

# Jasper City School

## Fire Safety Policy



### Introduction

This policy is to be used in conjunction with Jasper City School's Fire Emergency Evacuation Plan (FEPP). This is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. The following items have been considered where appropriate:

- Fire evacuation strategy
- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Close down procedure
- Identification of key escape routes
- Fire wardens
- Places of assembly and roll call
- Fire fighting equipment provided
- Training required
- Personal Emergency Evacuation Plan
- Liaison with emergency services

### Fire Evacuation Strategy

In the case of a fire at Jasper City School we will operate a simultaneous evacuation procedure, due to the size of the premises. Upon the hearing of the fire alarm and discovery of a fire, staff will instruct and escort pupils to make their way, by the means of escape, through the fire doors, to the designated place of safety, which is West Beckton Health Centre opposite the school.

### Action on Discovering a Fire

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately by activating the Fire Boxes. There are nine Red Fire Boxes (break glass) located within the school building:

Classroom	Area	Detail
	1. Foyer	Opposite fire alarm system control panel, outside KS4 classroom
2. Classroom 1		KS2, next to fire door exit
3. Classroom 2		KS1, on main wall
	4. Corridor	Next to fire door exit, opposite girls' washroom
5. Classroom 3		EYFS - Nursery, by fire door

6. Classroom 4		EYFS - Reception1, by fire door
7. Classroom 4a		EYFS - Reception2, by fire door
8. Classroom 5		D&T / Science, by fire door to the rear of the room
	9. Outside storeroom	On the righthand side

### **Action on Hearing the Fire Alarm**

All personnel, on hearing the fire alarm, should act in accordance with the agreed FEEP strategy.

Personnel should not re-enter the building, this should be left to the Fire Team.

### **Calling the Fire Service**

The Fire Service should also be informed immediately, either by the Senior Administrator or the person discovering the fire, dependant on conditions.

### **Close-down Procedure**

The Close-down Procedure is as follows:

- Ensure all staff, students and visitors have vacated all rooms in the building
- Ensure all doors are closed

### **Identification of Key Escape Routes**

Key escape routes are clearly identified beside each door. They include schematic drawings supplemented with satisfactory emergency escape signs.

### **Duties and Responsibilities of Fire Wardens**

The Fire Wardens within Jasper City School are the Head Teacher and Senior Administrator. They have overall responsibility for the action in the event of fire. Should they not be on site, these persons shall be Heads of Department. Each teacher has responsibility to evacuate their classroom in the case of fire.

The Fire Wardens are responsible for

- The fire emergency evacuation plan being properly distributed and understood by all.
- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- The close-down procedure

The Health & Safety Co-ordinators and the Head Teacher have the responsibility of maintaining a high standard of fire precautions. They test the Fire Alarms weekly during term time and keep records. The Health & Safety Co-ordinators are also responsible for ensuring that notices are correctly sited.

### **Places of Assembly and Roll Call**

Personnel should assemble at the pre-determined assembly point. The pre-determined assembly point is West Beckton Health Centre opposite the school. When all staff, students and visitors are assembled, a roll call should be taken. The person in charge of the assembly point should report to the nominated fire service liaison person indicating whether all persons are accounted for or if anyone is missing and where they were last seen.

## Use of Fire Fighting Equipment

Any competent person should attack the fire where possible with appropriate equipment; however, firefighting is always secondary to life safety.

**REMEMBER: DO NOT PUT ANY PERSON OR YOURSELF AT RISK**

## Training

The fire emergency evacuation plan (FEPP) is part of the yearly training at the beginning of each school year and all staff are made familiar with its contents. It is also included in the yearly student health and safety awareness session at the beginning of each autumn term. There are regular evacuation drills at the start of each school term and the sounding of the alarm weekly.

We will seek the advice of a competent person or the local fire service, fire safety officer for further training.

## Personal Emergency Evacuation Plan (PEEP)

If disabled or sensory-impaired people join the school, whether staff or students, we will write a PEEP tailored to their individual needs, to assist them with escaping from a fire. It may be necessary for staff to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people will be obtained from organisations representing the various groups if necessary. We will take into account those who may need assistance to escape, e.g. by having adequate staffing levels in premises providing treatment or care.

## Liaison with Emergency Services

A senior member of staff will be nominated to meet the fire and rescue service when they arrive and provide them with any information they require, depending on the staff currently on site. It will be either the Head Teacher in the first instance, or the Senior Administrator should be at the assembly point.

Policy Adopted by Directors and Governors on: August 2018\_\_\_\_\_

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