



**Jacksdale Primary School & Nursery**

# **FIRE DRILL POLICY**

Reviewed: October 2024

Next review due: October 2026

## A fire drill routine it based on a critical sequence of events.

### Alarm operation

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Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

### Calling the fire service

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All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire service by the quickest means available. This task is designated as the responsibility of the school secretary / office manager as a telephone will be readily available at that location.

### Evacuation

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On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.

The person in charge of each class at that point (teacher / teaching assistant) must indicate the exit route to be used and everyone must be directed to a predetermined assembly point on the main playground – classes will be lined up in front of the low wall which divides the tarmac playground area from the grass / MUGA area. If it is not possible for any class to assemble at this point, the secondary assembly point is the Welfare Car Park – staff must be mindful of ensuring the safety of pupils whilst crossing Church Hill.

Any pupils who are identified as having particular needs (visual, physical impairments) have a PEEP (personal evacuation / emergency plan) in place and all staff working directly or indirectly with named pupils must be aware of the plans which are in place.

The receptionist is responsible for collecting and delivering the class registers and visitors signing in Ipad / App to the assembly point. The Head Teacher (Deputy Head Teacher in the absence of the Head Teacher) is responsible for checking the viability of the fire according to the area shown on the fire alarm as indicated by the Office Manager and directing the Office Manager to contact the fire brigade if required.

- No running is to be permitted. Running can lead to panic.
- Children must be directed to leave the building silently and await further instruction in silence as shouting can create panic and also cause pupils / staff to miss instructions given.
- Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

- Classroom doors and corridor doors must be closed on exit to ensure that any fire is confined to minimal spaces.
- Nominated staff must check shared areas, such as the sensory room, cloakroom areas and toilets
- No one must be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

## **Assembly**

Primary Assembly Point: Classes will be lined up in front of the low wall which divides the tarmac playground area from the grass / MUGA area.

Secondary Assembly Point: Welfare Car Park – staff must be mindful of ensuring the safety of pupils whilst crossing Church Hill.

Tertiary Assembly Point: Jacksdale Community Hall Car Park - staff must be mindful of ensuring the safety of pupils whilst crossing Main Road.

## **Roll call**

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The class teacher / teaching assistant who has overall responsibility for the class at the point of a fire drill must ensure that a head count, followed by a roll call is conducted in the event of a fire alarm. They should use the following instructions:

- Immediately after classes have assembled at the assembly point, a count must be made to check that no-one is still inside. Once a count has been undertaken twice, confirmation that a class is all present should be indicated to the senior member of staff. In the event that the roll count is incorrect, the teacher in charge of the class should quickly do a verbal roll call to identify any missing pupils.
- Any visitors or contractors on the premises at that time must be included – these shall be checked by the receptionist according to the visitors sign in book.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and Sign In Registers (IPad / app) should be held at a central point and must be brought to the assembly point when the alarm sounds by the receptionist / office manager.
- Each teacher must report to the nominated person in charge of the evacuation to verify that everyone in their charge is accounted for or to inform him/her of the number of people missing.

## **Meeting the fire service**

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The person in charge of the roll call must identify herself to the fire service on their arrival. This will allow the fire officer to decide the necessary actions to be carried out by the fire service.

Typical information the fire service will want to know:

- Is everyone accounted for?
- If anyone is missing: how many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building (e.g chemicals, solvents, liquified petroleum gas or acetylene cylinders)?

## **Instruction, training and recording**

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During the first week of term or as soon as possible thereafter, all new entrants (pupils, staff and support staff) should be shown the primary escape routes of the school. They should also be informed of the school fire evacuation routine.

All members of staff should receive instruction and training appropriate to their responsibilities in the event of any emergency – this is included on the induction information for new staff and volunteers, as well as whole staff being informed on the initial admin day in September.

All members of staff should receive two periods of verbal instructions in each 12 month period. Such instruction should include details of how to call the fire service. In the case of new staff, instruction should be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held should be entered in the log book (currently held in the yellow Health & Safety file in the main school office) and include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of people receiving instruction
- Nature of instruction or fire drill
- Timings related to the fire drill & any associated actions to be addressed i.e. fire doors being left open

Fire drills, which may be combined with the instruction given above, should be carried out at least once per term. The fire drill should simulate that one escape route is not

available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

In Jacksdale Primary & Nursery School, the Head Teacher is responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire. Effective arrangements are in place for the Deputy Head to be available to carry out the above duties.