



Together we can!

# **BEECHWOOD JUNIOR SCHOOL**

## **Fire Evacuation Policy**

### **2023 - 2025**

Date of last review: November 2023  
Date of next review: November 2025



## **Action to be taken by a person discovering a fire**

Break glass on nearest call point, shout fire and alert nearest class/office or staff member if able.

## **Who will call the Fire and Rescue Service?**

School office staff to call the fire brigade, check the alarm panel to see which zone the fire is in and report to Headteacher or senior person in charge.

## **Fire Warning System**

The Fire panel is on the wall in the front office, by the main door.

Evacuation Procedure to be followed

Immediate evacuation to the playgrounds is to take place of all staff & pupils & visitors. In the event of a fire spreading further evacuation to point B Glenfield Infant School is to take place

## **Fire Escape Routes**

The school is on the ground and first floor. The children make their way with the teachers to the assembly point in the lower playground. All staff have keys to the gates on site.

Year 3 to evacuate via the fire exit in 3R classroom, onto the lower playground

Year 4 to evacuate via the stairs by the staff room and through the main entrance, going under the canopy to the lower playground.

Year 5 to evacuate via the stairs by the upper toilets, making their way down to the fire exit before the library.

Year 6 to evacuate via the stair by Buddies, making their way down the stairs and exiting via the fire exit in the musical services. Then make their way around the building onto the lower playground (do not have to leave the school premises)

In the case of a fire being the rear of the building (year 3 or music services) do not use the path on the side of the building, instead exit the school premises via the Glenfield Avenue gates, going around the perimeter of the school and down the steps on Huntley Way into the lower playground.

If anyone is in the Main Hall at the time of a fire evacuation, please evacuate via the fire exit in the hall and make your way around the building to the lower playground. At no stage re-enter the premises.

If anyone is in the dining room at the time of a fire evacuation please evacuate via the fire exit by the steps to the front of the school. Making your way under the canopy into the lower playground. If you don't have a Red door key on you, then there are 2 spare keys for the doors in the fire panels by the doors.

## **Location of Assembly Points**

Pupils to line up in class order, out in the lower playground. Children must line up **facing away** from the building.

## **Identities and Duties of Specified Staff**

Fire Marshalls will do a zonal sweep of the school as follow:

- Will clear and all doors and windows are closed. Exiting at the fire exit in the main hall.
- Will check the staff room, then from reception to the fire exit after the library check all rooms are clear and all doors and windows are closed. Exiting at the fire exit after the library.
- Will check from lower toilets to music services checking all rooms are clear and all doors and window are closed. Exiting at the music services fire exit.
- Will check from Year 6 class rooms and Buddies, making sure rooms are clear and all doors and windows are shut. Exiting at the music services fire exit.
- Will check all year 4 and year 5 classrooms making sure they are clear and all doors and windows are shut, then checking the upper toilets. Exiting through the fire exit in 3R.

Site Assistant to open the barriers, waiting for the fire badge to arrive.

In the case of any Fire Marshalls not being in school, Site Manager will cover their area.

Office staff will collect all registers and first aid kit and make their way to the assembly point.

Staff will also need to be vigilant and ensure class doors are closed behind them.

## **Arrangements for the evacuation of vulnerable people**

Any PEEPs in place to be followed accordingly

## **Leaving school premises throughout a school day**

Any staff who are taking a group of children off site for any reason need to leave a list of the children they are taking with the office. The office staff will need to take this list with them if there is a fire alarm so that they know which children will not be present at the assembly point.

## **Visitors to school Premises.**

All visitors to the school need to sign in at reception, whilst signing in they need to be made aware of fire exits and the assembly points.

## **Location and Type of Fire Fighting Equipment**

Fire extinguishers are located around the school specific to the area. There is fire blanket in the kitchens. See plans in fire folder.

## **Specific arrangements for high fire risk area**

Boiler room has a gas boiler in it. Boiler rooms are kept clear; fire detection is in it for early warning.

## **Procedures for Liaison with Fire Service on arrival**

The headteacher or a senior member of staff in charge is to liaise with the fire brigade and follow any advice given by them at all times.

Any concerns need to be shared with the fire brigade ASAP.

No staff will be permitted back into the building without authorisation by the fire brigade.