



Fire and Evacuation Policy

"Everyone who works with children should do what is in the best interests of the child."

Article 3 United Nations Rights of the Child

Emergency evacuation procedures

(Including fire and threat of bomb or Intruder)

Introduction

This document is to ensure that all staff, parents and pupils at St Martin's School understand:

1. What to do if they discover a fire.
2. What to do when they hear the fire alarm.
 - Evacuation
 - Assembly Point
 - Cancelling False Alarms
3. What to do if there is an intruder or bomb threat
4. Evacuation procedures for people with Special Needs

The school's fire procedures are to be made available to all staff and included in the induction of all new members of staff and students on placements.

Member of our school community who use the school premises out of hours must also be aware of the fire exits and the procedures that need to be considered should an alarm go off during an out of hours activity.

In order to ensure the safety of all, regular termly practices of fire practices take place and the outcomes are recorded (appendix 1). These take place on different days and different times to ensure that the children and staff have had experience of being in different places at different times.

The School will conduct weekly fire alarm testing on Mondays at 4pm and recorded in the Fire Evacuation File which is kept in the School Office (Appendix 2).

The school will also conduct half termly Fire Prevention Checks to ensure that all risk of fire is reduced Appendix 3.

What to do if you discover a fire.

The safe evacuation of persons is an absolute priority. Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm, using the nearest available alarm (Appendix 2 Location of Fire Alarms) this will sound the Fire Alarm throughout the school.

What to do when you hear the fire alarm

- All staff, pupils, occupants of building must respond to alarm activations and evacuate the building;
- The fire alarm is a continuous ringing siren;

- The Headteacher / Site Manager (or designated person if they are not in school) will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire, intruder or false alarm. They will then check the building:
- Role 1 (Headteacher) Key Stage 2 and 1 corridor/classrooms/group rooms.
Role 2 (Caretaker) Foundation and Hall, checking toilets and group rooms, library, music room.
- Teachers and students leave by the nearest exit-these identified by green signs which are throughout the school closing doors and windows as they go. NB The fire doors in the corridors will close automatically and the lift door will open.
- A calm and orderly exit is essential. Walk quickly – DO NOT RUN or stop to collect belongings.
- The Assembly point for the school is at the far edge of the school field which is the furthest point from the school building. There is a green evacuation sign there.
- Early Years assembly on the green area at the front of the school building as this is closer to their classrooms.
- Children need to line up in their classes from Nursery to Year 6.
- The children will need to line up silently so that a register can be taken. If the grass is dry they can sit.
- On hearing the alarm the school secretary (or member of the Senior Leadership Team in her absence) will pick up signing information, fire evacuation book class lists, staff signing in information, portable phone and weekly notices. She will take them outside and put a sign at the front of school to say that there should be no entry. Either the Head or Deputy can also have access to SIMS. In the absence of the School Secretary the person covering the office will assume this responsibility.
- The School Secretary will be responsible for checking with all class teachers that the children are all accounted for and that everyone who has signed in is accounted for. Having completed a class check with the teachers, if any child is found to be missing the secretary will use the portable phone to contact the caretaker or Headteacher (or the person assuming this role).
- If the Caretaker/Headteacher decides it is a false alarm, they will contact the Fire Alarm Service 01752 204911 to cancel the Fire Brigade. The password to cancel the alarm is St Martin.
- When the building is deemed safe then staff and children may return to school.

Role	Who takes on this role	Who takes on this role if the first nominated person is absent?
Role 1 – Get mobile phone and put on high visibility jacket. Go to fire alarm panel find out where the fire is and go to that point if safe. Search Y2-6 corridor, care takers office. Return to fire panel. Communicate with evacuation point outside.	Headteacher	Deputy Head or Member of leadership team. If they have class responsibilities, they must take their class outside where another teacher would assume responsibility.
Role 2 – Get mobile phone and put on a high visibility jacket. Go to fire alarm panel to find out where the fire is. Search Foundation Phase, hall, library, music room. Return to fire panel and communicate with evacuation point outside.	Caretaker	Deputy Head or Year 4 teacher if Deputy Head is not in school or assuming role 2. If they have class responsibilities, they must take their class to the evacuation point where another member of staff will be responsible for them and then return to the fire panel via the front doors.
Secretary Get portable phone, fire evacuation folder, visitor signing in book no entry to school sign (if safe to do so). Go outside to the evacuation point. Get feedback from staff outside to check if everyone is accounted for. If anyone missing, speak to the person responsible outside to communicate with the Fire Marshalls.	Secretary	Person covering the secretary.
Person responsible outside at the evacuation point	The most senior member of staff outside.	

Lunchtimes

If the fire alarm is sounded at lunchtime, the Lunchtime supervisors in the hall will ask children to quietly go outside via the exits in the hall. Outside lunchtime staff will ask the children to line up in the correct place.

Any staff who are on their lunchtime, but on site during a fire alarm, will be required to evacuate the building and support with ensuring that everyone is accounted for. It is noted that during lunchtimes, there might be less staff on site than during teaching times.

Otherwise roles will be as usual wherever possible.

Fire Practice

At the start of every academic year there needs to be a walk through of the Evacuation Procedures so that the children become aware of their nearest exit.

Throughout the year there will be at least four planned fire practices. These will be done at different times of the day in order to give a range of scenarios of when the alarm may go off.

