



St Peter's
Catholic School



Faith is our Foundation

Fire Safety Procedure & Fire Emergency Evacuation Policy

Details

Written by:	Mrs A Crees / Mr A Williams (Updated September 23
Approved by:	SLT
Date:	8-11-22
Next review due by:	September 2024



In the event of the breakout of a fire in school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest button to activate the fire alarm.
- Evacuate the school.
- Check that all pupils, staff members and visitors are out of the building.

All staff should be aware of the nearest exit, fire alarm button and firefighting equipment to the classroom they are teaching in, office or area of the school they are working in or are on duty.

UPON THE ALARM SOUNDING ALL STAFF SHOULD

- Evacuate the area using the nearest fire exit
- Close windows if possible
- **Close doors but do not lock them**
- No one should stop to collect belongings
- Escort pupils to the main playground assembly point (or assist escorting pupils)
- Report to the fire warden to announce your presence (see below)

**ALL MEMBERS OF TEACHING AND
SUPPORT STAFF SHOULD TAKE
RESPONSIBILITY FOR ENSURING
ORDERLY BEHAVIOUR AND HEALTH
AND SAFETY THROUGHOUT ALL
STAGES OF ANY EVACUATION.**

Professional protocols

- All members of staff must sign in when they enter the school site
 - All members of staff must sign out when they leave the school site
 - All form tutors must take their form register by 08:40 and do so accurately. They should read out every name. They should also count the number of pupils.
 - Period 1 teachers should take their registers by 09:15.
 - Period 5 teachers should take their registers by 14:15.
 - Office staff must ensure pupils and visitors leaving during the school day sign out using Inventory.
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In the event of the absence of any of the named SLT members below. The most senior member of SLT on site will take charge and assign responsibilities during the evacuation.

STAFF ROLES AND RESPONSIBILITIES DURING AN EVACUATION OR DRILL

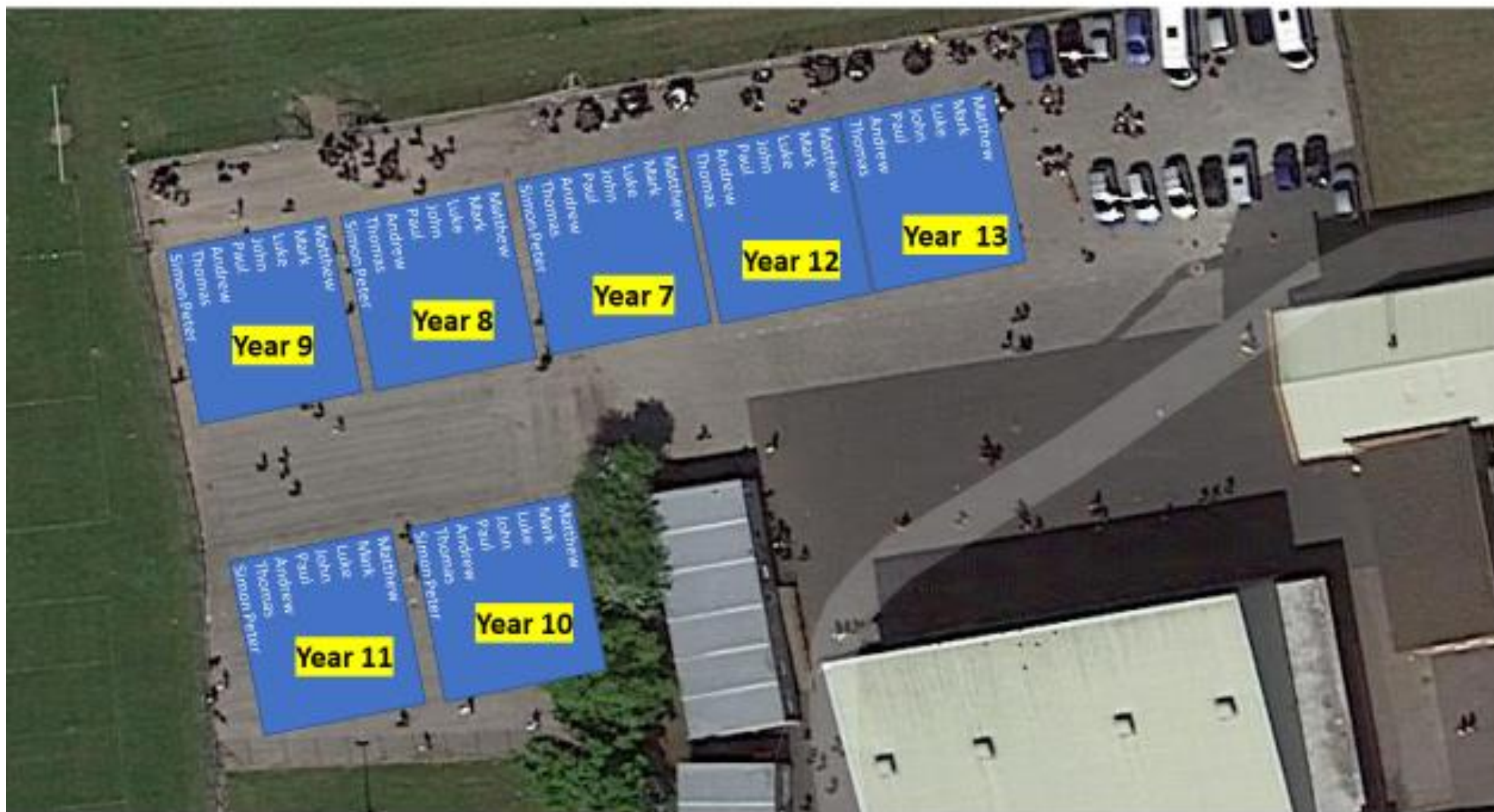
(Staff in brackets) are staff to take role if main person is absent on the day.

