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# Emergency and Fire Safety Procedure

# La Mare de Carteret Primary School

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**This document will be available to all employees that work on the premises and a hard copy displayed (fixed to the wall or on a notice board) in each room.**

**It describes the responsibilities and procedures for fire safety and evacuation. For actions beyond this, the Major Incident file must be referred to.**

# Emergency and Fire Procedure

## La Mare de Carteret Primary School

For your safety and the safety of others please make yourself familiar with the appropriate sections in these procedures.

**IF YOU DISCOVER A FIRE OR ANOTHER SITE EMERGENCY**

1. Raise the alarm by operating the nearest manual call point; these are located at strategic points throughout the building usually near an exit.



   All employees should be aware of their nearest manual alarm call point.

   Points are located at these locations:

   1. Main Entrance
   2. Outside Vazon room
   3. KS1 Cloakroom
   4. Outside door Port Soif room
   5. Outside door Port Grat room
   6. Year 2 Cloakroom
   7. Hall (near to the playground exit)
   8. KS2 exit
   9. Top of Yr 5 stairs
   10. Top of Yr 6 stairs

2. If possible take steps to extinguish the fire but without taking personal risk and **ensuring that a clear escape route is available at all times.**

   **Fire Extinguishers:**
   Fire Extinguishers are located at various places throughout the building and are serviced on an annual basis. There are three types of fire extinguishers in use at these premises and the following table outlines which type should be used when:

| Extinguisher Type | Colour | Class of Fire |
|---|---|---|
| **Water** | **(Red)*** | **Best for wood, cloth, paper, plastics, coal etc.**<br>Fire involving solids |
| **Carbon Dioxide** | **(Black)*** | **Best for liquids such as grease, fats, oils, paint, petrol etc.**<br>Clean, effective and safe on live electrical equipment |
| **Dry Powder** | **(Blue)*** | **Best for liquids such as grease, fats, oil, paint, petrol etc.** |

*Current EC Legislation requires that all replacement fire extinguishers conform to the new standard colour coding which is red. All such extinguishers now carry separate colour identification of the type currently displayed on the whole of the extinguisher (i.e. a red, black or blue band, usually around the top of the extinguisher). All new extinguishers will be of this type and, from a distance, could be mistaken for water-filled fire extinguishers. It is therefore advisable to examine all fire extinguishers at close quarters

before using them in order to ensure that you are fully aware of what substance is contained inside each appliance. In order to assist staff in this regard, an identification label has been affixed to the wall at each extinguisher point.

**Fire blankets** are also provided, these are located in the **school kitchen** and **staff room kitchen**.

**IF YOU HEAR THE FIRE ALARM**

**The fire alarm signal is a continuous siren.**

On hearing the fire alarm leave your room immediately **escorting** all occupants to the nearest exit ensuring the **door is closed** behind you.




**Follow the green Fire Exit signs to the nearest available exit**. If one exit route is unavailable use an alternative route to outside.

**DO NOT** stop to collect personal belongings.

**DO NOT** shout or run – this can cause panic.

**DO NOT** re-enter the building.

**DO NOT** leave the site.

The fire service will **automatically be alerted** to the fire alarm and will be on their way.

**EMERGENCY ASSEMBLY AREA**

This is located in the **playground**, the children line up in classes in front of the Swimming pool fence starting with the POD (nearest the POD) and ending with Year 6 by the wall.

All staff must ensure they are aware of the location of the Assembly Area.

If it is not possible to line up on the playground assembly point. Fire Marshals will direct children, teachers and visitors to the car park.

The **Headteacher** (or designate) will be responsible for and manage the fire evacuation procedure from at least initially the Assembly Area.

The Headteacher will assign roles including Fire Deputies to staff when in the Assembly Area.

**Class teachers** must lead class/classes to the Assembly Area. An LSA whenever possible should accompany the last child of class or year group (especially Infants).

When lined up, **physical head counts are completed**. Pupils known to be absent from school will be recorded as such on the daily school register (and pupil signing in/out folder) retained by the office.

Any pupils **unaccounted** for must immediately be reported to the Headteacher or designate.

**Key Stage Leaders** will assume the roles of Fire Deputies.

**Office Staff** will also be Fire Deputies and will take the absence register and visitor and staff registers, along with the daily class/whole school total numbers to the Assembly Area.

Any lessons or activities on site but **outside** of the main building, including PE, swimming pool, sports field, will be included in these procedures but may not immediately meet in the Assembly Area. [See additional section **Outdoor Areas**].

