

# Rainow Primary School

*Caring, Learning, Achieving*

## **FIRE PROCEDURES**

**Guidelines written by:**

**M Bertinshaw**

**Date updated and approved by Governing Body:**

**Autumn term 2015**

**Date to be reviewed:  
practice changes.**

**Autumn term 2018 or unless**

### **What to do if you detect or are informed of a potential fire:**

Should any member of staff become aware of the presence of smoke and the danger of fire, they should immediately activate the nearest fire alarm.

### **Evacuation procedures:**

All staff and children should immediately evacuate the building via the nearest fire exit and proceed to the tarmaced hard play area of the playground (known as the 'black pitch') to assemble at the designated points facing the school building. Immediately on arrival or as soon as possible, the teaching staff will be given the registers, they will then check that all pupils are present and inform the Headteacher or Deputy if any person is missing. Do not stop to collect personal belongings. People, not possessions, matter.

### **Evacuation Routes:**

- Hall to evacuate via main double fire door.
- Conservatory to evacuate via the marked fire exit.
- Upstairs rooms to evacuate via main entrance through school foyer or pupils' entrance (depending on the location of the fire).
- Reception class to evacuate through own classroom door onto playground.
- Class 2 to evacuate through pupils' entrance.
- Classes 1, 3 and 4 to evacuate through own classroom door onto playground.
- Class 5 to evacuate through own classroom door if possible or via main entrance through school foyer. Supply teachers and other staff should be made aware of the whereabouts of the keys to the outside doors in this class.
- Class 6 to evacuate through own classroom door if possible or via pupil entrance. Supply teachers and other staff should be made aware of the whereabouts of the keys to the outside doors in this class.

Fire safety and evacuation routes notices are in place in all rooms. In emergency, if doorways are blocked by fire, classrooms from 1,3,4,5 and 6 can be evacuated via windows lowered to horizontal. Classroom 2 has a side opening window in the event of an emergency. Children should then proceed to the designated assembly point.

## **Special Responsibilities:**

- Registers, mobile phone, visitors' book and parental contact box will be delivered to the fire assembly point by Office staff or the Headteacher for individual teachers to check.
- The cook will be responsible for evacuating her staff.
- Teaching staff or teaching assistants must check the children's toilets.
- If possible and without compromising safety, staff should try to ascertain the cause of the fire.
- If in any doubt 999 should be called.
- A named person will have responsibility for ensuring the safe evacuation of previously identified vulnerable pupils.
- Where a teaching assistant is assigned to a class, the class teacher will initially check their whereabouts and inform either the headteacher or deputy headteacher if they are missing.

## **Fire Drills:**

These will be held termly as a minimum in accordance with Health and Safety guidance. It is important to ensure that such practices take place at different times (eg: lunchtime, PE sessions, lesson time, etc). The before and after school clubs must also undertake termly fire drills.