



Sheep Dip Lane  
PRIMARY SCHOOL

# Fire Procedures Policy

September 2019

Status	Statutory
Governing Body Committee	School Improvement Committee (SIC)
Responsible Persons	Mrs F Parish Head Teacher Mrs S Foster School Business Manager
Date the policy was agreed	January 2019 & updated Sept 19
Review date	September 2020

SHEEP DIP LANE PRIMARY SCHOOL  
SHEEP DIP LANE  
DUNSCROFT  
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Mrs F Parish  
Head Teacher





Sheep Dip Lane  
PRIMARY SCHOOL

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## Sheep Dip Lane Primary School: Fire Procedures Policy Reviewed: January 2019, Sept 2020

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**Linked Policies:** Health & Safety

### **SHEEP DIP LANE PRIMARY SCHOOL** **FIRE POLICY**

In the event of a fire

1. Evacuate the building immediately by the nearest, safest route closing all doors behind the last child. In the event you have students and/or visitors in your locality, ensure everyone evacuates the building with you. Be aware of any mobility impaired, hard of hearing, visually impaired visitors or students, ensuring their safety as you evacuate the building.
2. Take the children to your designated point, count them and check their names against your register.
3. Inform your designated line manager that all children/adults are present.
4. **Do not re-enter the building until told that it is safe to do so.**

#### ROLES AND RESPONSIBILITIES

##### **Everyone in school**

- \* Please familiarise yourself with your nearest fire alarms, extinguishers, fire blankets and other appliances etc.
- \* If you discover a fire, sound the nearest alarm and evacuate the building.
- \* Only use a fire extinguisher if your exit from the building is impeded by fire.
- \* After evacuation inform the Head Teacher, Deputy Head or Senior Teacher that you activated the alarm and the exact location of the fire.

**Everyone must close all doors behind them and keep fire doors closed at all times.**

**In the event of the school bell continuously ringing, an emergency has arisen in the main reception area. Senior leadership team to attend immediately, any further instruction to be given to staff if necessary.**

##### Kitchen Staff

Kitchen staff will down tools straightaway, Cook will close Kitchen/School Hall fire door and all Kitchen windows and doors.

Cook will be in charge of counting Kitchen staff and keeping staff together and informing Head, (Deputy) that staff are present and safe. Kitchen staff meet at assembly point 12.

### Non-Teaching Staff

First Aiders to check children and staff for effects of smoke or panic and begin treatment where necessary as follows:-

Mrs Mason  
Miss Rhodes  
Miss Dennison  
Mrs Close  
Mrs Wilson  
Mrs Staniforth  
Mrs Frost  
Mrs Osunbar  
Miss Taylor  
Mrs Willis  
Miss Wright  
Miss Watson  
Mr Storey

Following your checks inform Head (Deputy) of any concerns and treatment required. If no treatment is required Teaching Assistants to support senior staff as directed.

### Class Teachers/Support Staff must regularly ie once every half-term:-

#### **Train children in exit procedures**

**i.e Absolute silence**

**Look at teacher**

**Listen for instructions**

**Evacuate classroom/hall/school**

**Close doors**

**Teachers to leave last**

**Class Teachers/HLTA's/Learning Support Assistants **MUST take their Fire Register** with them**

**Foundation Unit - Office Staff will give you your register for checking on the yard.**

**Should a child discover the fire, they should be trained to report the fire immediately to the nearest adult**

Proceed to your assembly point. Conduct children's head count first and call your register. Inform Head (Deputy) that your children are present.

Registers must be sent to office at **08:55 am** and **13:05 pm** each day. (Foundation Stage register must be sent by **12:35 p.m.**) Office staff must collect these registers before their own evacuation and give them out to each class teacher to enable them to check all pupils are present. Office staff please note this is a vital procedure and must be carried out reliably and effectively.

All staff please note that the nearest school exits for your class are as follows:-

- \* If in the classroom - the outside door to that room.
- \* If in the time out room, - Class 1 or the west corridor bottom door (near Class 1). Closing all doors behind you.
- \* If in the Hall/Music Room - please exit through the West corridor, closing all doors behind you, and walk to your assembly point.
- \* If in the Staff Room – exit through the Hall and then West corridor or Foundation Stage. Please note – All internal safety locks will open when the fire alarm is sounded.

