



Fire Procedures & Emergency Plan

Scope:	Whole School including EYFS
Release date:	September 2023
Review date:	September 2025
Author:	School Operations Manager
Reviewed by:	Acting Head
Approved by:	Board of Governors

Linked Documents:

This Policy should be read in conjunction with the:
12b Prevention of Fire Risks Policy

Acronyms

PEEP - Personal Emergency Evacuation Plan

Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office.

The School's Fire Risk Assessment and Fire Procedures will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or after an unacceptable fire drill.

Procedures are in place to reduce the likelihood of a fire occurring. Refer to the Prevention of Fire Risks Policy.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

General Procedures

Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods to ensure all staff and pupils are familiar with emergency evacuation procedures.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

Tackling fires

STAFF ARE INSTRUCTED NOT TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING. FIRE EXTINGUISHER THEORY TO BE INCLUDED WITHIN FIRE AWARENESS TRAINING.

Emergency Grab Bag (kept in School office)

With the following contents:

- Fire Procedures and emergency plan map
- Asbestos register/local asbestos management plan summary
- Emergency medical bag containing blanket, spare inhaler and spacer and Lucozade drinks

Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire

- Activate the nearest alarm call point. Manual break class call points are located at every fire exit and on staircase landings; see Appendix 2.
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point at the hard court area next to the car park. See Appendix 1 for detailed Emergency Plan.
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.
- Disabled visitors will be assisted from the school site by staff.

On hearing the fire alarm:

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. See Appendix 1 for detailed Emergency Plan.
- The lift must not be used.
- Disabled visitors can evacuate via all available exits and will be assisted by staff.
- Do not stop to collect any personal belongings.
- Close windows as you leave if safe to do so.
- All corridor doors will close automatically and should be left closed.

- Do not tackle a fire unless it is to aid your escape from the building.

PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE

Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm. The fire alarm sound is a **continuous bell**.

If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by verbal methods.

There are four buildings on the school site: -

- Rykneld and Bagshaw Building
- Williams Building
- Rudd Building
- Infant Building

The fire alarm system is linked to all buildings.

Method for communicating with the emergency services

The alarm system is monitored by an external company (Cougar) and the fire brigade will be automatically called.

The Control Panel Officer will have ascertained the location of the fire/activated sensor and (if safe to do so) checked the location to confirm whether there is a fire.

The Evacuation Controller will have confirmed whether all people are accounted for and if not, have a list of any missing persons.

Staff with specific responsibilities

Control Panel Officer – Site Manager / School Business Manager / Head

Responsible for checking the fire panel to identify whether call points/smoke detectors have been activated in the building.

Evacuation Controller – Operations Manager / School Business Manager / Head

Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required.

Office staff

Responsible for taking the emergency grab bag, reception ipad and registers to the assembly point.

Designated staff

Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

Rykneld Building

First floor – Assistant Head Pastoral
Ground floor – Receptionist

Bagshaw Building

Second floor – Maths teacher
First floor – Humanities teacher

Ground floor – Primary School TA (Primary Toilets)
Kitchen and toilets in hall – Chef or PE Teacher
Changing rooms – PE Teacher

Williams Building

First floor – Physics and Music Teacher
Ground floor – Biology and Music Teacher

Rudd Building

Chemistry and DT – Chemistry and DT Teacher

Infants Building

Teaching staff

Summerhouse

Nominated person from Assembly Point to check area if required

All staff

All staff are to provide support to the Evacuation Controller in preventing unauthorised access back into the building.

After School Activities and School Holiday Club

After School Manager/Holiday Club Manager must manage their group and evacuate to the Assembly Point. A member of SLT to ensure evacuation post 4pm and liaise with the Fire Service and School's emergency contact.

Lettings (Hall or Sixth Form Centre)

Organisations must manage their own groups and evacuate to the Assembly Point. Nominated responsible person to liaise with the Fire Service and School's emergency contact.

Specific Persons at Risk

Any people at risk will require support in evacuation. Upon identification of people at risk a Personal emergency evacuation plan (PEEP) will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding should people be identified at risk.

There are no pupils on roll or staff who currently require a written PEEP.

Whole Site Evacuation

If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with Derby High School. Refer to the Major Incidents Plan.

Appendices

1. Detailed Emergency Plan
2. Site map to include location of
 - high risk areas (kitchen, laboratories)
 - utilities cut-off points
 - hazardous materials storage
 - radiation storage

Appendix 1 – Detailed Emergency Plan

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Control Panel Officer
Standard teaching times	<p>Teacher escorts class to assembly point via nearest and safest exit route. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Designated staff on site will sweep their assigned area (if safe to do so).</p> <p>Office staff will take out all signing in/out books and emergency grab bag.</p>	Hard court near car park.	School Business Manager / Head	<p>Registers, e-reception ipad</p> <p>Staff sweeping areas</p>	Site Manager / School Business Manager
Break times pupils outside	<p>Staff on outside duty escorts outside pupils to the assembly point. Staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Designated staff on site will sweep their assigned area (if safe to do so).</p> <p>Office staff will take out all signing in/out books and emergency grab bag.</p>	Hard court area near car park.	School Business Manager / Head	<p>Registers, e-reception ipad</p> <p>Staff sweeping areas</p>	Site Manager / School Business Manager
Break times pupils inside	<p>Staff on duty escorts class to assembly point via nearest and safest exit route. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Designated staff on site will sweep their assigned area (if safe to do so).</p> <p>Office staff will take out all signing in/out books / e-reception ipad and emergency grab bag.</p>	Hard court area near car park.	School Business Manager / Head	<p>Registers, e-reception ipad</p> <p>Staff sweeping areas</p>	Site Manager / School Business Manager