Lead Tutor collect form lists and Tutor List from the Fire Toolkit Trolley (a member of the office team will have brought this out)
Lead Tutor to give out form lists to Form Tutors
Lead Tutor register their Form Tutors and report any absences to Rich Stanton (Kieran Mallon)
Form Tutors take pupil registers
KS3 & 4 Lead Tutors to gather pupil registers and report to Rich Stanton (Kieran Mallon)
KS5 Lead Tutors to gather pupil registers and report to Mary McHale (Tom Grice)
All Support Staff to report to Jennie Pate (Marie McGrady)
Contractors report to Marie McGrady (Jennie Pate)
Teachers (who do not have a tutor group) to report to Anne-Marie Keane (Naomi Ferry)
During exams invigilators to report to Francis Hillen (Nicola Kenny)
Trainee/students/Interns etc. report to Tahmeena Aslam (Anthony Jones)
Visitors – the member of staff responsible for the visitor should escort them out of the building
Pupils leaving during the school day: pupils sign in and out using Inventory
Office Team to inform Lead Tutors of any pupils who have signed out
Canteen staff to report to Ros Caley (Jennie Pate)
SLT should register with Anne-Marie Keane (Naomi Ferry)
Designated staff on checklist above should report to Adam Williams (Amanda Crees)

Summary SLT Roles during Fire Evacuations

Amanda Crees	Fire warden who sweeps are reported to then report to Adam
Adam Williams	Main SLT Fire warden
Stuart Shelton	Supervision of pupils. Ensuring orderly behaviour and health and safety.
Anne-Marie Keane	Register SLT and teachers without form groups the report to Adam
Rich Stanton / Elisa Yanez	Gather pupil registers and then report to Adam Williams
Luke Tudor	Relaying information to exam halls and access rooms during exams and mocks exams. (KS3/4 & SLT second)
Mary McHale / Tom Grice	Registering KS5 pupils (via Lead Tutors) then report to Adam
The rest of SLT	Behaviour and safety of pupils during the evacuation/drill.
ALL	All checks, final registers reported to Adam Williams (Amanda Crees)

Fire Evacuation Positions



SWEEPS OF THE BUILDING

Any member of staff who is not working directly with pupils at the time the fire bell sounds must sweep the area of the building in which they are based, before evacuating the building. They should report the area is clear to Adam Williams/Amanda Crees before going to their designated position.