#### School Business Manager/Site Manager

In the event of a fire the School Business Manager to:

- Site Manager or Head Teacher to inform School Business Manager if the alarm is to be sounded due to a practice or maintenance procedure. In the event of an alarm sounding without a practice being announced, School Business Manager to immediately ring for emergency services.
- Ring Site Manager whilst vacating the office
- Remove 'emergency bag' and vacate the office ensuring admin staff have already vacated
- Leave the school using the door into the playground from reception
- Open the gates for emergency service access and direct them to location of the fire if known

In the event of School Business Manager absence, Office Manager to carry out the above

### **Site Manager**

In the event of a fire the Site Manager to:

- Check the fire alarm panel for location of break glass point
- Check the break glass point for potential fire or false alarm, attend this point if safe to do so
- Continue to sweep the whole building, reporting to Headteacher/Deputy if able to pinpoint location of fire or false alarm
- If appropriate, meet fire service on arrival, directing to location of fire

In the event of Site Manager absence, the Headteacher to carry out the above

#### Head (Deputy/Leadership Team)

In the event of a fire the Head to:

- Sweep the upper years/classes of the building upon leaving Headteacher office
- Meet with Site Manager & Deputy Headteacher in the main corridor, ensure full sweep has taken place
- Evacuate the building
- Check with staff, all children, staff and visitors have exited the building including the module (Years 5 & 6) and The Croft building
- Report to fire service if necessary
- Report with SBM to discuss emergency procedures including contacting emergency designated school.
- Arrange full site evacuation to emergency designated school

- Authorised the contacting of all parents to collect children from the emergency designated school

In the event of Head absence, the Deputy Headteacher to carry out the above

In the event of a fire the Deputy Head to:

- Sweep the lower years/classes of the building upon leaving Headteacher office
- Meet with Site Manager & Headteacher in the main corridor, ensure full sweep has taken place
- Evacuate the building
- Assist with checking with staff, all children, staff and visitors have exited the building
- Assist with reporting with SBM to discuss emergency procedures including contacting emergency designated school.
- Assist with arranging full site evacuation to emergency designated school
- Assist with the contacting of all parents to collect children from the emergency designated school

**Not applicable when supporting in class. In this instance, the School Business Manager to carry out the above**

In the event of Deputy Head absence, the School Business Manager to carry out the above

#### Line Managers

Class teachers to inform the following member of the Senior Leadership Team (SLT) that their children are present and safe in their assembly point.

Nursery	-	Mrs Bevens
Classes FS1, FS2,	-	Mrs Sparrow
Classes 1, 1/2, 2	-	Mrs Steeper
Classes 3, 3/4, 4/5	-	Miss Pounder
Classes 5 and 6	-	Miss Barker

Mrs Parkhurst will conduct secondary checks and ensure all pupils are present if any of the above are absent.

#### **Fire Procedures for Lunchtime**

##### **ALL SCHOOL STAFF**

It is absolutely essential and in the interests of your safety that you sign in & out on the register provided.

Please state the times you will be off site during the lunch break.

On hearing the fire bell during lunchtime please leave by the nearest route. This will be as follows:-

Staff in staffroom to exit via nearest classroom ie Foundation Stage and assemble at your designated assembly points with your classes and lunchtime supervisors – again register checks and counts to be performed.

Visitors to school and staff not assigned to a particular class will report to Admin staff at Point 11 for roll call checking.

Staff eating in the Hall / Staffroom or supervising school lunch to exit by nearest classroom exit; Class 1/2, Class 1, West Corridor Door or Main Entrance, whichever is safest route.

During the Lunchtime Break

Head Teacher to make internal search.

School Business Manager to ring fire brigade and wait outside to direct them to the fire.

Leadership team to check all assembly points and procedures are being followed and to maintain order and calm.

Lunchtime Duty Teaching/Senior Staff

- On hearing the fire alarm - evacuate class from the Hall by the nearest fire exits; Class 1/2, Class 2, West Corridor or Front Door.
- Close all doors behind you.
- Line your class up by their assembly point, do a head count and check their names from your dinner register.
- Inform Senior all present and correct or alert if incorrect. Senior to immediately inform the Deputy Head if any children are missing. Admin to pass the staff dinner list to the Deputy Head in order that they can make their staff check.
- Keep your class in their line at their assembly point, keep them silent and calm.

