

Greenfields School

Policy for

Fire Evacuation Drills



In compliance with current fire safety legislation and good working practice, Greenfields School requires that fire evacuation drills are carried out in all of its occupied buildings at least four times every academic year (September - July).

In addition, after the induction period for any new staff or new pupil, there will be an evacuation fire drill so that they are able to familiarise themselves with the procedures.

Purpose of fire evacuation drills

- To allow the building occupants to learn or be reminded of the:
 - (i) sound of the alarm;
 - (ii) location of fire exit routes;
 - (iii) location of the fire assembly point; and
 - (iv) fire action procedures;
- to identify any areas where the alarm is not sufficiently audible;
- to ensure that all fire exit routes are available and free from obstruction;
- to assess the speed and efficiency with which a building can be evacuated; and

- to comply with the statutory requirement to carry out fire evacuation drills.

Drill procedure

The Head Teacher, in conjunction with the Estates Maintenance staff, will determine the dates and times of drills.

The Head Teacher will:

- Inform the Director of Greenfields of the date, time and place of the drill.
- Request a member of the Estates Maintenance staff to activate and reset the alarm and time the evacuation from the activation of the alarm until the last person leaves the building.
- Ensure that all staff have heard the alarm and are in the process of evacuation.
- Check that the building is empty. If the Head Teacher is not available this should be done by the School Secretary.
- On completion of the drill, instruct the Estates maintenance staff member to reset the alarm, permit occupants to re-enter the building and ensure that the necessary details are entered in the building Fire Log Book located in a filing cabinet in the secretary's office (Greenfields School) and in the filing cabinet in the staff room in Upper School.

The Fire Drill

On hearing the fire alarm:

- ❖ Children will line up sensibly and in silence in their classroom
- ❖ At Lower school teachers will lead their class into the playground to assemble along the fence at the bottom of the playground (by main gate) in continued silence. At upper school teachers will lead their class into the front garden to assemble by the car parking spaces adjacent to the climbing frame.

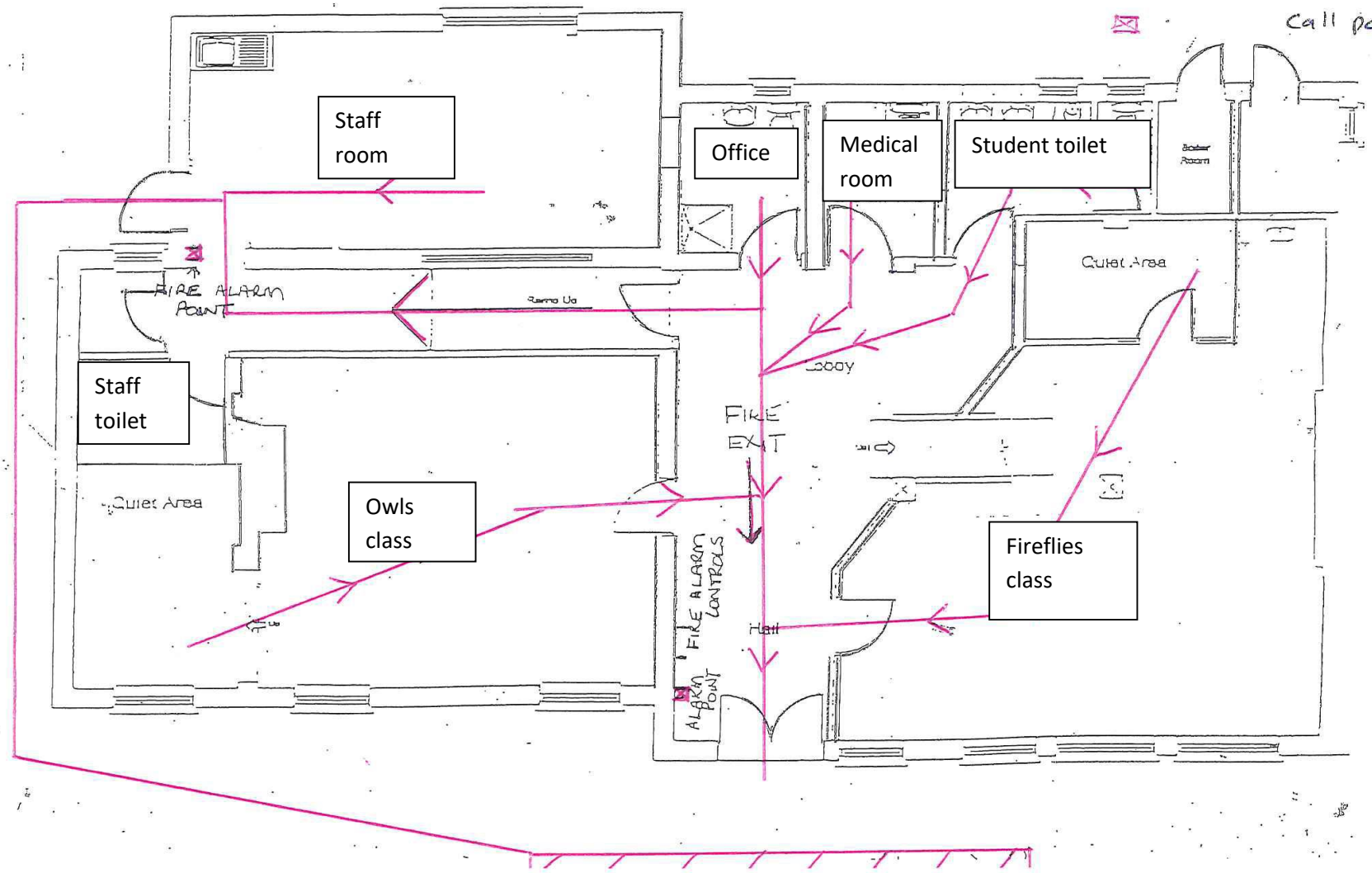
- ❖ The Head Teacher or Designated Person will check the building/toilets before leaving
- ❖ The Fire Evacuation Log Sheet should be used to take a roll call of staff and children present
- ❖ the Head Teacher or Designated person will check all staff are present
- ❖ all fire alarms are recorded and no one returns to the building until the alarm has been successfully re-set.

If a fire is discovered:

- ❖ The alarm should be activated via a call point.
- ❖ The School Secretary or Designated Person should phone the Fire Brigade
- ❖ Evacuation of the building should follow the practice laid down for a fire drill (as above)

Fire evacuation Plan - Ground Floor

- Escape route
- ▨ assembly area
- ☒ call point



Fire evacuation Plan - First Floor