In order to prepare for a fire practice the Fire Alarm Service and Property Holding must be contacted in advanced to inform them that a practice is going to be undertaken (Appendix 4 Fire Alarm Service 01752 204911).

The information below will be required

- Name: St Martin's New School
- Password: St Martin
- Chip Number 212812

- Property Holdings 447800

Critical Incidents - Bomb Treats and/or Threats from an intruder

If a bomb threat is received or there is an intruder in school that poses a threat to staff or children then the Headteacher or in their absence, the most senior member of staff available, must be notified and a decision made whether it is a critical incident. Critical Incident plan to be followed if so (see critical incident policy). This will plan will then decide the best cause of action – evacuation (fire alarm) or lockdown (see Lockdown procedures in Critical Incident Plan).

If it is decided by a Senior Member of staff that the alarm must not be sounded but the building must be evacuated quietly and not to one evacuation point, the code word 'Red Gremlin' will be used to alert staff to evacuate as far as possible away from school in a quick but orderly manner. At this point, staff members will conduct a dynamic risk assessment with the main purpose of removing children as quickly as possible away from the building e.g. ratios for off site visits might not be in place. Areas for evacuation might be the Public Hall, Church, Tea Rooms, Farmers Cricket Ground.

The police should be contacted simultaneously on the emergency number for advice as to whether the school should be evacuated more permanently. Police guidance should be followed in this matter. The Department for Children, Young People, Skills must be contacted at the earliest opportunity and a critical incident will be called.

The normal evacuation procedure should be followed, except if the Police confirm extended evacuation is necessary then pupils should be evacuated to Public Hall and the 'Critical Incident Policy' applied.

Senior staff should be willing to support the Police in any search activities they may determine necessary.

Please also see critical incident policy.

Evacuation for children with Special Needs

Children who require support to leave the premise quickly during an evacuation will have a plan written for them for their safe and quick exit.

Appendix 1

St Martin's School Fire Evacuation Log

Date	Obstacle	Fire Wardens	Outcome and action taken	Plan for next drill

Appendix 2 Location of Fire Alarms

Location of Fire Alarms-Ground Floor		
Number	Location	Date Tested
1	Entrance	
2	Lobby	
3	Photocopier	
4	Stair Lobby	
5	Hall	
6	Hall	
7	Hall	
8	Hall	
9	Hall Cupboard	
10	Multi Purpose Room	
11	Reception	
12	Nursery Store	
12a	Nursery Entrance	
14	Key Stage 2 Lobby	
15	Entrance via Year 6	
16	Year 6	
17	Year 5	
18	Year 4	
19	Year 3	
20	Year 2	
21	Year 1	
22	Entrance via Year 1	
23	Breakout Space	
Location of Fire Alarms-First Floor		
24	Upstairs Corridor	
Location of Fire Alarms-First Floor		
25	PE Outside Store	
26	Plant Room	
27	Outside Store	

Appendix 3

St Martin's School
Half Termly Fire Precautions Log
Autumn 1/ Autumn 2/ Spring 1/ Spring 2/ Summer 1/ Summer 2

	Yes	No	Comments
Policy in place			
Emergency exits are identified by signs			
Emergency assembly points identified with signs			
Flammable liquids are stored appropriately			
Fire direction signs are in all classrooms and areas			
All fire doors operate effectively			
All emergency exits are clear for use with no obstruction			
Fire bell tested this half term			
Fire Practice undertaken this half term			

Signed (Fire warden)

Date:

Signed (Headteacher)

Date:

Appendix 4

Treasury and Resources Department

Jersey Property Holdings – Maintenance Section

Highlands Campus

St Saviours Hill

Jersey, JE2 7LF

Tel: +44 (0)1534 449232

Fax: +44 (0)1534 449241

To Whom It May Concern

Dear Sirs

Re: Jersey Property Holdings Upgrade of Alarm Monitoring/Call Centre Facilities

Please be advised that Jersey Property Holdings Maintenance Section are at present going through a process of upgrading alarm monitoring/call centre facilities across it's property portfolio.

We have endeavoured to keep changes for you the user to a minimum. The old automated telephone messages will be replaced with a call centre manned 24hrs a day. The call centre is Securi-Guard and is located in the South of England. Securi-Guard is notified immediately an alarm is activated (fire or intruder) at which time they will contact responsible persons from the pre-determined list of names/numbers you have already submitted to us. This system will work as previously except instead of an automated message you will have an actual person on the end of the telephone line.

Should you wish to carry out a Fire Drill or abort a false alarm you can contact the centre on **Tel: 01752 204911 (24hr)** you will then be asked for a password for identification after which you can discuss any problem. Your password will be the name of your property.

If any property has contracted a private Security Company to carry out first response, key holder duties this will not change.

Any queries should be directed to JPH Maintenance Section offices on Tel: 449232 or 449238.

Yours sincerely

Gary Syvret

Acting Maintenance Manager

Appendix 5

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Fire Alarm Service 01752 204911

The information below will be required

Name: St Martin's New School

Password: St Martin

Chip Number 212812

Property Holdings 447800

Fire panel

Number: 1234, Silence, Tick, Code, re-set

Author	Leadership Team
Created	February 2011
To be reviewed	March 2012
Updated	January 2013
Updated	September 2013
Updated	November 2013
Updated	February 2014
Updated	September 2015
Updated	September 2017
Updated	January 2019

Updated	January 2021
Updated	September 2022
Updated	September 2023