

Fire and Emergency Procedures

2019 / 2020

General Information

- The fire alarm is the sounding of the alarms situated at various points in the school. The alarm continues to sound until the "Fire Controller" (Headteacher or Deputy) determines that it should be silenced.
- Upon hearing the alarm all staff, children and visitors must stop work immediately and begin the safe evacuation of the building.
- Those children with an EHCP, who work individually with specific adults should be accompanied by those specific adults until the evacuation is completed.
- During the day classroom and office doors may be left open. However all other doors on staircases and corridors must be kept shut.
- Visitors (to be checked in the visitors' book) will have the emergency exit route explained and will be directed to the muster points by the host staff.
- Safety equipment should only be used to clear a pathway of an emergency exit route.
- **In any fire situation people are the priority. Anything else can be replaced.**
- Staff should only fight a fire if they are aware of the appropriate extinguisher to use on a fire to ensure a safe pathway to an emergency exit route.
- Staff and children must not return to the building until informed that the building is safe by the Fire Controller.

Action by staff on discovering a fire

- On discovering a fire staff should give warning to those in the immediate area by shouting "FIRE".
- The member of staff should immediately activate the fire alarms by breaking the glass on any one of the Call Points.
- If it is safe to do so, they should use intercom to contact the office to inform the SAO of the location and extent of the fire and of any injured persons so that the appropriate emergency services can be contacted / summoned.
- Staff should immediately organise the safe evacuation of the children.
- **Staff must not place themselves or others at risk by fighting the fire. The safe evacuation of people is paramount. Safety equipment should only be used to clear a safe path to evacuate the building.**

Action by staff on hearing the fire alarm

- On hearing the alarm all staff not having specific duties to perform during the evacuation should immediately stop work and evacuate the children leaving the building using the nearest safe Fire Exit.
- The general LSA in Year 6 should immediately sweep all the rooms along the top floor including toilets, maths room and music room.
- The general LSA in Year 1 should immediately sweep all the rooms along the Middle Floor including toilets, phonics room and ICT Suite Breakfast Club and SENCO's Office.
- The teacher should lead the class out in case decisions need to be made about the route. Other staff support children in the evacuation.
- **If it is deemed by the Fire Controller to be unsafe to use the muster points in the playground, all staff evacuating the building should assemble at Plumstead Manor School in the gym.**
- If it is safe to do so, windows and doors should be closed and lights should be turned off on leaving a room.

- People should not collect coats or bags, but should be escorted out of the class and down to the muster points.
- More than one class can use the stairs at a time.
- Staff working with individual children with an EHC Plan should accompany these children out of the building.
- Children led by staff should leave the building using the closest staircase to get to the playground and the muster points situated along the white wall by the astro turf.
- The Nursery staff check all areas of the Nursery including bathrooms, extension and garden, in a sweeping motion.
- Nursery children exit the Nursery using doors at both ends and are met in the playground by a member of the office staff.
- **The calm, quiet atmosphere in which the evacuation is carried out is the important feature.**
- **If a child requires support leaving the building then a specific Risk Assessment is designed for this purpose. The Headteacher is responsible for this RA.**
- If the closest staircase is "congested" then the teacher at the front of the class may decide to use the alternative staircase if he/she determines this is safe to do.
- Once at the "muster point" the classteacher will be given their register by the SAO and the class teacher should call the register. **Any missing children should be reported to the Fire Controller (HT) immediately.**
- All visitors and contractors will have been informed of emergency procedures when they sign in. All visitors and contractors should evacuate the building by the nearest safe Fire Exit and assemble at the muster points at the top end of the playground.

If you have any questions regarding these procedures please ask the member of staff who is inducting you today.

ASBESTOS at GREENSLADE

Like most buildings there is some asbestos in our school. We have been advised that these areas are safe as long as the fabric of the building is not disturbed. The main areas where asbestos is present are in the boiler room and on the roof. There is residue on one wall in the basement and staff should talk to the HT or PM before entering the basement. There are also small traces of asbestos in round rubber pads under the sinks in the Reception Classes and in Years 1 and 2. These are to muffle the sound of the stainless steel. These pads are also perfectly safe as long as they are not disturbed, damaged or scratched. If this happens please speak to the HT or PM immediately.

David Ashley
Headteacher.
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