**Pensilva Primary School**

**Policy and Procedure In The Event Of A Fire**

**Fire**

Fire doors are never obstructed and fire drills are held twice a term.

Fire drills are recorded in the school fire log book to designate date and who has taken part.

Fire regulations and evacuation procedures are displayed on the staff room notice board and fire exits. Staff are fully aware of them.

In case of an emergency a daily register for everyone present is completed by each class teacher. A manual emergency register, showing pupils who are absent, is also sent to the secretary’s office. All visiting adults sign the visitor’s book on arrival and departure.

Fire fighting equipment is checked annually and staff know how to use it.

Location of equipment is displayed on the notice board.

There is a non-smoking policy on the school site.

**Procedure In The Event Of a Fire**

**Remain Calm**

The school alarm system will be activated sounding a continuous ring.

**Calling the Fire Brigade**

On hearing the alarm, the school secretary should immediately dial 999. The call should not be delayed while searches are made.

Teachers of each class are responsible for their yellow emergency class register. This is to be completed daily, only marking those who are absent. Teachers must send this to the secretary’s office.

The secretary is responsible for the visitors log and Parents log for taking children in and out of school and the emergency contact lists.

Alternative temporary accommodation in the event of not being able to return to the building would be found at Millennium House in Pensilva. All members of staff should be familiar with the correct procedure for calling the Fire Brigade and giving the correct address of the school.

**Evacuating the building**

On hearing the alarm, all pupils should stand quietly by their places, then when instructed, proceed in single file by the safest nearest exit route to their designated assembly point.

**R/Y1**

Through the fire exit door on the patio. Walk round to the junior playground. Assemble as close to the far boundary wall as possible. The class TA will check the class toilets.

**Y2**

Through the fire exit door on to the patio. Walk past R/Y1 to the junior playground. Assemble as close to the far boundary wall as possible. The class TA will check the class toilets.

**Y3/4**

Through the fire exit door on to the patio. Turn right and walk through the car park to the infant playground. Assemble as close to the road boundary wall as possible. The class TA will check the class toilets.

**Y4/5**

Exit through the main classroom door. Turn left long the corridor and exit through the doors by the girls toilets. Assemble as close to the far boundary wall as possible.

**Y6**

Exit through the fire exit door onto the infant playground. Assemble as close to the road boundary wall as possible.

**Preschool**

Exit through the main door onto the playground. Assemble as close to the painted caterpillar as possible.

**Kitchen**

Exit through the main kitchen door and out onto the junior playground. Assemble as close to the boundary wall as possible.

**Children and staff not in their classroom**

Leave the building via the nearest fire exit and assemble at the nearest assembly point. **ON NO ACCOUNT SHOULD CHILDREN RETURN TO THEIR CLASSROOM.**

(If the class are outside of the classroom during lesson time, any child from Tiddy, Loveny or Warleggan class who needs to return to the classroom / toilet should be escorted by an adult; Pupils from Tamar and Lynher classes use the Upper KS2 toilets which will be checked by the Headteacher if the fire alarm sounds. At play times, including lunch times, all pupils use the UKS2 toilets).

**Exits are to be found:**

**Hall** – emergency exit

**Library**

Through the library main door. Turn left long the corridor and exit through the doors by the girls toilets. Assemble as close to the far boundary wall as possible.

**Staffroom**

Exit via the main school entrance to the infant playground. Assemble as close to the road boundary wall as possible.

**Photocopier Room**

Exit via the main school entrance to the infant playground. Assemble as close to the road boundary wall as possible.

**Lunchtime Fire Safety Procedures**

**Dinner Hall**

Kitchen staff should vacate the kitchen after shutting hatches and the door into the hall. Exit via the fire exit door into the junior hall, or if necessary vacate via the hall.

All children in the Hall should line up quietly and follow one of the MTAs into the junior playground via the main fire exit door. Line up in class groups as close to the boundary wall as possible.

The MTA on duty in the hall brings up the rear and ensure that the door is closed as she leaves the building. If this door cannot be used, the MTA should lead the children out of the building by the most appropriate exit.

**Children in playgrounds**

The MTA should line up the children in their class groups in the designated assembly points of each playground. No child or member of staff should cross from one playground onto the other unless specifically requested by the Headteacher or Assistant Headteacher.

**Children in the fields**

Line up in class groups and wait for further instructions to join the rest of the school.

**Clubs**

The leader of the club is responsible for leading children in their care into the nearest playground according to the fire safety instructions in the room they are using.

**Wet Playtimes**

Children should leave their classroom according to the fire safety procedures for the room they are in. MTAs should ensure the children they are supervising have left the building.

**Children or staff alone in corridors or classrooms or other parts of the building.**

Any children or staff walk to the nearest fire exit assemble at the designated assembly point.

**Responsibility of the MTAs**

MTAs should ensure that the children in their care are reassured and line up quietly calmly in their class groups.

**Responsibility of the Headteacher**

The Headteacher will ‘sweep’ the building – including staff toilets and Key Stage 2 toilets.

At the assembly points, the headteacher will check with each teacher, with the Pre-school Leader and with the secretary to ensure that all children and adults are present.

**Responsibility of the secretary**

The secretary will ring 999 and contact the fire brigade. The secretary will bring the emergency registers, visitors log book, parents log book and emergency contact list to the playgrounds. The secretary will also ensure she has her mobile phone with her.

**Responsibility of Pre-School**

Pre School are responsible for evacuating their pupils and for ensuring that they have their register and check that all are present at the assembly point.

 Reviewed January 2017