



## **FIRE & EMERGENCY EVACUATION PROCEDURES. (FIRE ACTION PLAN)**

1. These fire and emergency evacuation procedures are to cover all uses and users of Willington School at all times of the day / year. The procedures contain information necessary to allow a quick and effective evacuation of the buildings when the need arises. These procedures should be reviewed regularly.
2. The School has a comprehensive fire detection and alarm system. The system incorporates detection devices such as manual call points (break glass), some 58 smoke/heat detectors. If any of the devices detect smoke or heat or a call point is pressed, the alarm system sounds continuously.
3. **What should people do if there is a fire?** **If a pupil discovers a fire, he must immediately inform the nearest adult who is to sound the alarm. If an adult discovers a fire, you should immediately alert others by shouting 'Fire, Fire, Fire' and activate the fire alarm by pressing the nearest manual call point (they are next to each Fire Exit) to initiate an evacuation. The alarm should be activated for all fires no matter how small. Try to notice what is on fire and report it to the senior person present in the Assembly Area as this may be of importance to the fire brigade.** Having sounded the alarm, a competent adult may try for up to 2 minutes to fight a small fire but the priority is on evacuation.
4. **The senior person present will be responsible for deciding to call the emergency services.**
5. **How should the evacuation process be carried out?** Everyone on site must respond to the fire alarm and is to leave the building at once by the closest safe escape route and go to the assembly area. Generally, the shortest route to a final exit should be taken but if that route is blocked or unsafe, another route should be taken.
6. On hearing the fire alarm (high pitched, shrill siren) members of staff should:
  - a. Organise an orderly exit from the building via the nearest available fire exit.
  - b. Close doors and windows to reduce the risk of fire spreading, where possible
  - c. Quickly check toilets, adjacent classrooms etc. on-route to the nearest exit.
  - d. Escort their teaching group to the assembly point
  - e. Collect their tutor group's register from the administrative staff.
  - f. Call a register and report to the evacuation leader
  - g. Continue to supervise their class until the "All Clear" is given and then escort pupils back inside.
7. **Assembly points and roll call** Everyone on site should know where the assembly points are, how to get there and alternative routes if the key escape routes are not available. Roll calls will be carried out at the assembly point to ensure all are accounted for:
  - a. **Main Assembly Area:** Worcester Road – turn right towards the barriers.  
This assembly point should be used by all on site. This applies all year round unless risk assessment shows otherwise due for example to construction / maintenance works.
  - b. **Reserve Assembly Area:** Worcester Road – turn left towards Compton Road.  
This assembly point is to be used if for some reason it is unsafe to assemble at the main point.
8. **Escape routes.** Regular fire drills are held to remind all of what to do. It is important to report any difficulties or make suggestions following a fire drill in order that the best possible procedure is obtained. Fire action notices are placed around the site in prominent places showing where the assembly point is located and what to do in the case of fire or alarm. All of this information should be highlighted to visitors or others who may not be familiar with the layout of the premises.