Kitchen Staff

On hearing the fire bell - staff are **immediately** to **close** the **fire doors** they have opened to bring trolleys through. Evacuate their area by the nearest fire exit and assemble at point 12 - Under no circumstances return to the building or kitchen area for any reason what-so-ever until directed to do so by Head Teacher.

Cook

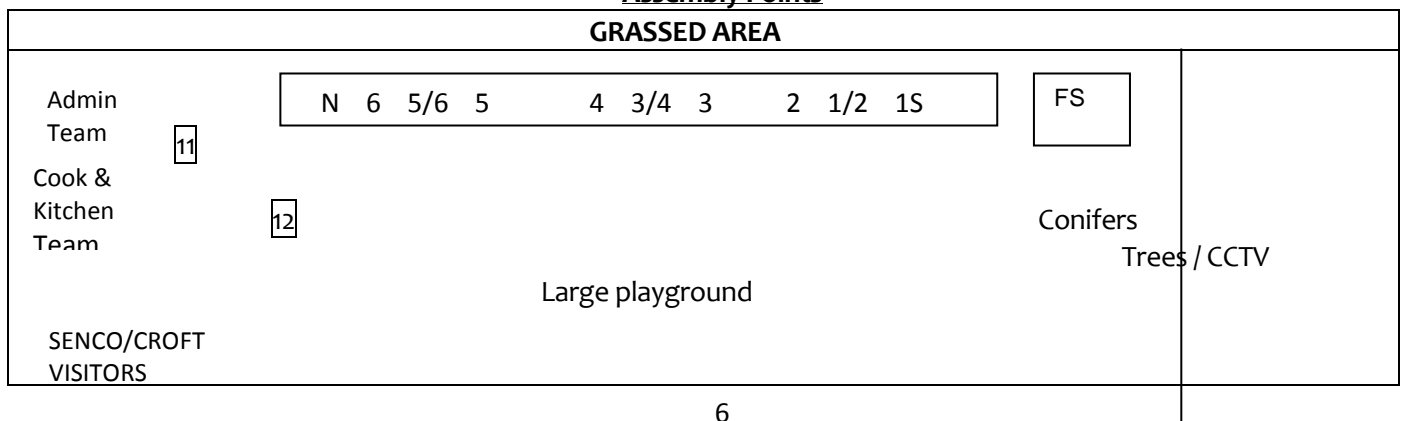
Prior to evacuation, to hit the isolation switch located in the kitchen. To ensure her staff are all present at the assembly point and inform Deputy Head if any staff are missing.

Visitors to School

Are all informed of the school Fire Procedures BEFORE entry to the school or Children’s Centre by the admin team. Visitors report to point 11 for their roll call.

**Assembly Points**

**GRASSED AREA**



The Croft Building have their own Fire Procedure Policy to which they adhere to. This is as follows:-

## **The Croft Building** **Fire Policy**

**In the event of a fire or an emergency and the building must be evacuated the following procedure will apply:**

The member of staff who is leading a session in any of the rooms will raise the alarm immediately. The smoke and heat detectors in all of the rooms will automatically activate the fire alarm.

### **Main activity room-**

- All children and adults will immediately be escorted out of the building and to the assembly point using the nearest, safest marked exit [see plan displayed in each room]. The assembly point is 12 at the rear of the school, in the playground. The attendance sheet will be taken by the reception staff for that session and all names checked.

### **Training/Reception area-**

- The person leading the training or meeting will escort all children and adults out of the building (including the toilet, disabled toilet and baby change) to the assembly point by the nearest, safest marked exit. The attendance sheet and visitors book will be taken by the training staff for that session and all names checked.

### **Thrive area-**

- The member of staff in charge will escort all adults and children from the Thrive area out of the building to the assembly point by the nearest, safest marked exit and all names checked.

### **Health and Family Room**

- The person leading the use of the room will escort all children and adults out of the building to the assembly point by the nearest, safest marked exit. Reception staff will take the register/signing in sheet with them and all names checked.

Wherever possible, staff should ensure that all doors are closed behind them.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Site Manager.

On exiting the building, the Site Manager will close all accessible doors and windows to prevent the spread of fire.

The registers/signing in sheets will be checked to account for all children, students, visitors and staff. If any person is missing, the emergency services will be informed immediately.