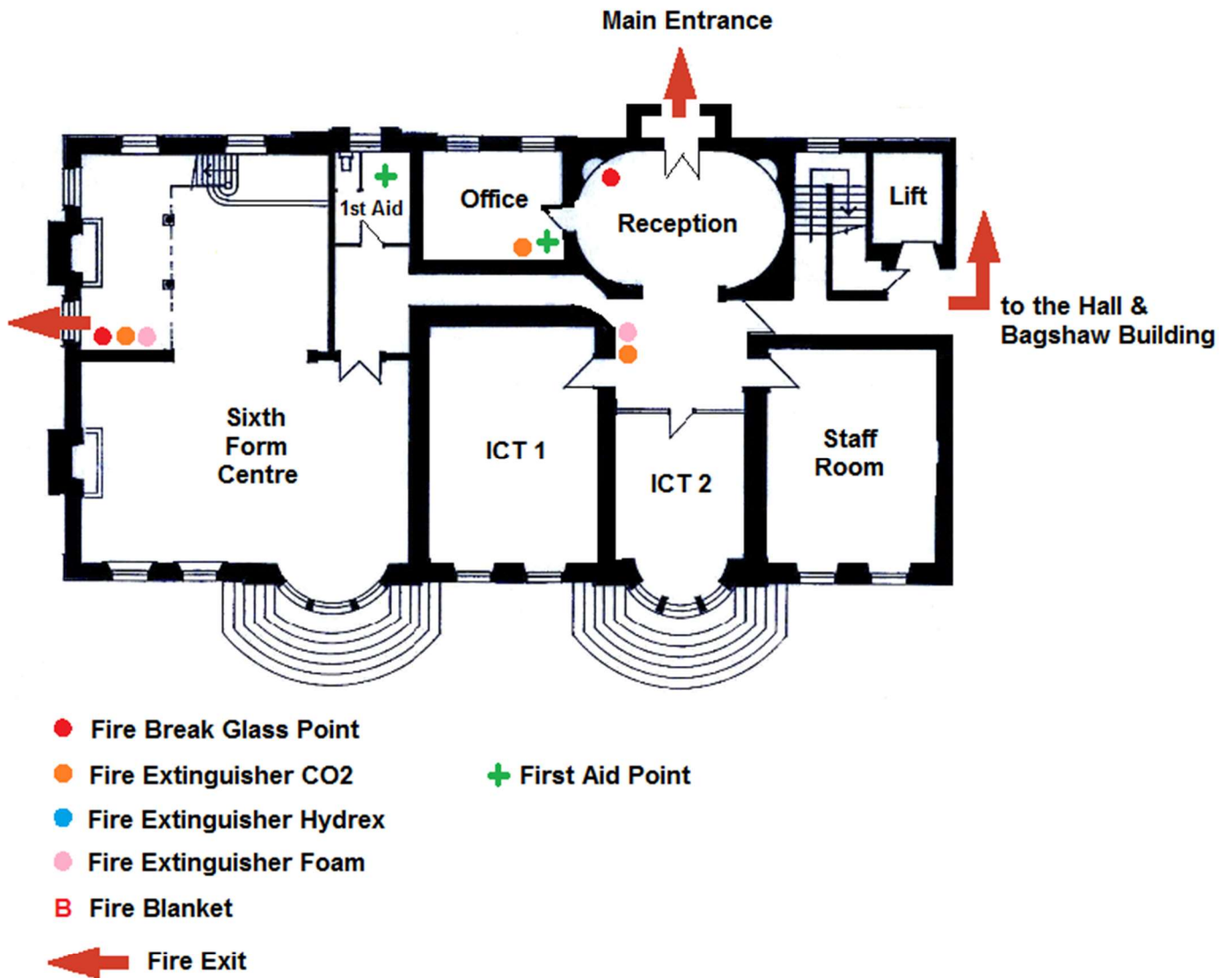
Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Control Panel Officer
Lunch time outside / inside	<p>Midday Supervisor escorts Primary School pupils (from either the dinner hall or outside play) to fire assembly point and gets them to line up in class order.</p> <p>Staff on duty (outside/inside/ICT/dinner) escort pupils to assembly point via nearest and safest exit route.</p> <p>All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Designated staff on site will sweep their assigned area (if safe to do so).</p> <p>Office staff will take out all signing in/out books e-reception ipad and emergency grab bag.</p>	Hard court area near car park.	School Business Manager / Head	<p>Registers, e-reception ipad</p> <p>Staff sweeping areas</p>	Site Manager / School Business Manager
Assemblies staff / pupils only	<p>All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.</p> <p>Designated staff on site will sweep their assigned area (if safe to do so).</p> <p>Office staff will take out all signing in/out books e-reception ipad and emergency grab bag</p>	Hard court area near car park.	School Business Manager / Head	<p>Registers, e-reception ipad</p> <p>Staff sweeping areas</p>	Site Manager / School Business Manager
<p>After School Club (Primary School until 18:00)</p> <p>Homework club (Senior</p>	<p>After School Club Manager escorts pupils to assembly point via nearest and safest exit route taking with them club register.</p> <p>Staff on duty to escort pupils to Assembly point.</p> <p>Duty SLT to take e-reception ipad and emergency grab bag from the office to the assembly point</p>	Hard court area near car park.	Members of SLT	<p>Registers, Visitor book, VI form, Peris and staff signing in/out book</p> <p>Staff sweeping areas</p>	School Business Manager / Head

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Control Panel Officer
School until 17:00)					
Pre-registration in the morning School is unlocked from 07:00 Pupils may arrive unauthorised from 08:00 am but are not allowed into tutor room Staff duty starts at 08.00 am and reception is manned.	Staff in staff room, classrooms or offices to sweep the areas. All toilet areas to be checked on all floors in all buildings. Any member of staff to carry out the sweep and inform Evacuation Controller. Site Manager to sweep the Williams and Rudd Buildings.	Hard court area near car park.	Catering Manager	Evacuation Controller to check with Evacuation Sweep cards and liaise with Fire Service	Site Manager
As pupils are leaving (15:50 for Primary, 16:00 for Seniors)	Where pupils are in classes Teacher escorts class to assembly point via nearest and safest exit route. Staff on duty (outside/inside) escort pupils to assembly point via nearest and safest exit route. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point.	Hard court area near car park. Head (or deputy) to be present on driveway to ensure that there is no vehicle movement and to prevent parents picking up their child and leaving	Bursar / Head	Registers, e-reception ipad Staff sweeping areas	Site Manager / School Business Manager / Head