In the event of an actual fire, after registers have been completed, the whole site may need evacuating and the Assembly Area would relocate to the playing field at discretion of Headteacher.

Nobody must leave the Assembly Area or re-enter the building without authority of the Headteacher.

Appendix A: Site Plan gives the location of the Assembly Area(s) and Evacuation Routes.

**EVACUATION ROUTES**

Evacuation routes for each classroom are contained on the Fire Notices displayed in the classroom.
If the normal route is blocked, the closest alternative should be used, or as directed by a Fire Marshal.

| | | |
|---|---|---|
| **Infants** | | |
| Cobo | Reception | external class door, turn left and left again |
| Vazon | Reception | external class door, turn left and left again |
| Port Soif | Year 1 | external class door, turn left |
| Port Grat | Year 1 | external class door, turn left |
| Rocquaine | Year 2 | Year 2 exit, turn left |
| Pembroke | Year 2 | Year 2 exit, turn left |
| **Juniors – lower floor** | | |
| Petit Bot | Year 3 | main exit, turn left, keep to external fence line in the car park re-enter site via bottom kiss and drop gate |
| Fermain | Year 3 | main exit, turn left, keep to external fence line in the car park re-enter site via bottom kiss and drop gate |
| Moulin Huet | Year 4 | main exit, turn left, keep to external fence line in the car park re-enter site via bottom kiss and drop gate |
| Portinifer | Year 4 | turn right to junior cloakroom, turn right to exit, turn right to playground |
| **Juniors – upper floor** | | |
| L'Ancresse | Spare Rm | Year 6 stairs, walk through work area, cloakroom exit, turn right |
| Portelet | Year 6 | Year 6 stairs, walk through work area, cloakroom exit, turn right |
| Saints' Bay | Year 5 | Year 5 stairs, turn left, cloakroom exit, turn right |
| Grandes Rocques | Year 5 | Year 5 stairs, turn left, cloakroom exit, turn right |
| Intervention Room | | Year 5 stairs, turn left, cloakroom exit, turn right |
| Breakout space | | Year 5 stairs, turn left, cloakroom exit, turn right |
| Inclusion room | | Year 5 stairs, turn left, cloakroom exit, turn right |
| **Hall** | | |
| Max 2 classes | | playground exit |
| Whole school (Assembly) | | |
| | Reception + Year 1 | playground exit |
| | Year 2 + Year 3 | through Pembroke, then Year 2 exit |
| | Year 4 | side exit (Infants' door), turn left |
| | Year 5 + Year 6 | main exit, turn left |
| Lunch | Reception + Year 1 | playground exit |
| | Year 2 | through Pembroke, then Year 2 exit |
| **Office** | | main exit, turn left, keep to external fence line in the car park re-enter site via bottom kiss and drop gate |
| **Kitchen** | | Junior cloakroom exit, turn right |

| | | |
|---|---|---|
| **Library** | | Junior cloakroom exit, turn right |
| **Infant work area** | | return to the classroom and follow the normal route or use the nearest exit. |
| **Junior work area** | **whole class** | **do not** return to classroom, but use normal class route |
| | **small group/s** | **do not** return to the classroom, use the cloakroom exit, turn right, meet the remainder of class at Assembly Area. |
| **POD** | | Exit through nearest door and congregate next to swimming pool |

**LSAs and visitors, small groups**
Any adult (including LSAs, visitors, external agencies) working with a child or a group of children is responsible for their safe evacuation using the nearest exit. They must then meet the remainder of class at the Assembly Area.

**Lunchtime**
In the event of a fire at lunchtime.

All children on the playground and field assemble in normal places. Staff on duty outside to help organise.

All children eating lunch inside use normal class route

Any children taking part in clubs in classrooms or other areas would leave through the normal evacuation route.

Any KS1 children eating lunch in the hall to exit via these routes:

Year 2 - through Pembroke, then Year 2 exit

Reception and Yr 1 - playground exit

**FIRE MARSHALS**

It is the responsibility of the Headteacher to assign tasks to Fire Marshal 1 (FM1) and Fire Marshal 2 (FM2) as he/she sees fit. Assignment of FM1/FM2 roles would usually be expected to be:

**FM1**: Headteacher or designate

**FM2**: Head Caretaker or designate

At La Mare de Carteret Primary School, the staff who have undertaken Fire Marshal training and can be expected to be assigned these roles are displayed on the safety notice board in the staffroom.