# VISITORS TO SCHOOL

## FIRE/EVACUATION PROCEDURE

- 1 It is **absolutely essential**, and in the interests of your safety and our children's safety **that you sign in and out of the Visitors Book**.
- 2 This book is used for roll call purposes if our school is evacuated because of fire or other reasons.
- 3 On hearing the fire bell please:-
  - a) Leave the building by the nearest fire exit (taking any children which you have with you at the time and escort them to their correct assembly point).
  - b) Report to assembly point 11 for your roll call. (This will be identified by the Office staff who will look out for you.)

## VISITORS SAFETY PROCEDURES

- 1 Introduce yourself to the Receptionist.
- 2 Sign the Visitors Book and obtain a visitors pass if you do not carry your own identity pass.
- 3 The fire procedure is on the reverse of all visitor passes.
- 4 The Receptionist will take you to the appropriate member of staff.
- 5 Complete the Visitors Book when leaving school and sign out.
- 6 Leave your vehicle registration number at reception if you have parked in the staff car park.



## **FIRE EXTINGUISHERS**

	<b>SUITABLE FOR</b>	<b>DO NOT USE ON</b>
WATER (RED)	PAPER, WOOD, CLOTH, TEXTILES etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE METALS
DRY POWDER (BLUE)	BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
CO <sub>2</sub> (BLACK)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
FOAM (CREAM)	BURNING LIQUIDS, PETROL, OIL, FAT	ELECTRICITY, FLAMMABLE METALS
BCF (GREEN)	ELECTRICITY, BURNING LIQUIDS, PETROL, OIL, FAT	FLAMMABLE METALS
BLANKET (RED)	BURNING LIQUIDS, OIL, FAT, COOKER HOBS	ELECTRICITY, FLAMMABLE METALS
HOSE REEL	PAPER, WOOD, CLOTH, TEXTILES, etc	ELECTRICITY, BURNING LIQUIDS, FLAMMABLE MATERIALS

**RED FIRE EXTINGUISHERS ARE SITUATED:**

ANNEX 1

ANNEX 2  
 FOUNDATION STAGE 2  
 FOUNDATION STAGE 3  
 WEST CORRIDOR  
 CLASS 3/4  
 CLASS 4  
 STAFF ROOM (KITCHEN)  
 FOUNDATION STAGE 1  
 KITCHEN AREA 4 & 5  
 ANNEX 3  
 STAFF ROOM (KITCHEN)  
 HALL

**BLUE FIRE EXTINGUISHERS ARE SITUATED:**

**BLACK FIRE EXTINGUISHERS ARE SITUATED:**

**FIRE BLANKETS ARE SITUATED:**

**FIRE ALARMS ARE SITUATED BY EVERY EXTERNAL DOOR**

### **Additional Fire Fighting Equipment in School**

Boiler Room  
 Kitchen  
 The Croft

## MAINTENANCE OF EQUIPMENT

- **3 Monthly check of fire alarms and entrance warning lights by Local Authority.**
- **Annual inspection of all fire-fighting equipment is conducted by South Yorkshire Fire and Rescue.**

Review: This policy/plan will be reviewed annually

Policy Agreed: 18<sup>th</sup> September 2019

Signed Head teacher: *F Parish*

Signed: Chair of Governors: *D Wright*

Policy to be reviewed in Autumn 2020

Personal Emergency Evacuation Plan (PEEP)

Prepared for: \_\_\_\_\_(name of member of staff/student)

Prepared by: \_\_\_\_\_

In consultation with: \_\_\_\_\_(name)\_\_\_\_\_ (signature of student/member of staff)

\_\_\_\_\_ (name)\_\_\_\_\_ (parent/guardian)

\_\_\_\_\_ (name)\_\_\_\_\_ (other)

Valid for Academic Year Sept 20( ) - July 20( )

Brief description of nature of disability  
(Mobility/Visual/Hearing/Other)

Detailed description of assistance required

Specialist Evacuation Equipment required: YES/NO

Nature: EvacChair  
'Banana' Board  
Other

Helpers required: YES 1, 2, \_\_\_\_  
NO

Named helpers - See attached timetable (Provided by School)

Date Prepared \_\_\_\_\_

Signed \_\_\_\_\_