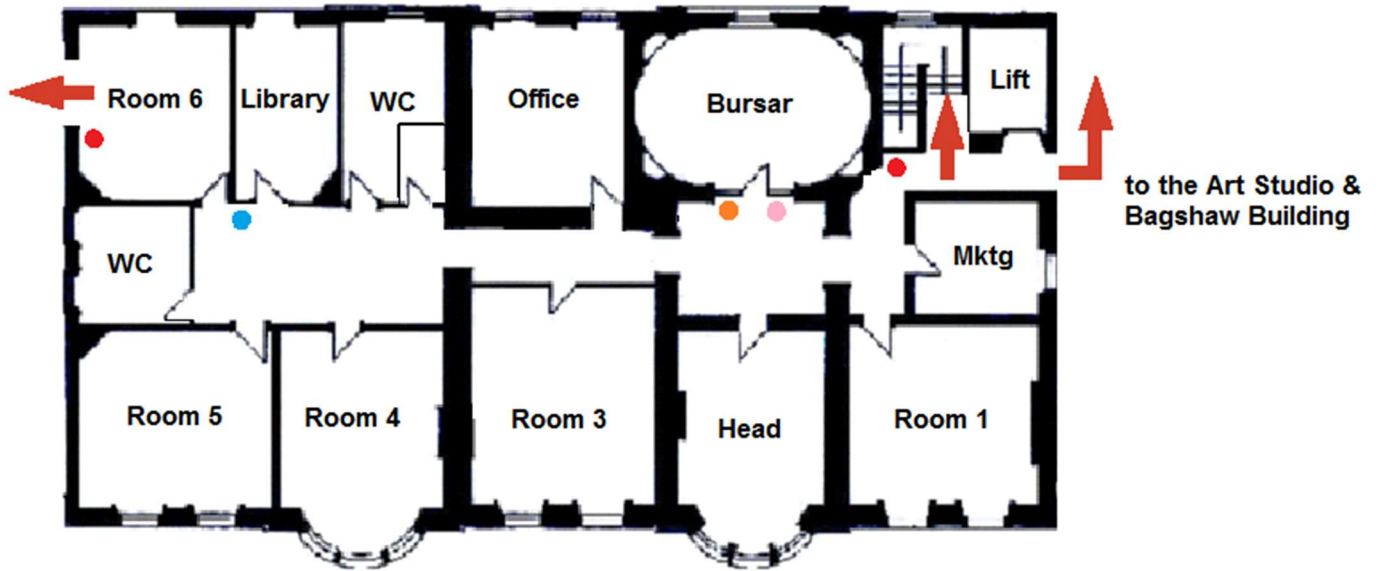
Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Control Panel Officer
	Designated staff on site will sweep their assigned area (if safe to do so). Office staff will take out all signing in/out books e-reception ipad and emergency grab bag	the premises, during the evacuation.			
Staff only on site during holidays. Holiday club Contractors	Staff to leave by nearest and safest signed exit route. School Business Manager / Head of External Relations to take visitor book and signing in/out sheet to assembly point. Holiday Club Manager escorts pupils to assembly point. Contractors to leave the building to assembly point	Hard court area near car park	School Business Manager / Head of External Relations	e-reception ipad Evacuation Controller to check Evacuation Sweep cards and liaise with Fire Service	Site Manager / School Business Manager
Open Days / Parents Evenings	Parents have an appointment time slot. On the alarm being raised the building is to be evacuated and swept. Teachers to confirm attendees and children have been evacuated safely. Parents will be escorted by a member of staff.	Hard court area near car park	Members of SLT Evacuation Controller to check Evacuation Sweep	Evacuation Controller to check Evacuation Sweep cards and liaise with Fire Service	Head / Member of SLT

