

# Fire Policy and Procedure



**Wistaston Academy**  
Primary and Nursery School  
Together We Learn • Together We Achieve

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<b>Responsible Governor's Committee</b>	<b>Finance, HR and Resources</b>
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<b>Website</b>	No

# Wistaston Academy

## FIRE POLICY AND PROCEDURES

The following is the manual of procedures for protocol in case of a fire drill or an actual fire.

Procedures relate to each person's responsibility in a fire event.

- Fire alarms are tested weekly
- Fire alarm test no: 08702402152, then enter 310760024, password= Enter, 0024 (Irlam) 310760021, password = Enter, 0021 (Dunwoody)
- Fire inspections and maintenance are done according to school's cyclical maintenance programme
- Fire drills are performed, evaluated and recorded once a term.
- All late children **must** report or be reported to The Irlam Office.
- All staff must sign in and out electronically in either The Dunwoody or Irlam building. They should repeat this procedure whenever they leave and re-enter the premises if they go off-site during the day.
- All visitors should sign in and out at The Irlam Main Office or The Dunwoody.

### **In the event of fire:**

- **Person finding the fire to sound the alarm.** Building to be evacuated.
- Personnel to ring 999 and alert, unless it is a planned fire drill.
- **Office Personnel (1)** to print attendance registers/absence list and staff evacuation list from the entry system before evacuating the building.
- **A copy** of above to be printed. **Office Personnel (1)** to communicate absence information to Principal.
- **Teaching Personnel (2)** to open gates at both ends of Dunwoody building to allow children to allow access to rear.
- **Site Maintenance Officers (3)** to open the vehicle control barrier and double vehicle gates for Fire Brigade access to the rear playground.
- **Teaching Personnel (4)** to check that all children have evacuated both buildings.
- **SMO** to check fire zone panels to locate source of fire and communicate to fire brigade.
- Classes should follow fire instructions according to the class location, displayed in each area and assemble in a line at the relevant year group yellow spots on the playground.

- Adults with groups in the new Irlam extension should leave from the emergency door at the end of the corridor. They should cross the car park and enter the main school playground through the gate adjacent to the Dunwoody kitchen.
- When fire bell sounds, all people should leave the building calmly without stopping to collect belongings.
- If children are not in class area, for example they could be in an intervention room, hall, Art Room, the class or group should leave by the nearest exit and take the shortest route to the usual collection point for the child's normal class.
- Teachers take their brightly coloured Class Lists and lead children to the collection point by walking well away from the building. These lists will accompany the class when they are having PE, Art or an activity outside of the classroom.
- Office staff will print off a pupil absence report and gives copies to the Principal and Deputy.
- Children line up against a yellow spot, on the playground facing the school.
- SLT for each building should ensure that exit procedures are followed.
- Fire Marshalls will check communal areas: Toilets and Learning Zones on the way out.
- Teachers on PPA will leave by the nearest exit and join class at the collection area.
- The Principal and SLT will take their mobile phones which has the phone number of St Thomas More our local support organisation.
- If fire blocks usual exit, leaving the building will entail the safest, most direct route to the collection point.
- Registers to be taken to collection point by class teachers who hold up brightly coloured class list to indicate all children present and correct.
- Fire service to give all clear – if not implement Critical Incident Policy.
- Each class/Nursery must report all accounted for/missing persons to Principal.
- **Principal** to ensure all staff, children and visitors accounted for.
- When the Principal gives the all clear signal, children return to classes calmly. Phase Leaders to ensure smooth transition back to class or original location.
- **Fire marshalls** and **Principal** to evaluate procedure and drills and log in Fire Drill book.
- Procedure to be reviewed termly, following fire drill.

*Written by Linda Davis, Principal, and discussed with SLT, those with specific roles in the Procedure and with all staff.*

*November 2016*