

Fire Drill Policy

Date agreed by Governors: _____

Review date: 5th September 2016

Governor signature: _____

Date of next Review: September 2017

General Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.

Mission statement:

St Michael's VC School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

School aims:

At St Michael's we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential
- Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community
- Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.



Fire Drill Policy

1 Introduction

- 1.1** The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff. As part of this obligation the Headteacher ensures that a fire drill is undertaken at least once every term.
- 1.2** It is imperative that all staff are aware that **external classroom doors are not to be locked** with a key. Only the Head Teacher and the Caretaker will hold a key for these doors. When closed, these doors cannot be opened from outside, but will open from the inside as normal. If locked with a key they will not operate as fire doors and it will not be possible to exit from them.

2 Evacuation of building

- 2.1** On hearing the fire alarm, the teacher or midday supervisor in charge of each class will instruct the children to walk, calmly and silently to their assembly point, shown on the diagram below. Every member of staff must carry a key to the school padlocks in the event of having to use an alternative route to the evacuation point (see page 3).

RECEPTION	All Reception classes to leave by their classroom fire exit door and walk around to the assembly point.
YEAR 1	1TM, 1SP & 1AG walk out of the classroom fire exit onto the assembly point. 1LC walk out of the classroom, through the foyer and out to the assembly point.
YEAR 2	Walk down the main staircase, out of the fire exit at the bottom of the stairs and on to the assembly point.
YEAR 3	3MP & 3AH leave by the fire door directly on to the KS2 playground and the evacuation point. 3LH to leave by the yellow doors next to the library.
YEAR 4	4JS to leave by the grey doors next to the villa. 4SS & 4AH to leave by the grey doors opposite the lift.
YEAR 5	All Year 5 classes to walk down the middle staircase. 5DB to exit the building via the grey doors opposite the lift. 5MC & 5LC to use the yellow doors next to the library.
YEAR 6	All Year 6 classes to use the staircase by the villa and exit through the grey doors at the bottom.
Bk CLUB	Staff should lead children from the Hall into the main school building and on to the assembly point via the safest exit.
NURTURE/ LINGUA LAB	Staff should lead children down the Villa staircase and exit the building on to the assembly point.



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ASC	Staff should use the nearest exit to their allocated room to access the assembly point.
PRE-SCHOOL/ CHILDREN'S CENTRE	Staff should lead the children out through the main doors, through the gate and on to Basketball area.

MAIN ASSEMBLY POINT:

KEY STAGE 1

Outer wall			Yellow gate	Target rings						
RLL	RNJ	RSM		1AG	1SP	1TM	2LD	2CC	2KC	1LC

KEY STAGE 2

MUGA											
5MC	5LC	5DB	3LH	3AH	3MP	4SS	4JS	4AH	6AV	6MM	6EB

Pre-School or Children's Centre

Basketball Court	
Pre-School	Children's Centre

- 2.2 Children should line up as shown above.
- 2.3 Visitors should leave by the nearest exit and congregate at the front gate.
- 2.4 Any class using the Hall should use the school entrance as the primary exit route. All other exits may be used as an alternative route.
- 2.5 Any child under supervision in any area of the school will be escorted by that member of staff/adult to the designated area for their class.
- 2.6 A designated staff member will position themselves at the main gate to prevent visitors/latecomers entering the grounds. This is Miles Spencer Shaw at lunchtime and Nick Wills at all other times. Other staff are to be aware that these members of staff may have children with them who will need to be collected by their teacher or TA and brought to their class line.

3 Lunchtime

- 3.1 The lunchtime supervisors and kitchen staff in the hall will escort the children in the hall out to the evacuation points via the two doors leading on to the school corridor and from there via the main and middle doors. Exiting via the West Hill Road fire doors should be used as an alternative route.
- 3.2 If the fire occurs during a wet lunchtime, the supervisor responsible for each class will carry out the above procedures when the children are in their classrooms.
- 3.3 If the children are in the playground, staff will direct the children to walk quietly and calmly to their designated areas.
- 3.4 At lunchtimes, all staff must leave the premises and help the above process; even if they realise it is a 'false alarm' or 'test'.



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4 Registers

- 4.1** During the school hours, the office staff will bring the evacuation report for children and staff and the visitors' log out of the school, hand them to each class teacher who will make 'roll call'. If a child is missing, the Head Teacher will be notified immediately. They will also bring the church hall key.
- 4.2** At lunchtime, the Office staff will collect the evacuation reports and visitors' log from the school office and give the registers to the Teaching Assistants on midday supervisor duty, who will ensure each child is present.
- 4.3** The Head Teacher will check the toilet areas and rooms other than classrooms from the main entrance towards the key stage one end of the school. The caretaker will check the toilet areas and rooms other than classrooms from the main entrance towards the key stage two end of the school. In the absence of the caretaker, Jane Goodall will check the latter area.
- 4.4** Caroline Boyes will confirm numbers of Key Stage 2 pupils and verify with either Pre-School or Children's Centre leaders of their numbers before informing the School Business Manager of any deficiencies. Rich Fry will emulate this process for Key Stage 1 and Reception.
- 4.5** Nick Wills will be positioned at the main school gate to receive reports from the heads of Key Stage 1 and 2 respectively and liaise with emergency services accordingly.
- 4.6** In the event of having to evacuate the building before the registers are completed (8.40 a.m. – 8.50 a.m.), all teachers will hold an up-to-date pupil check list which they will bring with them to assist in calling a register at the evacuation point. As a precautionary measure, office staff will bring copies of these lists.
- 4.7** Office staff will endeavour to print an evacuation report before 9.30 a.m. However, this may take longer depending upon the number of late comers and the number of absence messages left on the answering machine. The report will be printed by 10.00 a.m. at the very latest.
- 4.8** In the event of having to evacuate the building between the registers closing (8.50 a.m.) and 10.00 a.m. office staff will print that morning's report to give teachers the most up-to-date information.

Signed:

Fire Safety Officer

Date: September 2016

To be reviewed: September 2017