Appendix 2 – Fire Exit Routes

Rykneld Ground Floor

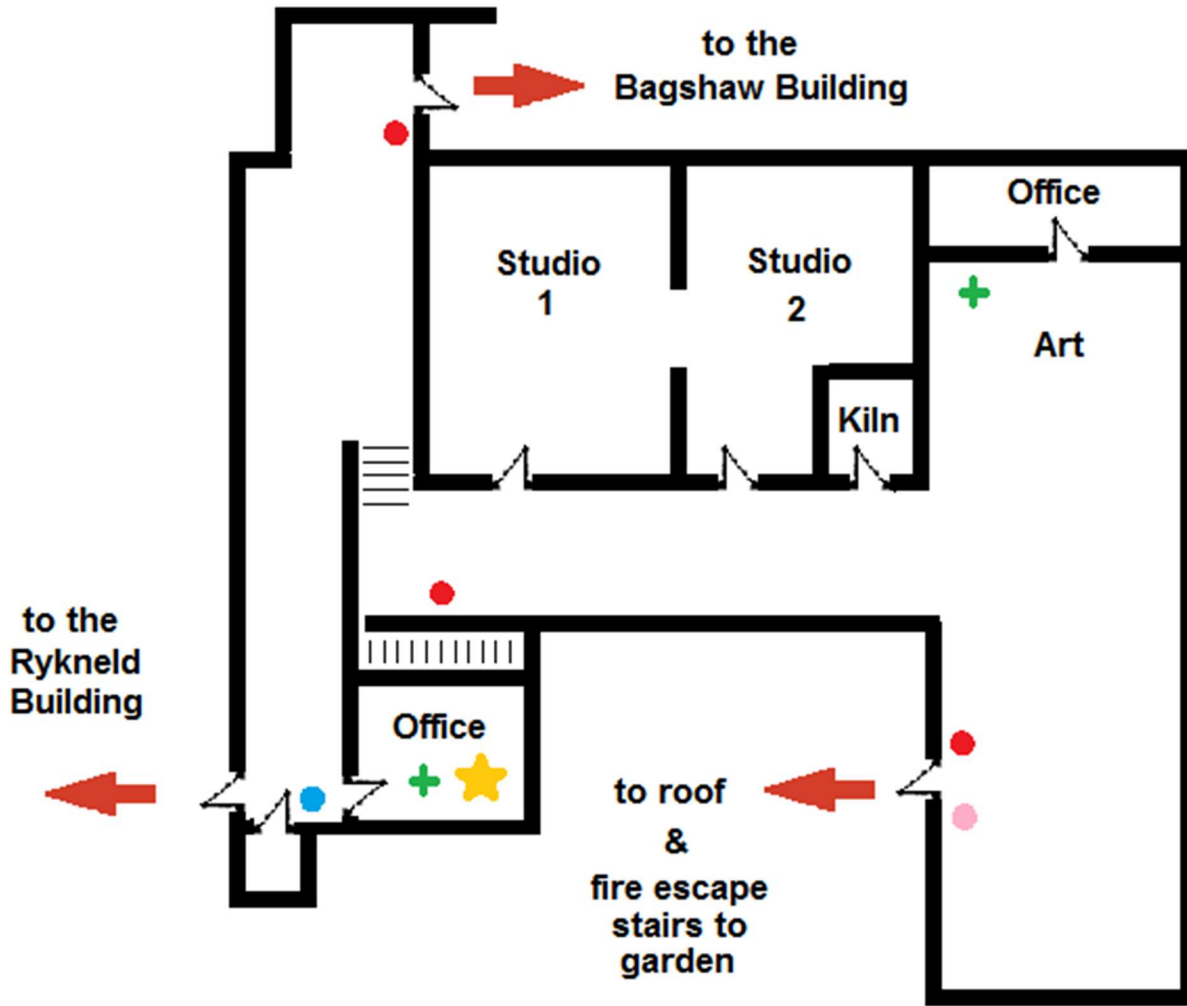


Rykneld First Floor



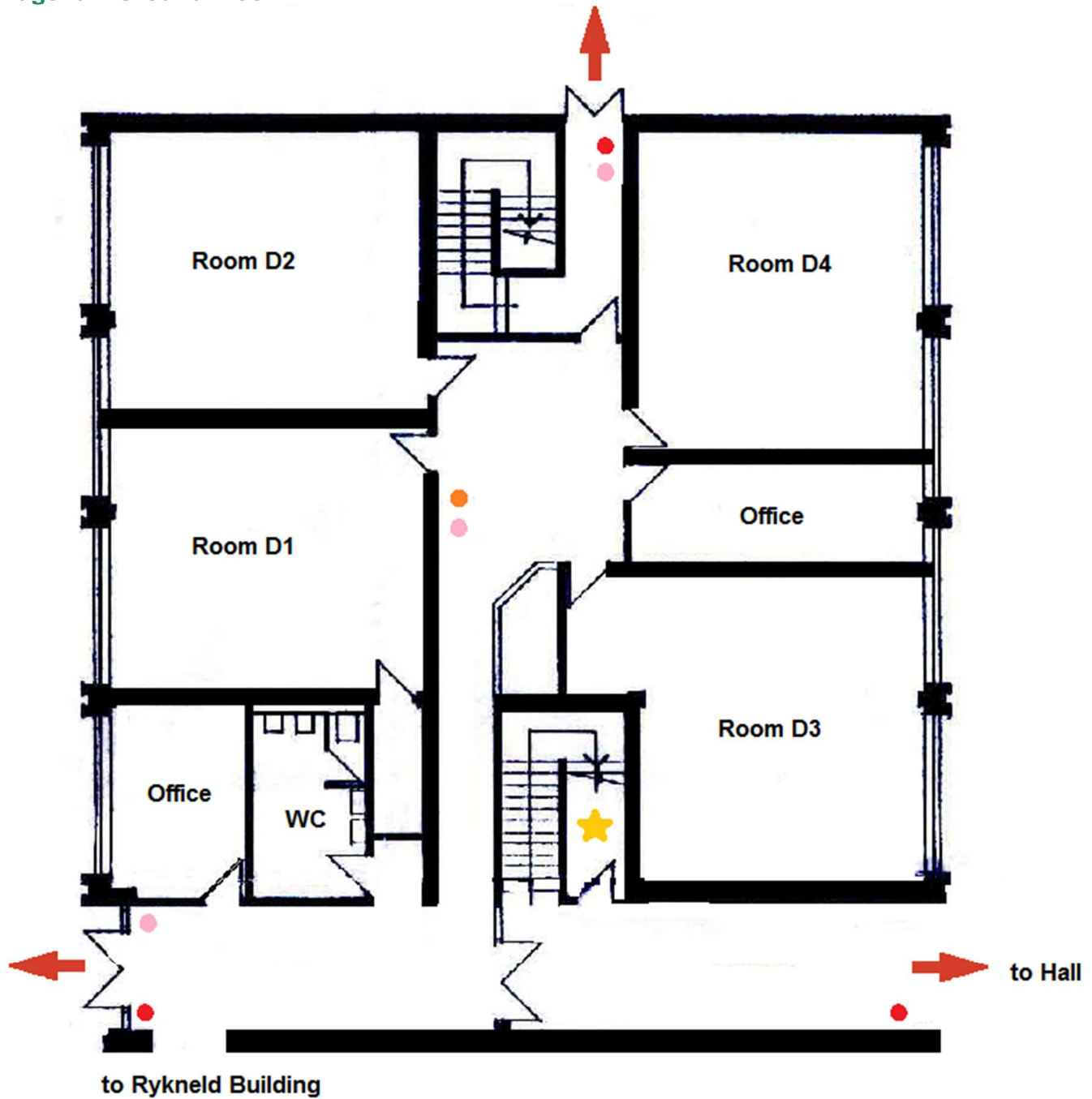
- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B Fire Blanket
- ← Fire Exit