9. **Responsible people for fire safety.** Everyone on site has some responsibility towards their own and others' safety, which is why it is important to be prepared and know what to do in an emergency:
- a. During the normal School day, the Headmaster will be the evacuation leader. In his absence or out of normal School time, the senior person present will take this role. **The Evacuation Leader will:**
    - (1) Wait by the Main Entrance (if safe to do so) for the Site Manager or Bursar who will check the fire alarm panel and inspect the identified area to check if there is a fire or false alarm.
    - (2) Give the all clear to silence the alarm, reset the panel and re-enter the building if the cause of the alarm is known to be a false alarm.
    - (3) Call the emergency services if required.
    - (4) Nominate a person to wait for the emergency services and direct them to the fire.
  - b. **The Site Manager or Bursar will:**
    - (1) Check the main fire panel and inspect the identified area to see if there is a fire or false alarm.
    - (2) Relay the information to the Evacuation Leader.
    - (3) If the alarm is due to a false alarm, the cause can be rectified and the system reset.
    - (4) Arrange for the system maintenance contractor to attend site if required.
    - (5) Fill in the fire log with details of the cause of alarm and any notes about the evacuation.
  - c. **Members of the Administration team will:**
    - (1) Collect Registers and take them to the assembly area to give to form teachers.
    - (2) Collect staff and visitors signing in sheets and take them to the assembly area for checking.
    - (3) Confirm if everyone has been properly accounted for and report to the Evacuation Leader.
10. **How the emergency services will be called and by whom.** The emergency services will be called by the Headmaster or senior person present. If the building is not occupied, the fire alarm company will inform the Site Manager or other nominated person, who will call the emergency services.
11. **Lunchtime Procedures.** If a fire alarm takes place during a lunch-time:
- a. Staff in the School Hall should ensure that the dining areas are cleared.
  - b. Other staff on site should check the area immediate to them before reporting to the assembly point.
  - c. Playground Staff should direct children in the playgrounds and outside toilet to the assembly point.
12. **Outside Normal School Hours.** Outside normal working hours, all members of staff who are present should be prepared to assist with supervising the speedy evacuation of the building by all occupants. The senior member of staff on site (or if relevant, the person who has hired the premises) has the responsibility of checking and accounting for all people in the building and alerting the emergency services.
13. **General Points:**
- a. Staff should familiarise themselves with the position of the fire alarms (next to the fire exits) and the operation of fire extinguishers/blankets within their normal working area.
  - b. Fire exits are to be kept clear of obstacles and any damage to fire equipment is to be reported.
  - c. There will be regular Fire Drills at the start of each term to familiarise all with the procedure.
  - d. The Site Manager is to test alarms in different fire zones each week and maintain the Fire Log.
  - e. Copies of the Fire Drill and Evacuation Procedures must be displayed in each classroom. Replacement copies may be obtained from the Bursar.

**Review period:**

**Annual**

**Reviewed by:**

**Bursar**



## EVACUATION PROCEDURES

When the fire alarm goes off, WHETHER IT IS A DRILL, A REAL EMERGENCY OR IT HAS BEEN SET OFF ACCIDENTALLY, everyone in the School must leave the building.

### **JUNIORS:**

Down Junior stairs, through Junior Playground and assemble on Worcester Road towards the barrier, on the right hand side of the road (as you look at the barrier).

### **SENIORS:**

From the ground floor, through Senior Playground or through the exit by the lift and assemble on Worcester Road towards the barrier, on the left hand side of the road (as you look at the barrier).

From upper level classrooms, down nearest available staircase, exit and assemble on Worcester Road towards the barrier, on the left hand side of the road (as you look at the barrier).

*Or*

Use the front door if the corridor is very congested. Assemble on Worcester Road towards the barrier, on the left hand side of the road (as you look at the barrier).

**ALL TEACHERS, BRING OUT THE CLASS THAT YOU ARE TEACHING AND LINE THEM UP IN THEIR CORRECT POSITION. WAIT WITH THEM UNTIL THEIR FORM TEACHER ARRIVES. IF THEY DO NOT ARRIVE, STAY WITH THE CLASS. NON FORM-TEACHERS PLEASE BE ON ALERT AND STAND-IN WHERE NECESSARY.**

Office staff should come out with registers so that we can account for all pupils. Members of SLT are to account for all teachers and teaching assistants. The admin staff are to account for all support staff, peripatetic staff and visitors.

**No-one is to be allowed to go back into the building until the Site Manager/Bursar (or if called, the Fire Brigade) have confirmed to the senior person present that the building is safe, the alarm has been switched off and the system has been reset.**



**WILLINGTON SCHOOL:**  
**FIRE DRILL**

**Your Evacuation Route is: Leave the Building Through the Nearest Fire Exit & proceed to Worcester Road**

**Your Assembly Point is: Worcester Road.**

**WHAT TO DO IN CASE OF FIRE**

**SHOULD A PUPIL DISCOVER A FIRE, HE MUST IMMEDIATELY REPORT IT to the nearest adult who is to sound the alarm.**

**PUPILS ARE NOT TO TRY TO FIGHT A FIRE!**

**On hearing the Fire Alarm, everyone is to evacuate the building:**

1. **STOP** lesson/activity immediately & leave belongings.
2. Maintain **SILENCE**
3. **LEAVE** room as directed (close windows and doors where possible).
4. **WALK** to nearest appropriate exit in single file, **do not overtake.**
5. **WALK** to Worcester Road, turn right towards the barrier.
6. **ASSEMBLE** in forms, account for everyone, await further instruction.
7. **REPORT** urgently if anyone is missing, confirm everyone is present.