



DANESHILL SCHOOL

FIRE EMERGENCY PLAN

This policy applies to all parts of Daneshill School including Early Years Foundation Stage.

Updated: September 2022
Review date: September 2023

POSITIONS OF RESPONSIBILITY

Fire Officer: Mrs B Ellison, Bursar

Deputy Fire Officer: Mr J. Massey, Head

School Secretary: Mrs S. Moncrieff, School Secretary

PROCEDURES IN EVENT OF FIRE

ANY PERSON DISCOVERING A FIRE MUST:

- Operate the nearest Fire Alarm

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO CHILDREN

WHEN IN CLASS

The order to evacuate will be given by your teacher, who will tell you the route to be followed.

WHEN NOT IN CLASS

Form a single file and move by the most direct route to the tarmac area outside the Sports Hall.

BEFORE 0800 OR AFTER 1700

All staff, and pupils in late creche, to walk to the grass area in between the science lab and main building.

AT ALL TIMES

Act quietly and calmly

Do NOT stop to collect your personal belongings

Do NOT attempt to pass others on your way to the tarmac area outside the Sports Hall.

DO NOT RUN

The place of assembly is:

THE TARMAC AREA OUTSIDE SPORTS HALL

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO STAFF

WHEN IN CLASS

Immediately evacuate the persons in your charge in accordance with the detailed fire drill procedure, ensuring that all doors through which you pass are closed after you.

When you arrive at the assembly point, call the roll and notify the School Secretary at once of the result (e.g. all present, one missing and name of likely location.)

WHEN NOT IN CLASS

Evacuate the building with the persons in your charge and proceed immediately to the assembly point, ensuring that all doors through which you pass are closed after you

BEFORE 0800 OR AFTER 1700

All staff, and pupils in late creche, to walk to the grass area in between the science lab and main building.

AT ALL TIMES

Do NOT stop to collect your personal belongings

Do NOT re-enter the building unless authorised to do so by the Head or Bursar.

GENERAL INSTRUCTIONS TO STAFF IN CASE OF FIRE

- In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

ALARM OPERATION

- If you discover a fire or one is reported to you, you should sound the alarm IMMEDIATELY.

CALLING THE FIRE BRIGADE

- The School Secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and everyone must be directed and accompanied to the Assembly Point; the Tarmac Area outside the Sports Hall. They must also ensure that all doors through which they pass are closed behind them.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point and instruct any children out of class accordingly.
- In the main building, pre-preparatory and nursery there will be assigned delegates who will be responsible for checking communal areas (i.e. the library and toilets).
 - Mrs F. Miller (Upstairs & Downstairs loos in the main building)
 - Miss J. Clegg (Library)
 - Miss S-J Glenn (Pre-Preparatory)
 - Mrs S Clarke (Nursery)
- The Bursar will also be responsible for contacting all staff and children in the out buildings (i.e. the music room, science room, Year 7&8 classroom and dance studio) and ensure they evacuate to the Assembly Point.

- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the Head, Deputy Head or School Secretary.
- Designated persons (Mr A. Syckelmoore) will monitor the entrances to ensure no-one re-enters the building unless authorised to do so.

ASSEMBLY

- The emergency assembly point for all persons is the tarmac area outside the Sports Hall.
- The exception to this is before 0800 or after 1700 (see above)

ROLL CALL

- The School Secretary has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately a class has assembled at the assembly point, a roll or count must be made by the teacher in charge of the class to ascertain that no one remains in the premises.
- The count at the assembly point must be checked with the attendance registers to verify that everyone is out of the building.
- The attendance registers for the whole school will be brought to the assembly point by the School Secretary when the alarm sounds.
- **Each teacher must report to the School Secretary to verify that everyone in their charge is accounted for or to inform her of the number of persons missing.**
- The School Secretary is responsible for ensuring all visitors or contractors are accounted for.
- If outside of school hours (0800-1700) late creche should be accounted for by the member of staff on duty. The senior member of staff should check vehicle presence to determine staff on site and the visitors book should also be picked up to establish the presence of any contractors.

FIREFIGHTING

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

OUTER BUILDINGS

- To account for the fact that not all of the buildings are linked a designated individual (the Bursar) will be responsible for verbally raising the alarm with all persons in the outer buildings.
- To ensure that a roll call is carried out as efficiently as possible all buildings must be evacuated.