



FIRE EVACUATION AND BELL TEST POLICY

At The Centre, our overall aim is to minimise the risks to pupils and staff in the event of a fire. Safety and preservation of life is our priority and will override all other considerations. We ensure that precautions are taken to avoid and reduce effects of a fire outbreak, procedures are in place for evacuating children safely and that the fire alarm system is in operation.

Responsibility

| Person | Responsibility | Exit Route |
|------------------------|--|-----------------------------|
| Manager/ Supervisor | <ul style="list-style-type: none"> • Overall responsibility for fire safety matters; • Implementation of fire safety matters; • Make sure that all the children evacuate the premises safely; • Ensure that staff and pupil training take place and monitor the standard of fire precautions maintained; • Ensure all new staff are inducted and fire evacuation procedures are explained; • Ensure that a fire evacuation drill is undertaken each half term; that fire action notices are kept up to date. | Main exit, if safe |
| Lunch | <ul style="list-style-type: none"> • Ensure that they are fully aware of all fire procedures; • Ensure the safe evacuation of all pupils for whom they are responsible; • Ensure that no-one is left in the class room, toilets or corridor and conduct a roll call outside at the Assembly point; • Ensure that door vision panels and fire exits are kept clear and fire doors are kept shut; • Ensure that pupils for whom they are responsible are informed of the correct fire procedures. | Nearest Exit, if safe |
| Admin | <ul style="list-style-type: none"> • Call the emergency services if it is a genuine fire; • Ensure the office and staff room is evacuated; • Collect the visitor's book, and all the registers; and go directly to the assembly point; • Distribute registers at assembly point staff and assist in the checking of the registers and staff registers. | Main exit, if safe |
| Caretaker | <ul style="list-style-type: none"> • To carry out fire bell test and visual check of panel for fault every Tue morn; • Ensure fire safety equipment is maintained; • Check fire doors and Fire extinguishers weekly | |



Procedure

- Each session, the attendance register shall be taken;
- Each session, staff will sign-in when they arrive and any staff leaving the premises shall sign-out;
- Any child leaving the premises shall be marked off the register;
- All visitors shall sign the visitors book on entry and sign-out when leaving.

Fire Evacuation

Fire Drill

- A fire drill shall be carried out at least once every term;
- When the bell rings (which will be a continuous ringing sound), the children shall be quickly lined up in a single file and evacuated through the nearest exit;
- Whilst staff are leaving the hall through the fire exit they shall check the toilets as they pass;
- Staff shall conduct a roll call by taking a register to see if all children, staff and visitors are present;
- If all children, staff and visitors are present, re-enter the building if it is safe to do so.
- SMT to record date, time, duration of drill and sign off.

Actual Fire/Emergency

- When the fire bell rings quickly line up the children and leave premises from the nearest fire exit;
- SMT/Admin (or any member of staff in their absence) shall call the fire brigade if safe to do so or else use the nearest external telephone;
- Close all windows, doors and switch off electrical items, if safe to do so;
- Under no circumstances, should children or staff collect belongings;
- Assemble the children far end of the playground;
- Admin will take student register, staff sign in sheet and visitors book outside. A head count will be done, and register will be taken by the class tutor;
- SMT will conduct a roll call to see if all staff and visitors are present;
- **Do not attempt to re-enter the building;**
- If someone is missing, the building shall not be re-entered, but information shall be given to the fire brigade for them to make a search.



Fire bell test

- Fire bell test shall be carried out once a week on every Tuesday at 9:00 am;
- Sound the alarm for approximately 5 seconds;
- Each week a different call point shall be activated;
- Findings are recorded at the end of the test;
- If the bell malfunctions or a fault light appears on the panel, it shall be reported immediately for repairs.