SPECIFIC STAFF INFORMATION

The key priority following any evacuation is that the SLT Fire Warden is in a position to tell the fire brigade which areas of the building have been swept.

If an area of the building could not be checked for any reason this must be reported.

If staff are unable to sweep their designated area because they were not in that area at the time the alarm was sounded they must report this to the SLT Fire Warden.

In the case of the unplanned or long-term absence of a fire warden the SLT line manager for the member of staff must ensure there is someone in place to cover.

Main SLT Fire Warden

- Ensure fire procedures are followed.
- During a drill record the time the alarm was raised and start stopwatch.
- Record the time each fire warden reports in.
- Give the all clear to return to the building after a fire drill, false alarm or emergency evacuation.

Fire Wardens*

- Ensure the area they are responsible for is evacuated and checked by performing a 'sweep'.
- Evacuate the area using the nearest fire exit.
- Report to SLT Fire Warden and ensure they are notified of anyone unaccounted for.

****Staff who have undergone fire warden training***

Site Team

- Visually check outside areas to ensure they are clear.
- Check gates are open.
- Monitor entrance and wait for fire service.

Kitchen staff

- Turn off cooking equipment
 - Evacuate the area using the nearest fire exit.
 - Close windows if possible.
 - Close doors but do not lock them.
 - No one should stop to collect belongings.
 - Assemble at the main playground.
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- If it is safe to do so a member of SLT will give the signal to move the evacuation to the main field assembly point.

Additional essential fire safety information for all staff and visitors

- The main fire alarm panel is located in the main office at main reception and is serviced annually
- There is a 3-minute delay between the fire alarm button being pressed and the alarm sounding to allow the site team to check for false alarms. If the system is not overridden the alarm will sound across the site and the fire service will be called.
- In the event that the system is not overridden for any reason, e.g. there is no-one present in the office or people in the office are not trained to use the panel the fire alarm will sound. **In this event the alarm should be left to sound until the whole site has been evacuated.**
- The fire alarm is tested on a weekly basis. This day and time is Monday at 17.00. Different zones of the school are tested on a rolling programme.
- **If the alarm sounds for any length of time outside the test period, this is a signal to evacuate the building.**
- The electronic lockdown system will automatically unlock all doors in the event of the fire alarm sounding. If this system fails the green button must be pressed to evacuate the building.
- If both the automatic unlock and manual green button fail the break glass next to the button must be used.
- Key fobbed **entrances** must not be used during emergency evacuations and drills.
- Regular fire drills take place once a term.
- Fire drills will be postponed in the event of inclement weather being forecast or occurring on the planned day because of the health and safety difficulties presented by our site.
- Visitors are informed of the evacuation assembly points when they are signed in at reception
- All fire exits must be kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are serviced in January, February, March, July, August and September annually.
- There are a variety of fire extinguishers CO₂, water and foam throughout the building. These are serviced annually.
- Fire Risk Assessments are carried out annually by SMBC (See Appendix Three).
- We have smoke alarms on site.
- There is no smoking anywhere on our school site.
- It is essential that all staff park their cars responsibly and avoid blocking access for fire and ambulance vehicles.
- Staff and visitors should not park on the playground (unless there are exceptional circumstances) because it is both an assembly point and an access route to the fire evacuation points.

Fire Safety Awareness Training

All staff receive basic fire safety awareness training which must be refreshed at least every three years.

Fire Warden Training

Fire wardens are trained to implement the emergency plan and have received fire warden training around responsibilities of a fire warden and what is required of them from Solihull LA.

David Heron
Emma Elton

JJoyce Jones
Michael O'Reilly

Nicola Kenny
Amanda Crees

Jennie Pate
Anthony Jones

Ros Caley
Rachel Puzzo

Fire Safety Toolkit

A fire safety toolkit containing the following items will be kept in the main school office. Jennie Pate or another member of staff who is working in the main office will be responsible for bringing it to the assembly point. The toolkit will contain:

- Stopwatch (for drills)
- 20 high visibility jackets
- A copy of this whole procedure
- Form registers Y7-13
- Pens
- 10 clipboards
- Pastoral team list
- Full staff list

Grab bags

Emergency grab bags are located in the main office and the sixth form office. These should be taken out whenever a fire evacuation takes place. If any of the contents of the bag need to be used during the evacuation they must be replaced immediately.