Art Studio & Site Office



- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B Fire Blanket
- ← Fire Exit
- ★ Site Office
HAZARDOUS CHEMICALS
- + First Aid Point

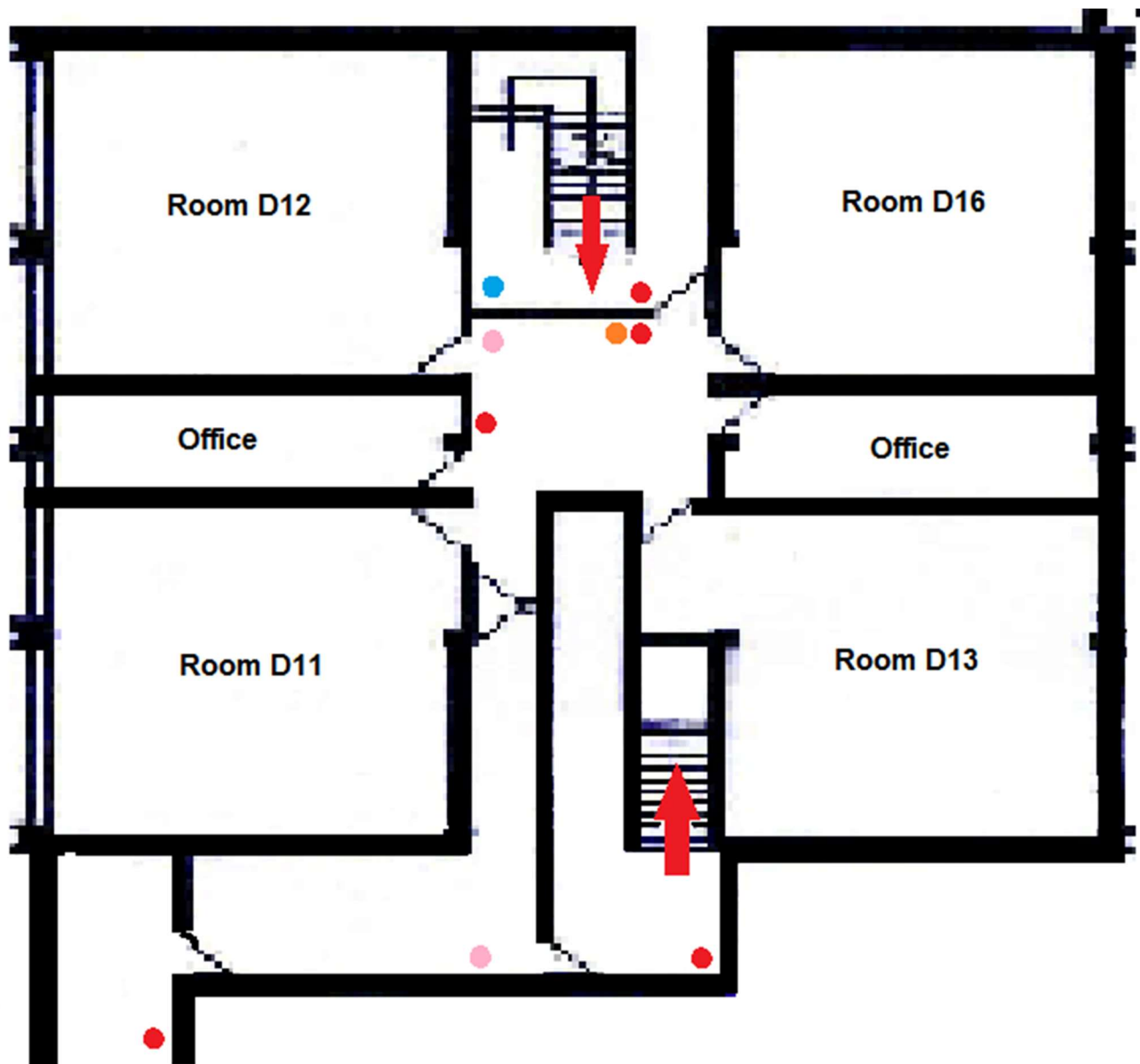
Bagshaw Ground Floor



- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B** Fire Blanket
- ← Fire Exit

