

Little Trinity Ltd

Fire Evacuation Policy

Aims:

- 1) To avoid potential risks that could lead to an emergency evacuation,
- 2) To practise emergency evacuations on a regular basis as preparation,
- 3) To make children and staff aware of the potential hazard of an old building,
- 4) To save lives and keep everybody safe in a real emergency,

On the sounding of the fire alarm, the responsibility of every staff member is to lead the children out of the building, silently and without panic, by the fastest and most direct exit; and then to line children up by form against the Netball Court fence. Little Trinity staff and children will be nearest the road and so closest to their section. All students should remain calm and remain in line while a double check is made on attendance. No child should be standing in the road, or even directly beside the road, as this is likely to be the Fire Engine entry point via Albert Road.

Exit from the Rooms

As in all drills, children and staff should leave bags and personal items in the classroom and while it is safe to do so, should close windows and the door behind them on leaving. Lights and any electrical apparatus should be switched off and logical precautions taken in the kitchen, for electrical and gas appliances. No obstructions should be left in corridors that could be hazardous to others moving through potentially smoke filled corridors. In the case of smoke, children should be advised to place a handkerchief over their face or at least to cover the nose.

Under no circumstances must children run along the corridors, and particular care must be exercised when descending staircases. Staff will know if any child has any walking disability and so will require help on any stairs.

- 1) Gaynor Carter supervises the evacuation of Little Trinity, or in her absence, the Nursery Deputy Manager for that day and will report any concerns to the Chief Fire Marshall.
- 2) **The Site Manager will make sure that the gate to the Albert Road entrance is open for fire engine access.**

Fire evacuation signs

All rooms display building plans to show where each classroom is located and the fastest escape route. When possible, corridors will also have evacuation route arrows. Signs will be located in accordance with the requirements of our professional fire surveys.

Fire Alarm trials

The alarms will be sounded BRIEFLY at **10.00am every Tuesday** to make sure that they are all functioning and that they can be heard in all areas of the school. Staff should inform students that this will be the norm and NOT to evacuate assuming that the ringing is not continuous.

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The Manager or Deputy will take a register of all staff and visitors and check them against the sign- in books. If a member of staff cannot be located their closest colleagues should be asked if they know of any reason they might be missing. It is obviously essential that **all staff** sign in and out of school on a daily basis for this to work smoothly. .

It is essential that all visitors also sign in and out every day for accurate registers and for visitors to receive their badges

In the case of a real fire

Sam Hadley, as Lab Technician, will be immediately available on the arrival of the Fire Service to liaise with the Watch Officer with regards to the location of our flammable and hazardous chemicals. This is at the request of the Hereford and Worcestershire Fire Service. Harriet will also be present as she knows the location of the Server, ICT suites and electrical / gas points of danger around the school.

Should it be impossible to re-enter the school/nursery due to smoke, heat and other hazard; the students will be escorted to St. Ambrose Church for immediate safety, shelter and to make family groups – older siblings can then comfort younger ones.

General Safety Measures

It is essential that all staff are aware of potential hazards in their room and around the setting and inform the Manager directly of problems or concerns. These include but are not limited to:

- 1) Regular checks on wiring to appliances and nursery apparatus (plugs and sockets should always be in good condition), while the school/setting will carry out regular PAT testing.
- 2) Report any suspected smell of burning or gas directly to the caretakers or office (for them to contact caretakers).
- 3) Do not pull on cables, or allow children to do so; carefully remove plugs.
- 4) Do not overload sockets with multiple adaptors
- 5) Follow instructions carefully on appliances and lighting – especially in the stage area.
- 6) Turn off and unplug appliances when not in use – allowing a reduced carbon footprint as well as safety. This includes: computers, lights, heaters, tvs, interactive whiteboards.
- 7) Inform us when lights need replacing, emergency lights are not working or there appears to be any problems with switches or lighting.
- 8) Maintain rooms in a tidy and efficient state – no “clutter”, nothing in front of fire doors (totally unobstructed) and no waste materials that could be a fire risk in the rooms. Ask caretakers to dispose or relocate excess material.

- 9) No toys, desks, mats or chairs to be left in corridors with fire exits – they all have their own correct storage areas.
- 10) No rubbish to be left under any circumstances outside the school building close to doors, windows or plants. Maintenance/repair/refurbishment materials to be thrown in a skip, or locked in garage areas; while cardboard and other inflammable areas should be in the enclosed bin area.