

Ewanrigg Junior School Fire Safety Procedure

DETECTION AND RAISING THE ALARM

The first member of staff to detect a fire sounds the alarm in emergencies using the manual call points located around school. The alarm sounds like **continuous ringing bell**. If fire is detected by automatic detectors, this will trigger the fire alarm.

CALLING EMERGENCY SERVICES

Mrs K Dawson is responsible for telephoning the Fire and Rescue Service or **Miss Y Craig / Mrs S McGlasson/Mrs H Chilton (Assistant Heads)** or nominated person in charge in absence. The telephone number for emergency services is **999**. The information to be supplied to the emergency services is as follows:

- Name of person
- Name of School
- School address
- Contact telephone number
- Details of the fire (if known)

ROLE OF FIRE WARDENS/MARSHALS

Class teachers are nominated **Fire Wardens**. Fire warden duties include:

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- using fire fighting equipment if trained and safe to do so
- reporting to the Fire Safety Leader
- liaising with the Fire and Rescue Service if required
- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the person in charge and/or Fire and Rescue Service.

The **Head teacher** or **administrator** is responsible for taking the **visitors book** and **staff signing in and out book/sheets** to the assembly point to ensure that all staff, visitors and contractors are accounted for by way of a roll call.

MEANS OF ESCAPE

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school:

- School's Main Front Entrance
- CDC Door (Large computer suite)
- Upper School cloakroom (opposite Class 4)
- Fire Escape door leading from small computer suite (in between class 5&6)
- 2 Lower School cloakroom (in the Art Area)
- Conservatory Door
- Fire Escape (Small reading area Lower School)
- Main Hall: through main door, Fire escape doors in both children's changing rooms.
- School Kitchen

All have doors that can be opened internally without the use of a key i.e. baffle door handles, thumb turn locks, push bar to open etc. Exit doors and escape routes are to be kept clear of obstructions and slip/trip hazards at all times. All relevant exits are operational when the building is occupied including during evening performances, governors meetings and use by outside bodies (lettings).

Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises. These are displayed as a minimum at manual call points and all final exit doors. Each classroom has a written Fire Drill, and a plan detailing escape routes, fire extinguishers etc.

External Lighting and Emergency Lighting is in place to ensure escape routes, exits and external areas leading to the assembly point are adequately lit during the hours of darkness, particularly where there changes in level i.e. steps, stairs and ramps. **Mrs C Dawson** is responsible for regularly checking external lighting/emergency lighting – any faults are reported to **Mrs E Ditchburn** and remedial work arranged as necessary.

ASSEMBLY POINT

On hearing the fire alarm pupils, visitors and staff should make their way to the Fire Assembly Point using the nearest available exit in a calm and orderly manner. Younger children will be directed by their class teacher/teaching assistant. Children away from their base should leave the building by the nearest exit and join their classmates at the assembly point. The Assembly Point at this school is **the front yard**.

FIRE DRILLS

These are held at the beginning of each new term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and pupils can participate in fire practices including for example, part time pupils (i.e infant children visiting) and Cleaning Staff.

C Dawson