**RESPONSIBILITIES OF FIRE MARSHAL 1**

**The fire safety management of LMDCP is the responsibility of the Headteacher.**

- Ensure that the evacuation register is updated to reflect staffing changes. Supply teachers must sign in/out using the visitor register.
- Ensure that the visitor signing in/out registers are accurately maintained. Out of normal working hours when there is no reception function, staff need to be aware they are responsible for all of the children attending an activity.
- Ensure that the Fire Log is completed correctly and updated regularly.
- Arrange for routine and regular (weekly) premises fire risk inspections.
- Arrange to practise these fire evacuation procedures at least 3 times per academic year (once a term).

- For a planned Fire Drill, inform the monitoring station in advance to avoid the Fire and Rescue Service being dispatched in error.
- Ensure that the Estates section are immediately informed when firefighting equipment needs attention or extinguishers need to be refilled and ensure this is completed without delay.

**The Headteacher FM1 (or designate) will manage the fire evacuation procedure during the school day.**

**Duties of FM1 in event of fire evacuation:**

1. Ensure the following roles are assigned:
    - FM2
    - Fire Deputies min x3: Infants; Years 3+4; and Years 5+6.

2. Further Fire Deputies may be required, including assisting Office Staff with registers.
3. Ascertain if any activities in outdoor areas, swimming pool, playing field, music area.
4. Receive the completed registers for pupils, visitors and staff from the Fire Deputies and check if any persons unaccounted for.
5. Any persons unaccounted for must in the first instance be checked against the school register and pupil signing in/out book, and visitor and staff registers. If still unaccounted for, FM1 will inform FM2 who is responsible for ensuring a sweep of the building and receiving the Fire Service onto site.
6. Give the number of any persons still unaccounted for to the Fire Officer on the arrival of the Fire Service and if applicable indicate knowledge of a group in the pool or other areas.
7. Make/consider arrangements for the security of the site during an evacuation with appropriate staff positioned outside.
8. Notify Education Services of the incident.
9. Initiate Major Incident Response if circumstances dictate following fire evacuation.

**RESPONSIBILITIES OF FIRE MARSHAL 2**

- Ensure all members of the Caretaker team are able to cover the role of FM2, in particular with knowledge of the Fire Alarm Panel.
- Maintain fire equipment register and arrange maintenance/updates as required.
- Ensure all emergency exit doors are operational as such – report any issues immediately to the Headteacher.
- Ensure an effective sweep plan of building is known by all members of the Caretaker team and others who may fulfil the role of FM2.

**Duties of FM2 in event of fire evacuation**

1. Go directly to the Fire Alarm Panel.
2. Should another Caretaker/competent person be available, direct them to investigate the cause of the alarm and report back.
3. Commence or organise a sweep of the premises starting close to the activation or in nearby areas, ensuring Evacuation Sweep Control Sheets are used.
4. Ascertain from FM1 if any persons are unaccounted for after checking of registers and re-sweep if safe to do so.
5. Receive the Fire Service onto the site.
6. Direct the Fire Officer to the Fire Alarm Panel.
7. Ensure security of the site at main entrance during an evacuation, preventing any further entry.

**RESPONSIBILITIES OF OFFICE STAFF**

1. To receive an acknowledgement call from the fire alarm monitoring centre before leaving office.
2. Take the following to Assembly Area:
    - absence register
    - pupil signing in/out folder
    - visitors signing in/out folder
    - staff signing in/out folder
    - fire registers
    - contact details
    - Pens
    - Once in the Assembly Area, check visitors against visitors signing in/out book.
3. Check staff against staff signing in/out book.
4. Report checks to FM1.
5. Any persons unaccounted for must immediately be reported verbally to FM1 (and marked on register).

**In addition to the role of FD, Office Staff have responsibilities during the school day.**

1. If a fire is reported to the Office Staff, they must immediately dial **999 or 112** and activate the Fire Alarm.
2. Office Staff must follow the specific Fire Service Code of Practice [see below].

**RESPONSIBILITIES OF TEACHERS AND LSAs**

- Class Teachers and LSAs are responsible for the safe evacuation of all pupils and visitors in their classroom or working with them at the time of the alarm.
- LSA's should sweep any open areas within sight but still follow the nearest exit.
- Class teachers should lead their class to the Assembly Area. An LSA whenever possible should accompany the last child of class or year group (especially Infants).
- Whenever possible, year group partner classes (especially Juniors) should exit together, two lines side by side, one teacher leading, to enable the other teacher/s to check all rooms and areas, closing doors and check toilets that are on the evacuation route.
- Alternatively, to ensure an adult is available to check rooms and toilets in that area, a responsible pupil may be nominated and instructed by the teacher to be the last and close the classroom door when all persons have left.
- In the Assembly Area, children should line up in silence. The teacher must complete a physical headcount, raising a hand indicating this is complete until acknowledged by KS Leader or Fire Deputy. Pupils known to be absent from school will be recorded as such on the daily school register and pupil signing in/out folder retained by the office.
- LSAs should position themselves at the back end of the lines and insist on silence.
- Every member of school staff that are on the site at the time of the alarm are expected to assist with the evacuation of the pupils, and if off timetable, report directly to FM1 when in the Assembly Area to be assigned a role.