★ Cleaning Cupboard
HAZARDOUS CHEMICALS

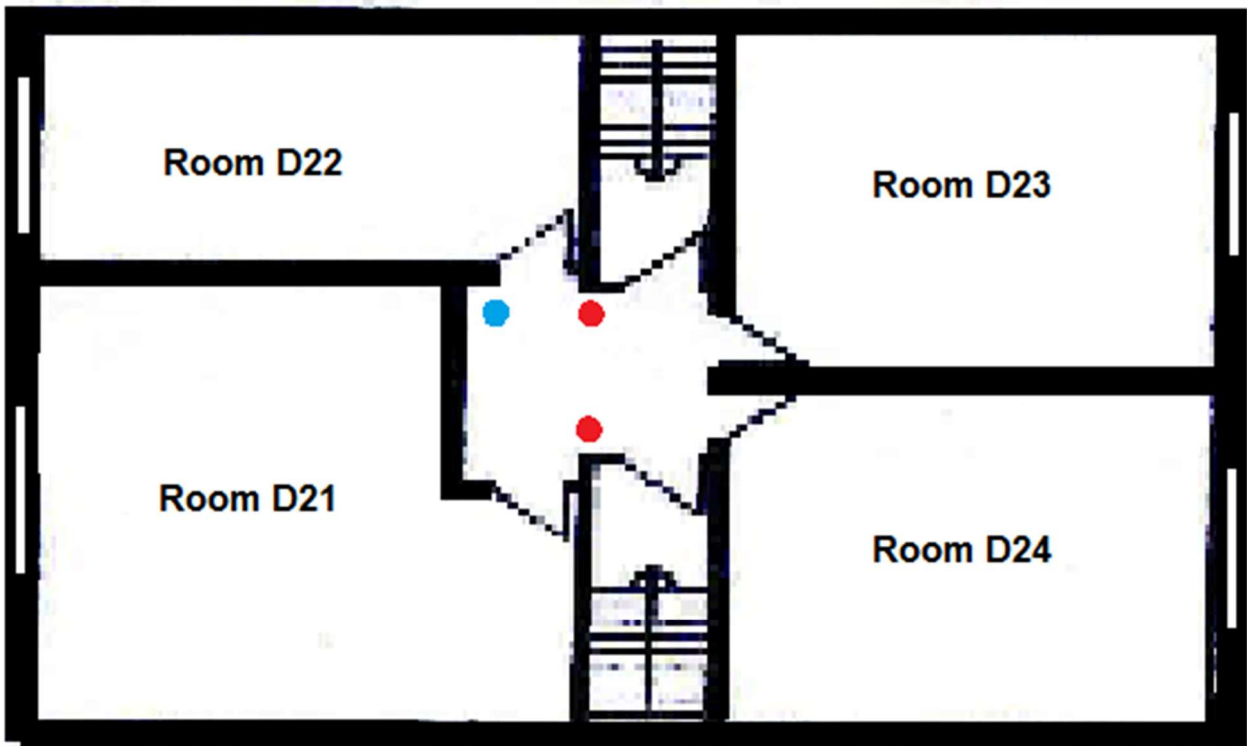
Bagshaw First Floor



to Art Studio &
Rykneld Building

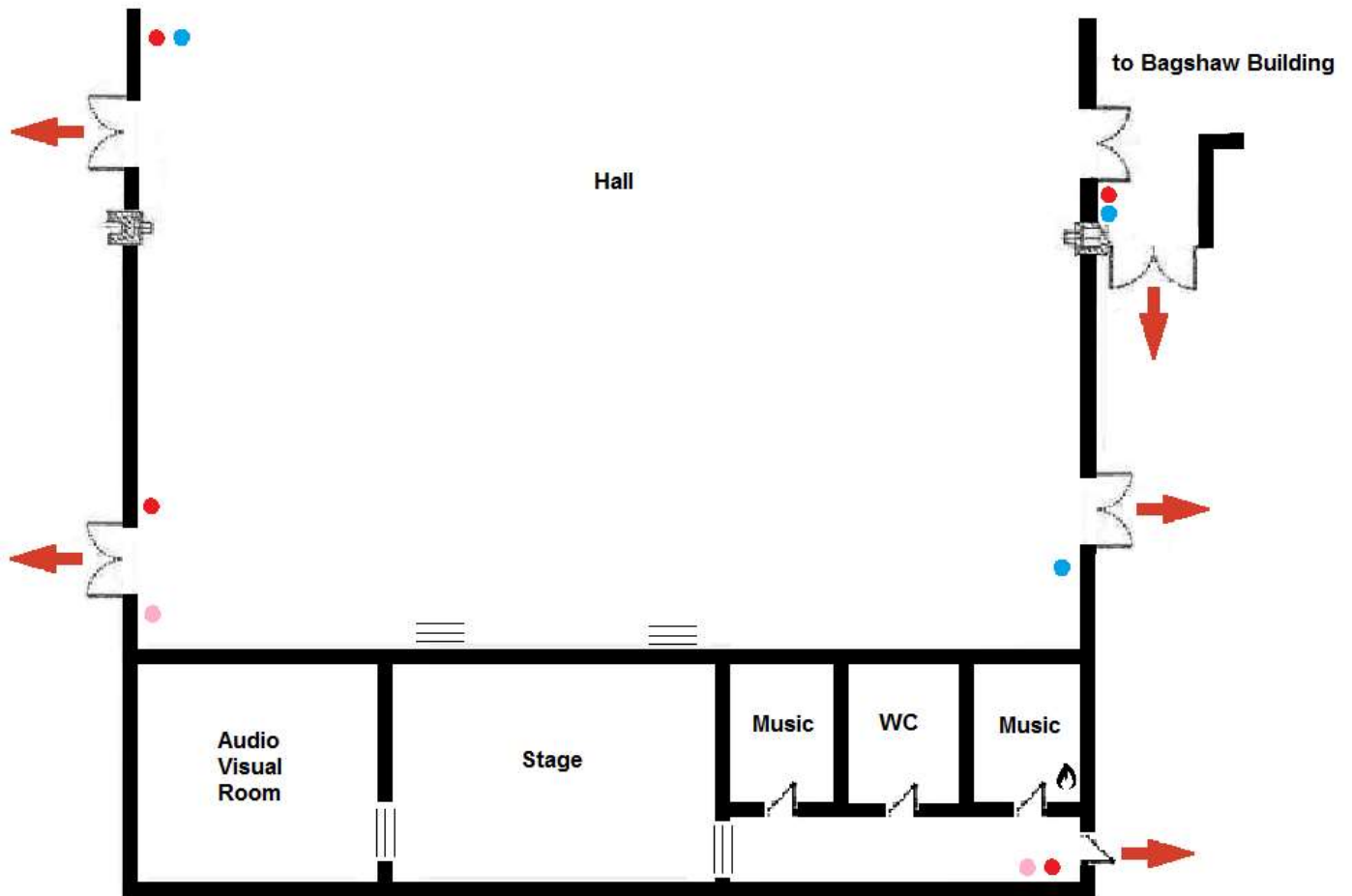
- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B** Fire Blanket
- ← Fire Exit