Site Team

The site team will check the area where the fire alarm has been sounded and activate the alarm to alert the fire service.

They will do a final sweep of the building and check doors and windows are closed.

Breaktime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point.
- Office staff are responsible for following normal procedures.
- All other staff to evacuate the building using the nearest fire exit door.

Lunchtime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point.
 - Office staff are responsible for following normal procedures.
 - All persons to evacuate the building using the nearest fire exit door.
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Before/After School

- Staff and pupils to evacuate the building using the nearest fire exit door.
- Headteacher/Senior Leadership Team (SLT) to contact the fire brigade, manage the evacuating, then if appropriate notifying parents.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The site staff and designated fire warden/s having checked the fire panel and assessed the situation will contact the Fire Brigade directly (mobile) should there be an outbreak of fire. The site staff will then notify the main fire warden. (The main fire warden will be responsible for overseeing and coordinating matters once the evacuation has taken place.)

Meeting the Fire Brigade

The site staff are responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them. This role includes alerting staff and pupils who are returning from trips/events etc not to enter the building in such an emergency.

Events Taking Place Out of School Hours Such as After School Club or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the site staff and headteacher are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The headteacher may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating.

Fire Panel Training

The office manager must ensure that all new temporary and permanent staff are trained to use the fire panel by the site team. Refresher sessions should be done half termly for all office staff.

False alarms

There is a 3-minute delay between the fire alarm button being pressed and the alarm sounding to allow the site team to check for false alarms. If the system is not overridden the alarm will sound across the site and the fire service will be called.

If the system is not overridden for whatever reason and the fire alarm sounds, normal evacuation procedures should be followed, even if the alarm is silenced.

Staff and students should wait for authorisation to return to the building from Stuart Shelton or Adam Williams or Amanda Crees, in their absence another member of SLT will give the signal.

If a false alarm leads to the fire alarm sounding it is possible that registers and lists are not available for checking or referral.

It is the responsibility of all members of staff to read the fire procedure and be aware of which fire wardens they should report to. They must know who to report to if that person is absent.

Examinations and mock examinations

Fire drills will not be planned during examination and mock examination periods.

A copy of this procedure should be displayed in all examination rooms, including access rooms.

As per the rubric read to candidates at the start of the examination, if the alarm sounds, they should remain seated and remain silent. Candidates should be instructed to stop writing and the clock should be paused.

In the case of a false alarm, once the alarm is silenced, a member of SLT or the examinations officer will inform invigilators that candidates should be instructed to resume writing and the clock restarted. Candidates should be allowed the correct length of time for the examination and not be penalised for the delay.

If an emergency evacuation is required because it is unsafe for candidates to remain in the exam room the examinations officer or a member of SLT will inform invigilators. The emergency evacuation procedure outlined in Appendix One must be followed.

Candidates and invigilators are to evacuate to the playground and gather by the entrance to the field. Invigilators must report to the examinations officer.

In the event of a bomb threat, candidates and invigilators should gather on the field and remain quarantined from other students at all times.

Appendix One

St. Peter's Catholic School, Solihull 20788

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
 - Collect the attendance register (**in order to ensure all candidates are present**).
 - Evacuate the examination room in line with the instructions given by the appropriate authority.
 - Advise candidates to leave all question papers and scripts in the examination room.
 - Candidates should leave the room in silence.
 - Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
 - Make a note of the time of the interruption and how long it lasted.
 - Allow the candidates the full working time set for the examination.
 - If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
 - Make a full report of the incident and of the action taken and send to the relevant awarding body.
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Appendix Two

RISK ASSESSMENT FOR FIRE SAFETY EVACUATION PROCEDURE

This is for the evacuation procedure itself. A separate Fire Risk Assessment is carried out by Solihull LA annually.

