



Pikemere School

Fire Procedures

The Fire Procedures Policy in respect of Pikemere School has been discussed and adopted by the Governing Board

Chair of Governing Board:

Mrs K Hulson

Head Teacher:

Mr A Hughes

Agreed and ratified by the Governing Board on: 4th December 2024

Policy Review Date: July 2025

Fire Procedures

In the event of a fire:

- **Walk - do not run**
- Do not stop to collect valuables
- Walk in silence
- Listen to instructions.
- Leave the building by your **nearest** fire exit route.

When the fire bell rings the following instructions should be followed:

Office Staff

Office staff will bring the fire registers from outside the staffroom and distribute them to class teachers on each of the playgrounds. They will also print the emergency evacuation report in duplicate from the signing in system (one copy for each fire assembly point):

- Pupils who have gone home
- Pupils who have signed in late (after registers were taken)
- Staff and visitors who are signed in

The Office Manager will go to the KS1 playground and the Clerical Assistant will go to the KS2 playground. Administration staff will remain at the respective fire assembly points until all the pupils have returned to class.

Early Years and KS1

An adult should accompany all pupils off the premises through the nearest fire door. The pupils should line up on the KS1 playground with Early Years nearest the field.

The adults responsible should collect the register from the Office Manager AND do a head count.

The Officer In Charge for KS1 is the Headteacher or in their absence a senior teacher. All class teachers should advise the Officer In Charge as soon as they have completed their register and headcount ~~by displaying either the green or red sheets (green — all pupils are accounted for; red — not all pupils are accounted for).~~ The Office Manager will ensure all visitors are on the KS1 playground and if not accounted for, check on the KS2 playground by using the walkie talkie.

The Officer In Charge will use the walkie talkie to advise the Deputy Headteacher (Officer In Charge for KS2) that all pupils and adults are present, or of any unaccounted for children/adults and also any pupils who, due to location, are not with their correct class.

KS2

An adult should accompany all pupils off the premises through the nearest fire door. The pupils should line up on the KS2 playground near the Outdoor Classroom. The adult responsible should collect the register from the Clerical Assistant and then take the register. TA's should do a head count as the pupils line up.

The Officer In Charge is the Deputy Headteacher, or in their absence the Headteacher. Once all registers have been taken, the Deputy Headteacher will use the walkie talkie to contact the Headteacher and confirm attendance of all adults and pupils.

Mobile building ROOM 1 & ROOM 2

An adult should accompany all pupils off the premises through the nearest fire door. During the school day, the pupils and staff should make their way to their usual fire assembly point and follow the procedure above.

Before and after school, and in holiday periods, pupils and staff should walk across the field to the Fire Assembly Point at the far side of the field.

Staff should ensure that all rooms are empty and toilet areas are checked prior to leaving the building. Staff with responsibility for pupils with special educational needs and disabilities should ensure they escort their child out of the building.

All staff should advise the Officer in Charge (who is the most senior colleague on shift at that time) as soon as they have completed the register of pupils who left through the same fire door as them and performed a headcount. The Office In Charge will also ensure all visitors are on the field.

Fire Warden Duties

Teaching Assistants should ensure that all rooms are empty and cloakroom areas are checked prior to leaving the building unless they are the adult in charge. Teaching Assistants with responsibility for pupils with special educational needs and disabilities should ensure they escort their child out of the school building.

Where a child has physical disabilities, the other pupils in the class should be allowed to leave first and then the appropriate actions should be taken to ensure the child is escorted or carried safely from the building. Procedures for how to do this will be recorded on the child's Individual Risk Assessment or Personal Emergency Evacuation Plan (PEEP).

The Fire Brigade will only attend Fire Alarms which are followed up by a 999 call. The Headteacher will confirm when the building is safe to re-enter after discussions with the Site Maintenance Officer and the Fire Officer.

The Site Maintenance Officer (or in his/her absence, the Headteacher) is responsible for negotiations with the Fire Officers and for ensuring that all instructions given by the Fire Service are communicated to the Headteacher. The Site Maintenance Officer must ensure the alarm is reset and working after each fire drill and that all fire drills and the time taken to complete them are recorded in the appropriate file, located in the Site Maintenance Office.

There should be a fire drill every half term. One planned fire drill must take place over the dinner hour period. One planned fire drill should take place with a blocked entrance or where pupils are not in their normal classrooms.

The Midday Supervisors are responsible for the pupils leaving the building and lining up on their respective playgrounds over lunch time. The registers will be brought out and the Officers in Charge will complete their task as stated above. In the absence of a class teacher being on site over lunch another member of the teaching staff (where possible the TA) will take responsibility for the class.

All incidents or issues arising from planned or unplanned fire drills must be communicated to the Headteacher and/or the Site Maintenance Officer so that when necessary procedures can be changed.

Fire procedures must be reviewed annually or at such time that amendments or improvements are made to the process. The Site Maintenance Officer is responsible for ensuring these amendments are documented.

This procedure will normally be reviewed annually in the summer term in preparation for induction at the beginning of September.