Bagshaw Second Floor



- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B** Fire Blanket
- ← Fire Exit

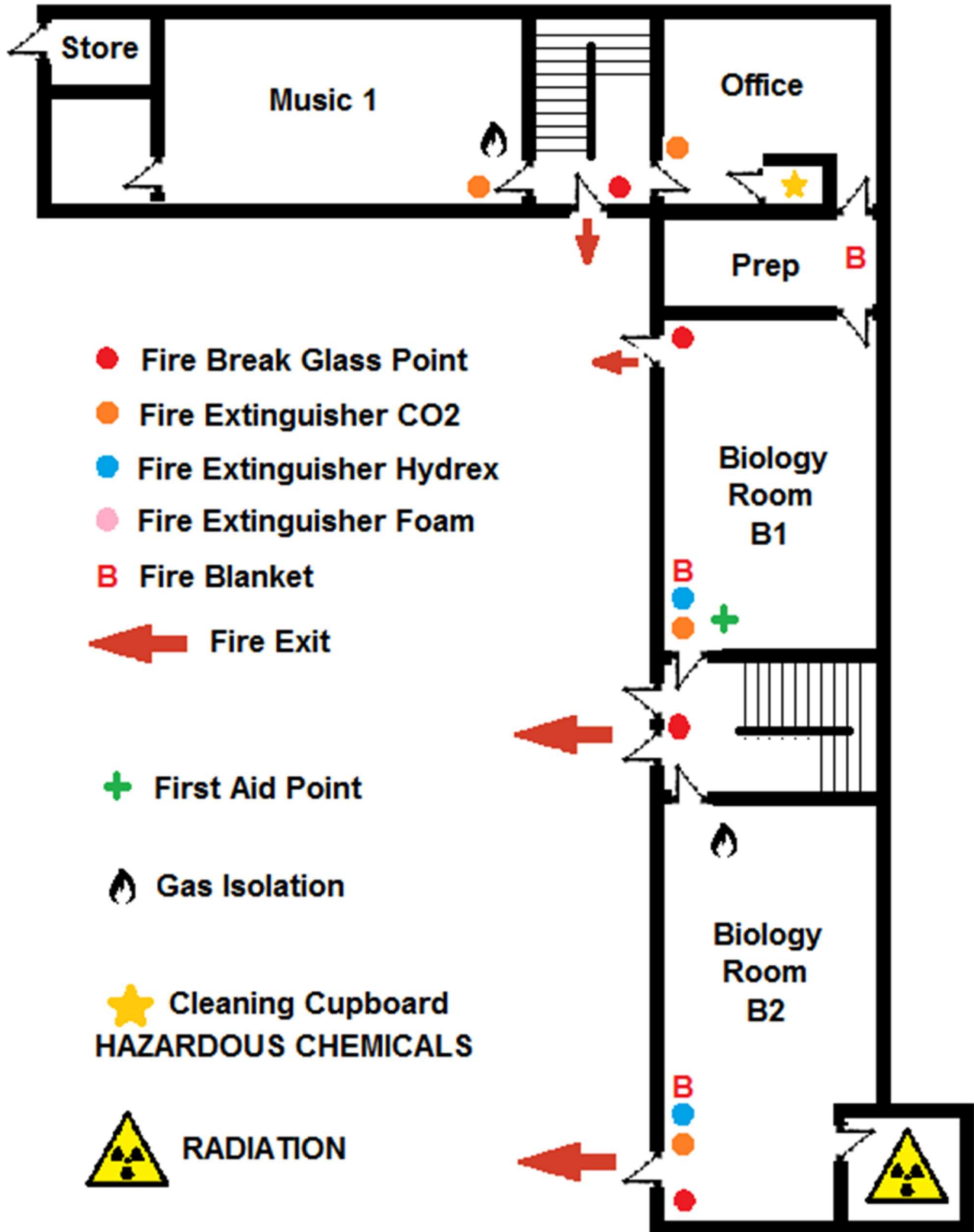
Hall & Peri Rooms

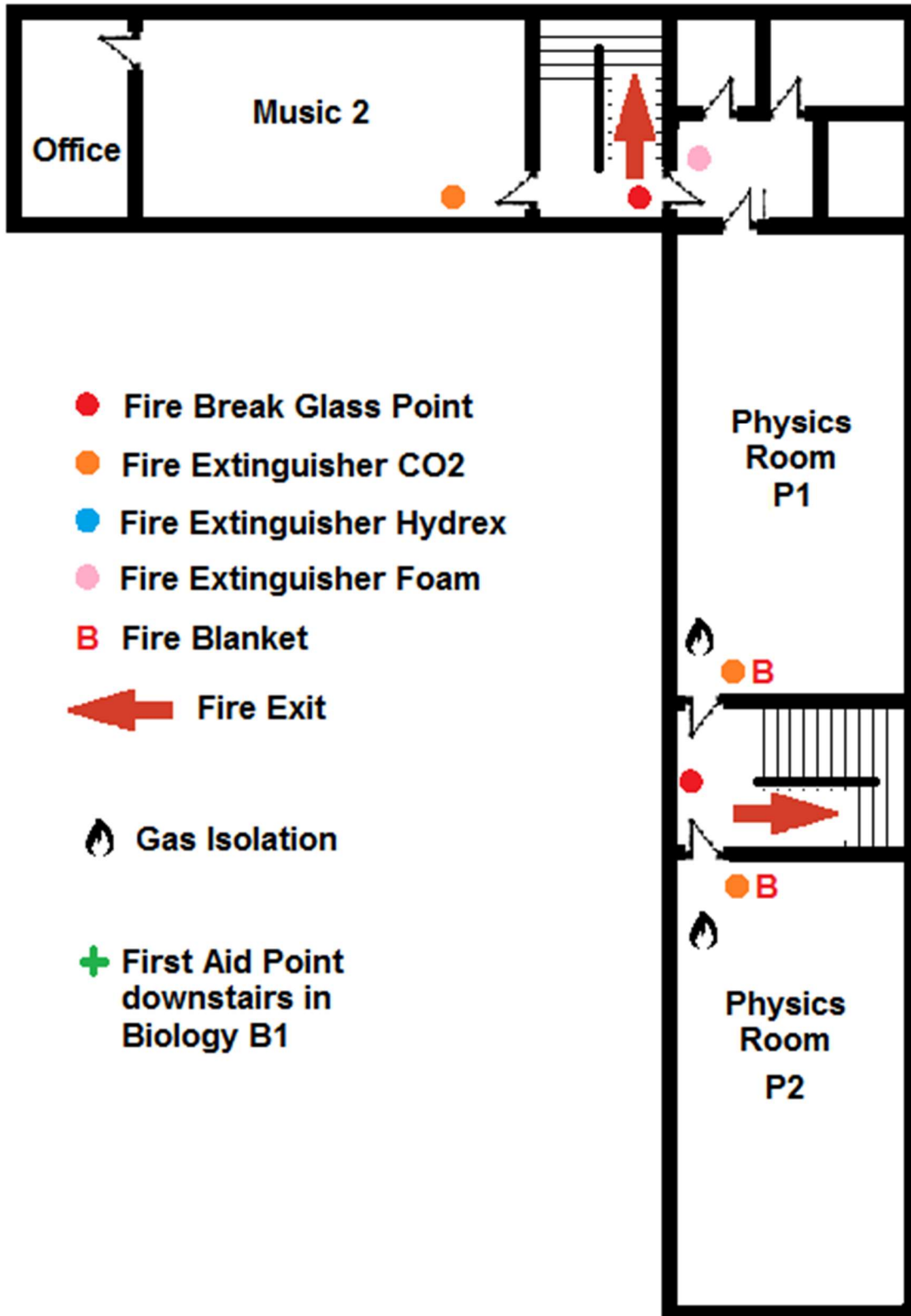


- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B** Fire Blanket
- ← Fire Exit