**FIRE AND RESCUE SERVICE CODE OF PRACTICE**

1. LMDCP has a direct link to G4S monitoring station.
2. The fire alarm siren sounds.
3. The monitoring station will telephone the establishment reception to confirm the status of the fire. One person should, if possible, remain in the building for an additional 30 seconds near the telephone on which incoming calls will be received and within sight of a safe exit, to answer any calls.

4. If the monitoring station operator is informed that it is:

   - A false alarm: **Fire and Rescue Service will not respond**
     - **In all other scenarios** (i.e. circumstances unknown, confirmed fire, telephone not answered or out of hours) the **Fire and Rescue Service will respond**.

   The Fire Service should be contacted at the earliest opportunity if it is known to be a false alarm and their services not required by directly calling the Joint Emergency Services Control Centre on 756993.

5. **The Fire Service should be contacted on 999/112 if you discover a fire. Unless this is done you will not get the required level of response as the monitoring station will not have all the facts.**

## OUTDOOR AREAS

If the fire alarm sounds during break time or lunch time, evacuation from the building should be by nearest emergency exit, any available staff conducting a sweep of and preventing access to the building.

Staff on duty in the playground will initially be responsible for children lining up in the Assembly Area.

Any activities in the swimming pool, on the sports field or other sports facilities on site and in Pod huts are included in these procedures.

When fire alarm sounds, FM1 will designate messenger/s to inform any groups that may be in these areas to ensure they are aware.

### Pod Huts

Evacuate immediately and meet in the Assembly Area.

**Sports field and other areas (eg: tennis courts)**
FM1 to send a messenger (Fire Deputy) to the group to ascertain activity, location and number of pupils and staff. Use emergency radio to contact FM1 on the Assembly Area.
Await instructions from FM1 via radio.
Evacuation and reporting to the Assembly Area may not be immediate, at the discretion of FM1.

**Swimming pool**
FM1 to send a messenger (Fire Deputy) to the group to ascertain activity, location and number of pupils and staff. Use emergency radio to contact FM1 on the Assembly Area.
Await instructions from FM1 via radio.
Evacuation and reporting to the Assembly Area may not be immediate, at the discretion of FM1.

Factors to be considered will include the age group involved and where they change. Additional help may be required. If the purpose of evacuation of the school building is a drill, the activity will continue in the pool.

All members of staff must take a radio with them when working with children on the field or in the swimming pool. (Radio is to be collected from the office.)

In the event of an **actual fire**, after registers have been completed, the site may need to be evacuated and the Assembly Area would relocate to the playing fields, at discretion of FM1, on advice from Fire Service.

In this instance, **ALL** persons should evacuate to the playing fields.

## VISITORS

1. All visitors to the school must be advised that there is or is not a planned fire drill (as appropriate) when they sign in and collect a Visitor Pass.

2. Visitors working on their own with a child or group of children are responsible for their safe evacuation using the nearest emergency exit. They must then meet the remainder of class at the Assembly Area.
3. Other visitors will be the responsibility of the member of staff they have come to see.
4. The visitor passes contain instructions on Evacuation Routes and Assembly Area.

**OUT OF NORMAL SCHOOL HOURS**

1. If you discover a fire at any time outside of normal school hours, activate the Fire Alarm as normal and call the Fire Service.

2. In the event of the Fire Alarm sounding outside of normal school hours, any staff member/s present will be responsible for calling the Fire Service and the safe evacuation of all persons.

3. A responsible person must meet the Fire Service upon arrival.

4. Staff must know how many pupils they are responsible for and ensure they are all accounted for when evacuating the building.

**EVACUATION PROCEDURES FOR TIMES WHEN REGISTER HAS NOT BEEN TAKEN**

1. A fire may be discovered or the Fire Alarm may sound at a time when the register is not complete, such as shortly before morning start time, eg 08.25-08.35am

2. Evacuation of the building must still follow normal procedure using normal evacuation routes or nearest exit, except available staff will need to conduct a **thorough sweep** of the building using the Fire Deputy hi-vis vests.

