



**Broomfield  
House School**

### **FIRE EVACUATION PROCEDURES**

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

The Headteacher is responsible for the Fire Safety of the whole school.

### **Monitoring and Review:**

- ✓ This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- ✓ The Headteacher undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Last reviewed: September 2022

Next review: September 2023

This document details the fire evacuation procedures in operation at Broomfield House School. The document is split into a number of sections which are as follows:

- A. Action in the Event of a Fire.
- B. Fire Alarm Response Procedures
- C. Procedures at the Assembly Point
- D. Persons with Mobility or Sensory Impairment
- E. Fire Fighting Equipment
- F. Fire Action Notices

## A. Action in the Event of a Fire

1. The first priority after discovering a fire is to raise the alarm by operating the nearest Fire Call Point. This will warn other occupants so they can evacuate the building safely. Fire call points can be found at each storey exit and final exit doors.
2. Once you have raised the alarm, please leave the building to a place of safety, using the nearest available safe evacuation route. Pupils, staff and all others must make their way to the primary Assembly Points within the playground (See Appendix A).
3. When evacuating, all staff should calmly check the immediate area to ensure all persons are responding to the evacuation. Nominated 'Sweepers' will check specified areas.
4. All visitors and contractors should assemble at the primary Assembly Point within the playground (Top Patch), reporting to the appropriate Fire Marshal.
5. Persons with mobility or sensory impairment will be covered by a pre-determined PEEP (Personal Emergency Evacuation Plan). Those with responsibilities for implementing a PEEP should respond promptly.
6. Outside of normal School hours and during one-off events or activities please follow the instructions given and the direction of nominated fire marshals and other senior staff. In the absence of specific instruction go to the playground.
7. As soon as you are in a safe environment please inform the Headteacher/Head of School or her/his Deputy or a senior member of staff that you:
  - a. discovered the fire;
  - b. operated the fire alarm and;
  - c. any other relevant information.



## B. Fire Alarm Response & Evacuation

The School have a very low rate of unwanted fire signals. This together with the age and complexity of the buildings, and the limitations of the fire system, will mean that the School will call the Fire Service using the '999' system to all unplanned fire evacuations.

**Even though the School is covered by the Hughes Security (Custodian) monitoring service, the School must call 999.**

## 1. Office Staff

- a. Office staff should gather all essential fire folders from the school office, and/or grab bag/surface pros and move to the Assembly Point on the Top Patch.
- b. Office staff should report to the Headteacher/Head of School and should assist in accounting for staff and visitors while teachers stay with classes and ensure that all pupils and staff are accounted for.
- c. The Office Staff should call the Fire Service using the 999 system and inform the Headteacher/Head of School when this is done. The school will NOT rely on the automatic monitoring service.

## 2. School Incident Manager (SIM) Responsibilities

- a. The duties of the School's Incident Manager will be undertaken by the Administration Manager or other nominated Senior Manager. The SIM will confirm that the Fire Service have been called.
- b. The SIM will ensure effective liaison with on-coming emergency vehicles. The SIM will wear a high-visibility tabard which will be by the fire panel. The SIM will ensure the main School gate(s) are open and await the arrival of the Fire Service.
- c. The 'fire alarm' will be left sounding until the Fire Service has attended, in which case **only** the Fire Service Incident Commander will authorise silencing the alarm. The system must never be reset if the Fire Service has been called.
- d. A 'fire folder' containing essential site-specific information will be held at Reception / School Office and made available to the oncoming Incident Commander.
- e. The SIM will co-ordinate information from all sources to ensure the Fire Service get accurate, timely and factual information. The following sources should be prepared to give regular updates:
  - i. Fire Marshals on the progress of accounting for all persons;
  - ii. The initial investigation team on exact location of incident along with any other relevant facts;
  - iii. Key staff as requested, maintenance, catering, medical, etc.
- f. **Alternative Assembly Area** - Based on this information the Incident Manager will carry out a Dynamic Risk Assessment and consider the safety of staff and pupils to ensure the Assembly Area is a viable and a safe location given the nature of the incident, wind direction and likely firefighting operations.