- 🔥 Gas Isolation

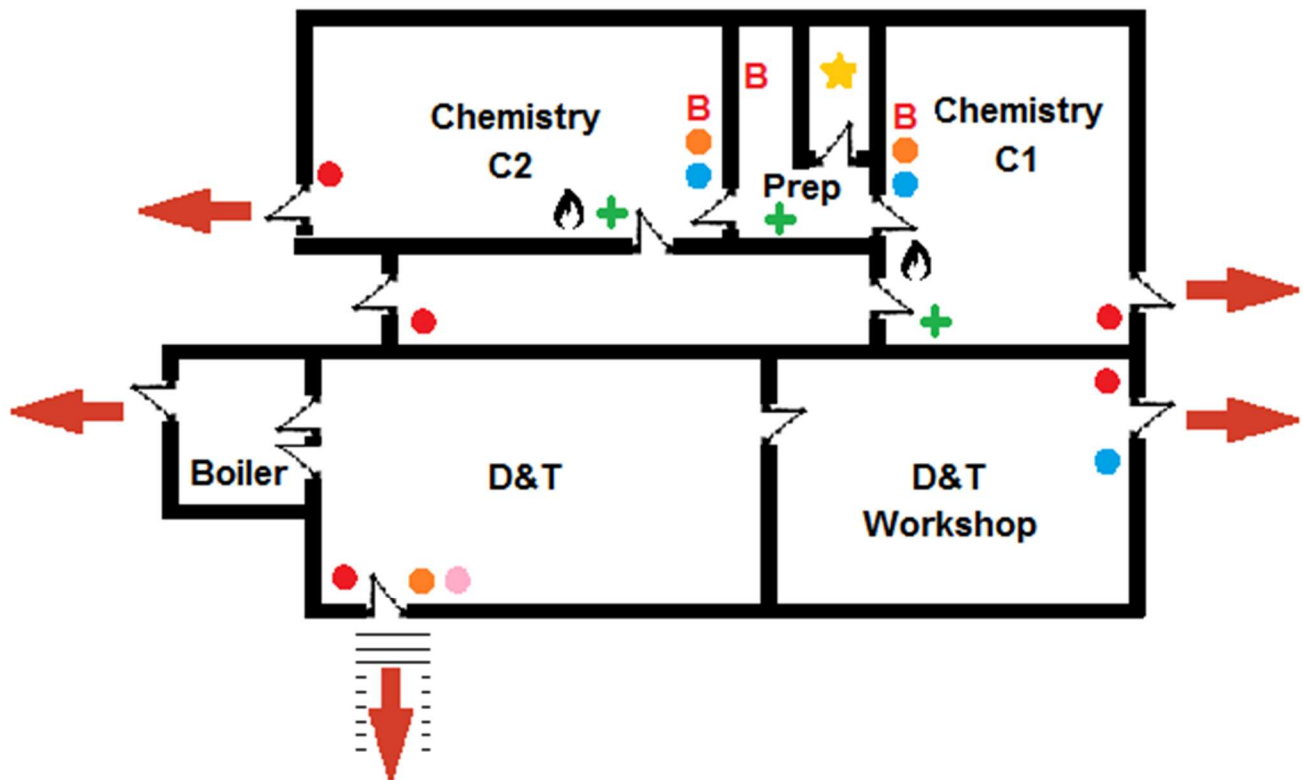
Kitchen & Changing Rooms







Rudd Building



- Fire Break Glass Point
- Fire Extinguisher CO2
- Fire Extinguisher Hydrex
- Fire Extinguisher Foam
- B Fire Blanket
- ← Fire Exit
- ★ Prep Room
HAZARDOUS CHEMICALS
- 🔥 Gas Isolation
- + First Aid Point