3. Staff will also need to be in position at all entry points to **prevent access** to the building during and after evacuation until all clear is given.

4. **Registers will not be available** to account for persons on site, so it is essential that a thorough and effective **sweep of all areas of the building can confirm no persons remain inside** (except designated FMs or FDs).

**Control of cars entering site at drop off / pick up times**
The Special Constables will prevent any further cars from entering the site to drop off children and pedestrians/cyclists at the front entrance.

Cars would be allowed to leave (with or without children) if the registration bell has not sounded.

Additional help may be needed to inform drivers of the situation to prevent traffic congestion and to ensure Fire Service access.

Suggested alternative waiting areas would be playing fields, car park or nearby coastal car parks.

During normal hours, or at any time when registers have been completed, cars must not be allowed to leave unless the register has been updated (pupils, visitors and staff).

**<u>APPENDIX A</u>** **to accompany Fire Procedures for La Mare de Carteret Primary School**

**Plan showing: emergency evacuation Assembly Area**
**evacuation routes**
**emergency exits**
**classroom names**

**Classroom names**

| | | |
|---|---|---|
| **Lower floor** | **Reception** | Cobo - Mrs Stanley |
| | | Vazon - Miss Dale |
| | **Year 1** | Port Soif - Mrs Langlois |
| | | Port Grat - Miss Whitby |
| | **Year 2** | Rocquaine - Mrs Chalker |
| | | Pembroke - Mrs Cooper |
| | **Year 3** | Petit Bot - Mrs Hubbard |
| | | Fermain - Miss Khan |
| | **Year 4** | Portinfer - Miss Lloyd |
| | **Year 4** | Moulin Huet - Mr Le Page |
| **Upper Floor** | **Year 5** | Saints Bay - Mrs De Carteret |
| | Year 5 | Grandes Rocques - Mrs Gray-Krall |
| | **Year 6** | Portelet - Mr Kilpatrick |
| | **Year 6** | L'Ancresse - Spare Room |

**APPENDIX B**

**SWEEP PLANS**

1. During normal evacuation procedures (at times when register has been completed), in addition to classrooms being emptied and doors closed, the following areas must be checked by any available member of staff **not leading** a class to the Assembly Area.

| Infant area | Junior area (lower floor) | Upper floor |
|---|---|---|
| Girls' toilets | Work area / reading den | Break out space |
| Boys' toilets | Kitchen | SEN room |
| Work area | Library | Intervention room |
| Cloakroom | Girls' toilets | Y5 toilets |
| | Boys' toilets | Y6 toilets |
| | Cloakroom | |

2. At other times when the **register is not available**, or if there are persons **unaccounted** for, it is **essential** that **all** rooms / areas are checked thoroughly to ensure no persons remain in the building. A sweep should follow a set order to ensure no room / area is missed.

| Infant area | Junior area (lower floor) | Upper floor |
|---|---|---|
| **Start** | **Start** | **Start** |
| Pembroke | Work area / Reading Den | Y6 toilets |
| Rocquaine | Oasis room | L'Ancresse |
| Girls' toilets | Kitchen | Portelet |
| Port Grat | Library | Intervention room |
| Port Soif | Moulin Huet | SEN room |
| Cloakroom | Fermain | Breakout space |
| Cobo | Petit Bot | Server room |
| Vazon | Boys' toilets | Grandes Rocques |
| Boys' toilets | Girls' toilets | Saints' Bay |
| Work area | Cloakroom | Y6 toilets |
| **Finish** | **Finish** | **Finish** |
| **Report to FM who gave instruction to sweep** | **Report to FM who gave instruction to sweep** | **Report to FM who gave instruction to sweep** |

If more than one person is available to sweep, they should start at opposite ends of the sweep order.

**FM2 may instruct the sweep to concentrate initially near the activation point /possible location of the fire when known.**

Hi-vis vests and copies of the full Sweep Plans are located at the start points of each area. These **must** be worn as their presence or absence will inform if a sweep is being/has been undertaken. They must only be returned after the all-clear is given.

**VISITOR PASSES**

Information contained on reverse:

**Fire instructions**
Assume there is no planned fire drill unless advised.

If you are working with a child or group of children, you are responsible for their safe evacuation using the nearest emergency exit. You must then meet at Assembly Area.

You must ensure you are familiar with the Evacuation Routes and Assembly Area.

Other visitors will be the responsibility of the member of staff you have come to see.

If in doubt, please ask a member of staff.