

Fire Safety & Evacuation of the School Building Policy

Date:	Autumn 2014	Review Date:	Autumn 2015
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We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of staff to ensure the safe evacuation of all pupils.

Aims

- To ensure the safety of all occupants of the school building in the event of an emergency evacuation.

Procedure

Alarm System	<ul style="list-style-type: none">• Each week the alarm system will be sounded and checked. Monday morning. And Log Book maintained.• Annual maintenance will take place.• Staff will be trained in how to use it.
Emergency Exits	<ul style="list-style-type: none">• All exits to be free from obstructions.• All exits to be checked every day.• All exits to be clearly signed.
Fire Equipment	<ul style="list-style-type: none">• Fire equipment to be annually maintained by the Fire Service.• All staff to be trained in its use.
Guide Lines	<ul style="list-style-type: none">• All school personnel to be aware of guidelines for the evacuation of the building.<ul style="list-style-type: none">▪ When the alarm sounds the pupils should remain calm and they must listen to the following instructions from the teacher.▪ The pupils will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.▪ Before leaving the room all windows should be closed.▪ Doors must be closed when leaving the room.

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	<ul style="list-style-type: none"> ▪ The class teacher should count the number leaving the class and then recount at the assembly point. ▪ The assembly points are the main School Playgrounds ▪ Registers will be brought from the office and distributed. ▪ Under no circumstances should any one re-enter the building if someone is missing. ▪ The fire brigade should be informed of the missing person.
Evacuation Exercises	<ul style="list-style-type: none"> • Regular evacuation exercises to be undertaken by pupils and school personnel. • At least once a term both announced and without warning.
Training	<ul style="list-style-type: none"> • All school personnel to undertake training.
Awareness	<ul style="list-style-type: none"> • All school visitors and invited guests at school events to be made aware of guidelines.

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:		Date:	
Chair of Governing Body:		Date:	