

DELCE ACADEMY

Fire Safety & Emergency Policy Practices and Procedures

Specific Guidance related to COVID-19

In case of the need for evacuation the normal fire evacuation procedures will remain. Children will be led to the designated fire assembly points. Staff should encourage children to maintain appropriate social distancing and give adequate room when the assembly point is reached.

Fire drills are carried out regularly and each room has a written fire procedure by the entrance door – please familiarise yourself with your working area in order to ensure quick but safe evacuation. When the fire alarm sounds, the following procedure must be followed by all members of staff and children:

- Everybody will immediately stop whatever it is they are doing and stand quietly.
- Children will stand still, in silence and listen carefully to the instructions they are given by the teacher or other adults as to what they should do next.
- The nearest/safest exit will be used. Children will walk in an orderly and quiet manner to the designated exit door and line up. The door will be opened by the teacher or an adult.
- Children will file out in an orderly manner, in silence, under the supervision of the adults in charge. The adult will make sure that all the children in their care leave the premises.
- All adults and children will **walk** to the designated assembly point on as outlined on evacuation plan. Children will line up in their normal class lines. Children with mobility problems will walk, be pushed in a wheelchair or be carried to their appropriate meeting point where they will assemble with their class.
- All kitchen staff and clerical staff will leave by the nearest or safest exit and meet at the allocated assembly point.
- Office staff will bring the class registers and visitor books onto the playground. As classes arrive on the playground, office staff will hand the teacher/adult in charge their class register
- Class teachers will immediately call the register to check the presence of the children. Any children missing **MUST** be reported immediately to the Head Teacher or Deputy Head Teacher.
- The Kitchen Manager will ensure that all Kitchen staff are present. Anyone missing **MUST** be reported immediately to the Head Teacher or Deputy Head Teacher.

- The Office Manager will check the presence of any visitors. Anyone missing **MUST** be reported immediately to the Head Teacher or Deputy Head Teacher
- **AT NO TIME until the ALL CLEAR** is given by the Head Teacher or Deputy Head Teacher will any member of staff or child re-enter the building.

General information;

- Fire drills will take place at least once a term and full evacuation of the building (including kitchen staff and other partner staff) is essential.
- Fire exits are clearly marked throughout school and on the Site Plan
- If the fire alarm sounds, Office Staff will consult the alarm panel (if safe to do so) to find the source of the fire and contact the emergency services.
- Fire Marshals will patrol their designated areas of the building swiftly checking everyone has left the area then exit themselves and assemble on the upper playground.
- Teachers should discuss the evacuation procedure with the children on a termly basis and as necessary in order to reinforce how they are expected to behave in an evacuation situation and what to do if they find themselves without adult supervision when the alarm sounds, i.e. in the toilet.
- Members of staff must not attempt to fight a fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk.
- Adults may, if it is safe to do so, shut windows, switch off electrical appliances and shut doors (without door guards) as they evacuate the building.
- The building should be empty and all staff, visitors and children accounted for within four minutes.
- The Caretaker tests the fire alarm and checks the door guard are operating satisfactorily on a weekly basis.
- The Caretaker carries out an alarm bell audibility test termly.
- Fire extinguishers are inspected annually. Staff noticing maintenance issues such as missing tags etc. **MUST** report these to the Office Manager immediately.
- The building is subject to an annual Fire Risk Assessment under the Regulatory Reform (Fire Safety) Order 2005.