Impact / Severity	High	Amber	Amber	Red
	Medium	Green	Amber	Amber
	Low	Green	Green	Green
		Low	Med	High
	Likelihood			

			Risk			Control Measures: (existing controls / precautions should be considered.)
Hazards	Risk Description / Hazardous Event	Persons at Risk	Likelihood	Impact / Severity	Risk Level	Preventative and Protective Measures:
Corridors, doorways, stairwells and staircases	<ul style="list-style-type: none"> Narrow corridors, doorways, stairwells and staircases in main block, science block, humanities block, DT block and RE block could create bottlenecks and lead to crushes in the event of an emergency evacuation. 	All	Medium	High	Amber	<p>Students to be made aware of their nearest fire exit so that they are out of the building without unnecessary diversions.</p> <p>All staff to supervise the orderly conduct and supervision of students.</p>

			Risk			Control Measures: (existing controls / precautions should be considered.)
Hazards	Risk Description / Hazardous Event	Persons at Risk	Likelihood	Impact / Severity	Risk Level	Preventative and Protective Measures:
Fire escapes	<ul style="list-style-type: none"> Slip hazard in wet or icy conditions 	All	Medium	High	Amber	<p>Students to be made aware of their nearest fire exit so that they are out of the building without unnecessary diversions.</p> <p>Non slip tread and salt grit applied when freezing conditions forecast.</p> <p>All staff to supervise the orderly conduct and supervision of students.</p>
Playground	<ul style="list-style-type: none"> Slip hazard in wet or icy conditions Incline 	All	Medium	Medium	Amber	<p>Students to be made aware of their nearest fire exit so that they are out of the building without unnecessary diversions.</p> <p>Salt grit applied when freezing conditions forecast. Proceed with caution on ungritted areas.</p> <p>All staff to supervise the orderly conduct and supervision of students.</p> <p>Fire drills only take place when weather is clement.</p>
Staff and students with mobility issues	<ul style="list-style-type: none"> Slip and fall hazard 	Individuals	Low	High	Amber	<p>Individuals to sit on benches and not enter field if evac.</p>

Appendix Three

Radioactive Sources

Source	CLEAPSS type number	Activity	No. of sources
Plutonium 230 alpha	8a	5uCi	1
Strontium 90 beta	8a	5uCi	1
Cobolt 60 gamma	8a	5uCi	1
Americium 241 alpha	8a	5uCi	1
Radium Alpha/beta/gamma	8a	5uCi	1

They are stored in a locked cabinet in the science storeroom on the first floor of G block.

Appendix Four

Propane Gas Cylinders

The 3 propane gas cylinders used for the portable heaters are stored in the metal storage container in between the bungalow and changing rooms when not in use and in the storage cupboard in the sports hall during exam season.

Appendix Five

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. Staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Class Teachers are responsible for following the fire evacuation plans for pupils with SEN in their care. This will be known as a Personal Emergency Evacuation Plan (PEEP). These will be reviewed annually, or if changes are needed to be implemented. Parents will agree the content of their child's PEEP and a copy will be kept in Class Files and the Health and Safety Folder.

Where teachers have a student with a known disability, they must ensure that that the pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

