Fire Drill and Evacuation Policy

Policy Updated	October 2019
Date to be revised	October 2020
Responsible person	Trudy Watts
Fire Wardens	Trudy Watts
Responsible person if fire wardens not present	Headteacher/Senior Teacher

General information and guidelines:

- Fire wardens will be identified by an orange tabard and will wear these garments up to the point that either:
    - the alarm has been confirmed as a false alarm, all areas are safe and the alarm bells have been silenced.
    - in the case of a fire where the site has been handed to the senior fire brigade officer and all employees / visitors / students have been safely evacuated from the premises.
- No person must re-enter the building whilst the alarms are still sounding – until they are silenced it must be assumed that it is unsafe to re-enter the building. Disciplinary action will be undertaken if persons are found re-entering the building whilst the alarms are sounding.
- Fire wardens are responsible for the premises and safety of all persons whilst the fire alarm is sounding.
- Alerting the emergency services via 999 or 112 is the responsibility of:
    - Fire wardens
    - Anyone locating the fire (after exiting from the building)
- Fire wardens are the only staff permitted to introduce the "stand down procedures"

Stand down procedures:

- Fire warden, after ensuring the school is safe and the alarms have been silenced, contacts the emergency abort line 0800 716 460 to explain the situation.

Fire warden duties:

1 Assigned fire wardens will undertake the school sweep to ensure all areas are clear and ascertain the exact location of the fire or false alarm.
2 On locating the fire the fire warden will dial 999 and alert the emergency services.
3 Once complete fire wardens will report to the headteacher and inform findings and then await fire brigade by the school gate.

On hearing the fire bell:

During Lessons

1 Children must line up quickly and quietly by the classroom fire door. Teacher or responsible adult must check toilets and cloakroom areas and turn off any lights. Children to exit via their fire door and proceed to the assembly point on the school playground

2 Children to line up on the netball court in their designated class area and the class teacher will perform a headcount.
3 All staff and visitors not in a class to leave by the nearest fire exit.
4 The fire warden will check the alarm panel to ascertain in which zone the alarm was activated.
5 The secretary will leave the building via the nearest exit taking with her the class registers and the mobile phone. She will proceed to the main assembly point.
6 The secretary will pass the absence sheets to the class teacher so they can undertake the roll call.
7 The Headteacher or most senior member of staff will then check that all children and adults are present.
8 The Headteacher will then leave a senior staff member in charge of the people on the playground and will proceed to the front of the school to check the arrival of the fire brigade.

During playtime / lunchtime

1 The persons on duty outside will ring the school hand bell, line the children up as for the end of playtime and when other staff arrive children will be escorted to the main assembly point.
2 All other staff will check toilets and cloakrooms of rooms they are in and then exit via the nearest fire door and join the rest of the school at the main assembly point.
3 Proceed as from 2 above.

Fire bell tests

1 Fire bell tests are undertaken on a Wednesday afternoon between 17:15 and 17:45 by Mrs Watts.
2 To ensure staff are aware that it is a bell test – there will be 3 short bell rings followed by a delay followed by continuous bell.
3 If a continuous bell rings without warning eg 3 short rings, treat this as a non-test situation and evacuate the building.

Evacuation from school site

1 Should it be necessary for the whole school to evacuate from school site, classes will be walked to Barripper Chapel. The key is held on the office keyboard which will be collected by the Headteacher (or Senior teacher) in her absence.
2 We are not an external evacuation location for any other site.

Little Acorns:

Will receive a copy of this policy. Should a fire break out in Little Acorns, Penponds School will be notified and Little Acorns children will come to the hall of Penponds School.
Should a fire break out at Penponds School, the headteacher will phone Little Acorns. If both buildings need to be evacuated, both schools to walk to Barripper Chapel.

Panic Alarms:

The school is fitted with 2 panic alarms located outside the main office and in Carn Brea class. **The purpose of the panic alarms is to notify staff that there is an intruder on school grounds.** On hearing the alarm, staff will lock all external doors, close all windows and move children into the main corridor. In the case of Carn Brea class, staff will move children near to the back wall of the class and close the blinds. The Headteacher will contact the police and liaise with outside agencies until the danger is passed.