

**Prep School Bani Hajer Fire Evacuation Procedure**

**ALARM / SIGNAL – A CONTINUOUS SOUNDING OF A FIRE KLAXON**

**ASSEMBLY POINT – THE ASTRO TURF PITCH**

**FIRE OFFICERS – THE HEAD, THE DEPUTY HEADS**

**RAISING THE ALARM IN THE EVENT OF FIRE**

* If a fire or smell of fire is discovered, raise the alarm by breaking a glass at the call point
* Shout FIRE, FIRE and follow evacuation procedures.

**BASIC PROCEDURE**

* **Exit the building via the nearest fire exit**. Please refer to the fire route diagrams.

If any of these exits is inaccessible move to the nearest available exit.

* Move to the Assembly Point by the safest route possible (not necessarily the quickest route).
* Assemble children in single file lines.
* Form Teachers: register children and await further instructions.
* Remain with the group until given further instructions.
* Follow the pre-determined plan for any child with a disability.

**All** teaching staff must be familiar with the location of fire exits and must know the correct route from the classroom or teaching area to the nearest fire exit.

All teaching staff must know how to activate the fire alarm system.

Children (and adults not calling registers) should be silent throughout. Following registers, Fire Officers giving instructions should be the only people talking.

Teachers must escort children in a calm and silent manner and must walk to the nearest fire exit and then to the Assembly Point. Children who are anxious must be reassured.

Do not stop to gather possessions but close windows and doors.

Go with the class you are teaching, in an orderly and quiet manner, to the nearest fire exit and proceed, by the safest route, to the Assembly Point. On arrival pupils line up in silence and in a single file. Staff go to their Form. All staff without a Form assemble in the staff area. Any child with a physical disability should be evacuated with assistance from a TA.

Form Teachers: check that all pupils in your form are accounted for. **Show the Green Card (or raise your hand if no green card) when all** **are present, and keep it raised until acknowledged by the Deput**y **Head. If you show the red card or keep your hand down the Deputy Head will want to know who is missing.**

Pupils in specialist lessons will be brought to the fire assembly point by the relevant teachers. Form Teachers: inform the Fire Officers if this does not happen.

All visitors **must** leave the buildings. If they are with you, please escort them to the Fire Assembly Point.

Wait until the ‘All Clear’ is given before returning to the building. Groups will be dismissed one at a time by the Fire Officers.

**RESPONSIBILITIES**

Those who are teaching when the alarm sounds are responsible for escorting their classes to the Assembly Point. Form Teachers go to their Forms on arrival. They must remain with their Form.

All other adults, including Bursary staff, go **immediately** to the Assembly Point.

**RECEPTIONIST** to ensure that there are no visitors and staff left in the Reception area, Prayer Room and the Meeting Room

The **DEPUTY** **HEAD/Head of KS2** to check that the Prep buildings are clear of people, or in her absence, another member of SLT.

**The DEPUTY HEAD/Head of Pre-Prep** to check the EYFS buildings are clear of people, or in her absence, Head of Reception.

**The DEPUTY HEAD OPERATIONS** to check that the staff toilets, staff room, nurses’ room, and specialist rooms are clear of people. The DHs supervise the orderly exit and the lining up of pupils. The DHs will distribute the Fire Registers (given by receptionist) to the Form Teachers.

**The HEAD (INCIDENT CONTROLLER)** to go directly to the assembly point and ensure completion of the Fire Report (in the Heads absence a DH must take on this responsibility). In the event of the Fire Services being called the Fire Report is passed onto them.

**PE Teachers** to check that the SPORTS HALL is clear. (All pupils exit the closest door and head to the assembly point)

**PREMISES OFFICER** to check the alarm board to locate the cause of the alarm, if necessary, call Civil Defence with appropriate details and liaise with the HEAD.

The **HEAD and** **DEPUTY** **HEAD QETAF** to check that the Qetaf rooms are clear of people.

**PREMISES OFFICER** to check the alarm board to locate the cause of the alarm, if necessary, call Civil Defence with appropriate details and liaise with the Fire Officers.

**Visitors on-site will be escorted by the member of staff they are meeting with, unless waiting in Reception, and therefore directed by the Receptionist / School Secretary.**

**In summary: all those with responsibility for collecting Fire Registers or accounting for adults will report to the Fire Officers as soon as they have completed their tasks.**

The alarm will not be silenced until we are satisfied of the cause and appropriate action has been taken.

**Nobody will be allowed to return to the buildings until the Fire Officer gives the ‘All Clear’.**

**DESIGNATED RESPONSIBLE OFFICIALS**

HEAD – MRS HEIDI BERRY – CONTACT 33798719

DEPUTY HEAD/HEAD OF KS2 – MRS DADA – CONTACT 70033053

DEPUTY HEAD/HEAD OF PRE-PREP – MRS TAGGART – CONTACT 66052778

DEPUTY HEAD – MRS BENNETT – CONTACT 5061 8709

QETAF HEAD – Mrs Campion-Gibson – CONTACT 33463353

FIRE WARDEN – MR SENEVIRATNE – CONTACT 5589 1294

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| **Assembly Point Plan *(Schematic)***  Astro Turf Pitch  Pre School Reception Yr 1 Yr 2 Yr 3 Yr 4 Yr5 Yr 6 Qetaf    Staff (non-FTs)  Bursary Staff  Visitors  First Aid  **It is important that all children and adults remain calm and as quiet as possible** |

Please note:

1. The fire alarm is tested regularly and all appliances are serviced and tested at regular intervals
2. Announced Fire drills take place at the start of each year.
3. Unannounced practice evacuations will take place at least twice a term.

**FEEDBACK**

All planned fire drills or false alarms are reported each term to the school’s *Health and Safety Committee*, along with the date and time taken to evacuate the building. Fire safety is a standing agenda item of this committee.