### **C. Procedures at the Assembly Points**

1. The Headteacher/Head of School or nominated deputy will attend Assembly Point 'A' (Top Patch) wearing a high visibility tabard. They will be responsible for accounting for all persons on site.
2. The SIM's first task is to ensure that the Assembly Points are safe and will not be affected by fire, smoke or radiated heat. If there is any doubt, then their first action should be to re-direct the evacuating persons to a safer area within close proximity.
3. During an evacuation located at the Assembly Point (Top Patch), pupils will line up by class in their normal locations. (see muster points).
4. All School Staff that are **not** involved in accounting for pupils, all visitors and contractors are to report to the Assembly Point under the direction of the Deputy Fire Marshals currently the Headteacher, Deputy Head and Head of Early Years. All staff, visitors and contractors are to report to the Headteacher/Deputy Fire Marshals and **not** expect the Deputy Fire Marshal to find and account for them.
5. Outside normal School hours' personnel must wait at the Assembly Points for a senior member of staff who will assume the role of School Incident Manager or await the arrival of the Fire Service. The organiser of the event or activity must take the procedures set out in this policy into account when carrying out their risk assessment

### **D. Persons with Mobility or Sensory Impairment**

1. When considering the evacuation of those with disabilities measures are often considered for those in wheelchairs but not those with sensory impairment and mobility impairment such as would be found with a pupil using crutches after sustaining a broken leg.
2. The evacuation of any persons that cannot evacuate as easily and as fluidly as the general community will be covered by a Personal Emergency Evacuation Plan (PEEP), specifically drawn up for the individual concerned. It is recognised that for the plan to be realistic it must involve the individual and others that will be involved in the process. The following staff will be responsible for ensuring a suitable PEEP is in place for either pupils or staff that have specific needs:
  - a. Pupils = The Deputy Head (Pastoral);
  - b. Staff = The Administration Manager.
3. Formal consideration for the potential of disabled persons who might attend events at the School must be applied by the organiser of any event or activity during the risk assessment process. Technical advice and training on the process of evacuation and resource such as Evac Chairs must be considered.
4. It is important to remember that not all people who have disabilities are wheelchair bound. People with sensory or mobility impairment might just need some additional time and the support of a recognised and appointed 'Buddy' to achieve a safe evacuation. This methodology still constitutes a PEEP and should be properly documented.

5. On arrival visitors that may need assistance should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor must ensure the visitor's safety in the event of an emergency evacuation.
6. Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by an appointed "buddy" or other third party.
7. When evacuating the upper floors of the buildings, any person unable to leave without assistance should wait for assistance in the refuge areas.
8. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken.
9. A "Refuge" is **not** a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait such as in the lobby of a protected stairwell. Lifts must not be used during an emergency evacuation

#### **E. Fire Fighting Equipment**

1. The priority for all staff is the safe evacuation of all persons on site. Staff should not attempt to use firefighting equipment if it would impact and delay the efficient evacuation of occupied buildings.
2. Firefighting equipment has been strategically located across the site and consists of the following items: Water, CO2 and Foam Extinguishers and Fire Blankets.
3. It is important that only staff who have been given training and feel confident to operate such equipment attempt to extinguish any fire.
4. Extinguishing fire is dangerous and, whilst there are numerous variables that will affect how the fire behaves, if the fire is any bigger than the dimension of a small office chair, it should be left alone and the area evacuated. If possible close doors to contain the fire and stop it spreading to other areas.
5. If a small fire has been successfully extinguished, the fire service must still be called. When you request their attendance explain that the fire has been extinguished but you request they attend to ensure that the situation is safe.

**F. Fire Action Notices**

1. A Fire Action Notice will be affixed adjacent to all Fire Call Points and in a prominent position in all areas, classrooms and other circulation space as deemed appropriate.
2. Written instructions for visitors can be found in the in our main Reception area.
3. Fire instructions will also be included in programmes for any production or special event that the School stage.
4. Contractors will receive a contractor’s pack and additional information on ‘Hot Works’



APPENDIX A – MUSTER POINTS – Primary Assembly and Secondary Assembly Points **X**