Visitors with disabilities

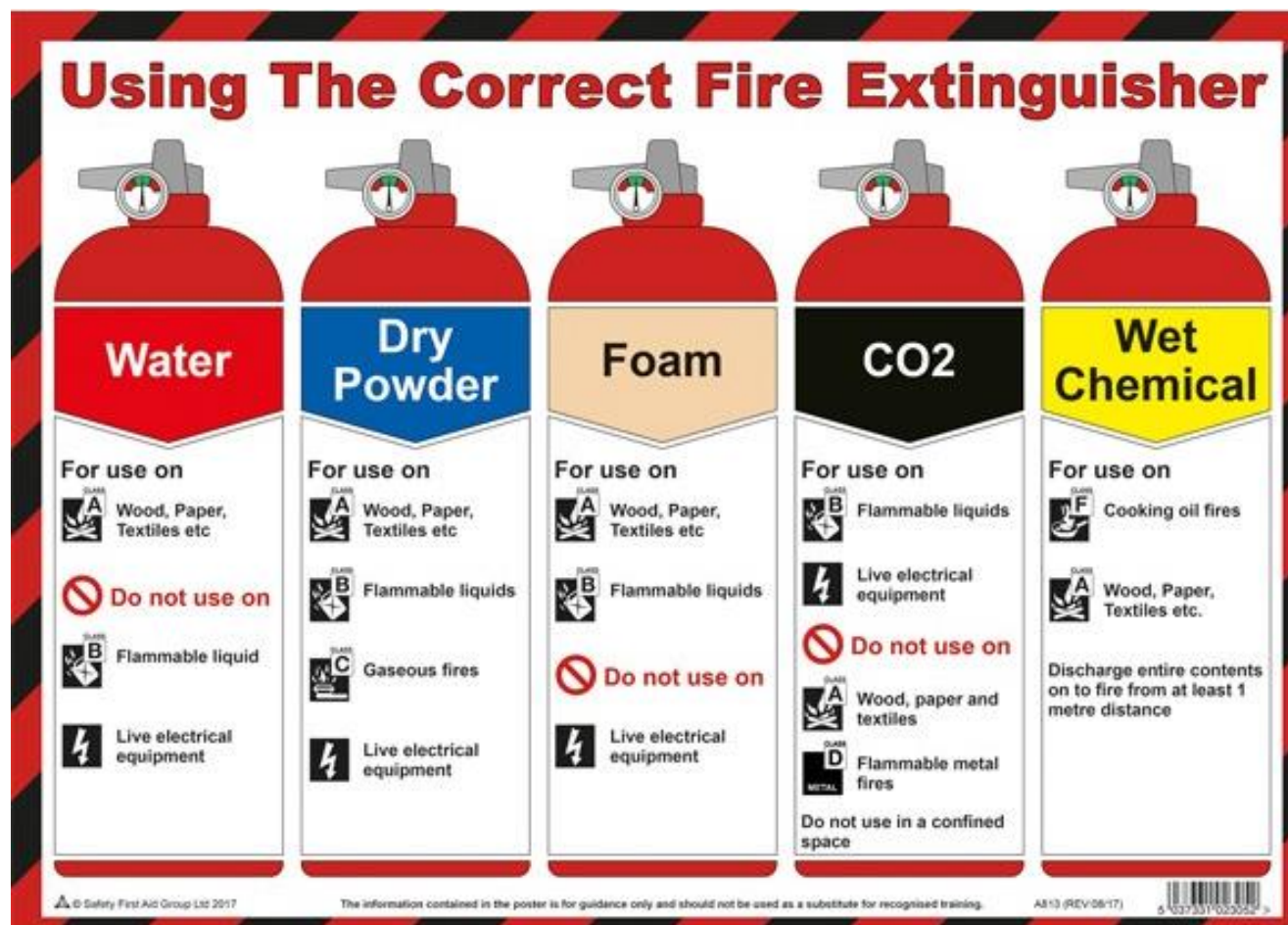
On arrival, disabled visitors to the school should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation. Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party.

When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas [detail where if applicable]. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait. **Lifts must not be used during an emergency evacuation.**

Appendix Six

No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished, and only then by trained staff and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

Fire wardens please remember: Do not tackle a fire if the size of the blaze is larger than the example given in training i.e., larger than a fire in a wastepaper bin.



Appendix Seven

If you are teaching in one of the rooms listed below when the fire alarm sounds, please report to the Fire Warden (Mr Williams/Mrs Crees) to let them know you have conducted a sweep and the block is empty.

These rooms will be labelled as a Fire Marshall Room

Date of Fire Drill:

BLOCK	Areas	Room	Sweep?
A	Main entrance, hall, canteen, gym & sports hall	A1.3	
B	Main corridor	B1.4	
		B1.7	
		B2.5	
		B2.6	
	O'Mahoney building	C2.1	
D	Music, Art & Drama	D1.1	
		D1.7	
E	DT	E1.1	
F	Sixth form	F1.1	
		F2.6	
		F2.8	
G	Maths	G1.5	
		G2.3	
		G3.1	
H	Humanities	H1.4	
		H2.2	
J	Science	J2.2 checks same floor and downstairs	
		J3.1	
K	Huts	K1.1	
L	PE changing	L	
M	RE & Chapel	M2.1	
N	Pupil support	N	

Checked by: