <td>12/12/11</td> </tr> </tbody> </table>	Rev	Description	Date	1	Initial Issue	12/12/11	<p><b>Grange Infant School</b> Gosport PO13 9LS 01256-1000000000</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DATE</th> <th>BY</th> <th>CHKD</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>12/12/11</td> <td>SP/ST</td> <td>SP/ST</td> </tr> </tbody> </table>	NO	DATE	BY	CHKD	1.0	12/12/11	SP/ST	SP/ST	<p><b>Property Records</b> Ground &amp; First Floor Layout Sheet 1 of 1</p> <p>W.P. 12/12/11</p> <p>12/12/11</p>
			Rev	Description	Date													
1	Initial Issue	12/12/11																
NO	DATE	BY	CHKD															
1.0	12/12/11	SP/ST	SP/ST															
<p>Area caught on drawing in red</p>	<p>Approved by:</p> <p>_____</p>																	