



**At Poplar Farm School we take fire safety very seriously. By reducing risk and regularly reviewing our emergency procedures we are more likely to prevent fire and ensure that all pupils, staff and visitors remain safe even if a fire does occur on our premises. These changes to the original procedures have been drawn up due to COVID 19**

### **Action on Discovering a Fire**

- Raise the alarm without delay using the nearest break glass point
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire.
- Evacuate the building following the evacuation procedures outlined below

### **Action When Fire Alarm Sounds**

- Unless told otherwise you should assume the alarm signifies an emergency and that you should evacuate the building - never assume it is a practice.
- Evacuate the building following the evacuation procedures outlined below

## **1. LESSON TIME EVACUATION PROCEDURE**

- 1.1 On hearing the fire alarm all children should be led from the building in an orderly manner by the teacher **in their classroom bubbles** via the nearest fire exit and should assemble **remaining in their bubble at least 2 metres from other class bubbles and admin staff.** at the Fire Assembly Point which is the school field. In case the normal fire exit is blocked each teacher should familiarise themselves with the 2<sup>nd</sup> and 3<sup>rd</sup> nearest alternative options. **Please note that no fire exits have been locked off due to COVID 19**
- 1.2 Poplar Farm School was newly built in 2018 and all fire exits were considered in light of the current disability access regulations. Even so all class teachers must familiarise themselves with the alternative evacuation routes for children with physical disabilities.
- 1.3 Toilets in corridors will be checked by the Fire Marshall for that area. Reception teachers will check Toilets within those classrooms.

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1.4 Registers will be delivered to the fire assembly point by the Administrator. Registers will be checked by the teacher and any missing children must be notified immediately to the person in charge. When all children in a class are accounted for the teacher will indicate by holding up the register.

1.5 No-one may re-enter the building until they have been given the all clear by the Headteacher (in the case of a fire drill) or the Fire Service in the case of a fire

### **2. PLAYTIME EVACUATION PROCEDURE**

2.1 The duty teacher will blow a whistle immediately on hearing the alarm and ask the children to stand still. The children will then be taken to the fire assembly point on the school field and lined up in class **Bubbles at least 2 metres away from any other class bubble and admin staff who should also adhere to the 2 meter rule.**

2.2 All other teachers should immediately go to the fire assembly point via the nearest evacuation route. A map of the nearest route is displayed in each classroom and other areas & offices including the staff room

2.3 Registers will be delivered to the fire assembly point by the Administrator. Registers will be checked by the teacher and any missing children must be notified immediately to the person in charge. When all children in a class are accounted for the teacher will indicate by holding up the register.

2.4 Toilets to be checked as per 1.3 above

2.5 Children should not be left unsupervised in classrooms or any part of the building during breaks (or at any other time)

2.6 No-one may re-enter the building until they have been given the all clear by the Headteacher (in the case of a fire drill) or the Fire Service in the case of a fire.

### **3. LUNCH TIME EVACUATION PROCEDURE**

3.1 The Headteacher is to supervise evacuation

3.2 The Midday Supervisory Asst will lead the children out to the fire assembly point

3.3 The **Administrator** to take the registers to the assembly point

3.4 Teachers to leave via the nearest evacuation route and join their classes at the fire assembly point. Registers will be checked by the teacher and any missing children must be notified immediately to the person in charge. Classes without a teacher will

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have their register called by midday assistants. When all children in a class are accounted for the teacher will indicate by holding up the register.

3.5 Toilets to be checked in line with 1.3 above

3.6 No-one may re-enter the building until they have been given the all clear by the Headteacher (in the case of a fire drill) or the Fire Service in the case of a fire.

### **4. FURTHER RESPONSIBILITIES**

4.1 The Headteacher or office administrator will be responsible for telephoning the fire brigade. If it is not possible to use the school phone due to it being out of action, then a mobile phone will be used.

4.2 Faulty fire extinguishers should be reported to the Headteacher immediately the observation is made and by the person making the observation. Fire extinguishers are to be found at the locations indicated on the attached plan. These are serviced annually.

4.3 The Headteacher is responsible for ensuring fire evacuation drills are carried out every term. In addition, the Headteacher should ensure that fire alarms and the fire sprinkler system are tested on a weekly basis and the emergency lighting system is tested on a monthly basis. All the fire evacuation drills, fire alarm and fire sprinkler tests and the emergency lighting tests must be formally recorded.

- Sprinkler system tested (weekly)
- Call points tested (weekly)
- Fire alarm serviced (annually)
- Fire drill carried out (Termly)
- Extinguishers serviced (annually)
- Emergency lighting tested (monthly and annually?)
- Door mechanisms (annually)
- Fire Risk Assessment carried out (annually)

4.4 Should a member of staff that has a specific fire responsibility be absent from school then the Headteacher must ensure this responsibility is delegated to a named alternate member of staff

4.5 It is the responsibility of the Headteacher to ensure that all visitors and outside contractors are made aware of the contents of this policy and of the school's current fire risk assessment

4.6 This policy is reviewed and updated as part of the non-curriculum policy review cycle

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- 4.7 Community Inclusive Trust staff will also be based at Poplar Farm School initially. These procedures relate to teachers, pupils and visitors/contractors to the school only. CIT will have its own evacuation procedures although they will be in line with these and CIT staff will meet at the same fire assembly point (the school field) in the event that the fire alarm is activated

**Date Published: July 2018** Amended 29<sup>th</sup> May 2020 due to Covid 19.

**All policies are currently being ratified as appropriate by The Local Governing Body**

