

1. Fire or Other Emergency Regulations

TO BE DISPLAYED IN EVERY CLASSROOM AND OFFICE

1.1 Responsible Person

The Responsible Person will direct and co-ordinate evacuation procedures in the event of the alarm being raised and **ONLY** the Responsible Person will decide when it is safe to re-enter the building and inform the Site Manager/Assistant Site Manager to switch off the alarm.

Responsible Person Headteacher
Riverside SPC: **If absent** School Business Manager
Assistant Headteacher – Charlotte Downs

Responsible Person Phase Leader – Sarah Stark
Riverside Beckenham: **If absent** James Robertson

1.2. Raising the alarm

The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point

The alarm can be recognised in that it is the continuous ringing of the normal siren.

Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency the office staff/SBM should immediately call the Fire Brigade/Police. They should then proceed to the assembly point with roll call and visitor information.

1.3. Assembly Point

The assembly point for all pupils and staff is in the **far playground by the large tree at Riverside St Paul's Cray** and by the **Eco Cabin at Riverside Beckenham**.

Staff and pupils must make their way to the assembly point as quickly as possible. When reached classes should line up and the teacher/lead adult should raise their hand to indicate when pupils are all present.

Throughout the emergency pupils should remain calm as possible so that the organisation and registration of the school can be conducted quickly.

1.4. Alarm during registration and lessons

The teacher in charge of a group will direct staff to escort pupils out via the nearest emergency exit. Bags and coats must be left in the classroom. The teacher will then escort the group, in an orderly manner, to the assembly point.

On reaching the assembly point classes should muster in their phase groups.

Any pupils out of normal teaching groups when the alarm sounds should be escorted to the assembly point and report to his/her teacher/lead adult.

1.5. Alarm during breaks, lunchtime or movement between rooms

Pupils should immediately be escorted or make their own way quickly to the assembly point. Do not run; walk quickly and leave the building by the nearest exit.

Pupils in clubs/social areas or dining halls will leave escorted by staff.

Pupils in the playground will be supervised and may not be immediately aware of the emergency. As soon as an emergency situation is realised, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**

Pupils in the dining halls will leave be escorted by staff.

1.6. Return to the buildings

No-one may re-enter the buildings until permission has been given by the Responsible Person.

If the emergency has taken place during registration or lessons, pupils will return to the buildings in class order as directed by the responsible person.

If the emergency has taken place during breaks or lunchtime, pupils will be returned to the building or released to use playgrounds etc., in class order.

1.7. Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours: Term-time: 15:30 hours until 09:00 hours; Weekends and holiday time: 24 hours

In the event of an alarm (indicated by a continuous siren), alarms must not be silenced before the cause has been identified. Everyone must evacuate the buildings to **Out of hours assembly point as in 1.3 above.**

After 15:30 hours and during club hours, pupils should only be in the building if they are taking part in after school/extended school activities, under the supervision of a member staff. The members of staff supervising are responsible for ensuring that students leave the building to the assembly points listed.

If part of the premises is being used for a letting, the person organising the letting will ensure that the evacuation procedure is followed.

The Site Team Member/Activity Manager on duty will investigate the reasons for the alarm. In the event of a genuine emergency they will use a mobile telephone to contact the emergency services. No-one must re-enter the building until informed that it is safe to do so by the emergency services. In the event of a false alarm, the Site Team Member/Activity Manager on duty will inform people at the assembly point that it is safe to re-enter the building.

1.8. Evacuation Management

Evacuation Manager

The Responsible Person will assume the duties of this role, which are:

- Overseeing the evacuation/checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point/ Fire and Rescue Service.

Roll Call Manager

The Assistant School Business Manager at Riverside SPC /Administrator at Riverside Beckenham will be responsible for ensuring the roll call is undertaken and passing information to the Evacuation Manager.

Kitchen staff will turn off all gas/electrical apparatus that do not automatically shut on alarm activation.

The responsible person will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

1.9. Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made. Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a PEEP "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

1.10. Fire Fighting Arrangements

With the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been fire warden trained may attempt to extinguish a small fire but only if safe to do so.

They WILL: Only tackle small fires ensuring they are located between the fire and the exit
Leave the building if the first extinguisher has little or no effect on the fire

They will NOT: Enter smoky atmospheres or where fire is developing or established
Commence or continue extinguishing a fire if visibility is deteriorating.
Remain in the building if they feel unwell/their breathing is affected.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety.

1.11. First Aid Arrangements

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance.

1.12. Emergency Information Pack

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy).
- A drawing of the premises indicating:
- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape).
- The location of any highly flammable material and pressurised gases e.g. oxygen, LPG and acetylene.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.