

# LLISWERRY HIGH SCHOOL



## FIRE SAFETY POLICY

<b>Owner:</b>	<b>Mr J De Clare</b>
<b>Updated:</b>	<b>June 2020</b>
<b>Next Review Date:</b>	
<b>Updated by:</b>	<b>Mr D Paris</b>
<b>Governor Approval Date:</b>	<b>September 2012</b>

## **In the event of an evacuation.**

1. All teachers and cover supervisors, when occupying a classroom, are responsible for ensuring that the classroom is clear and that this is communicated when outside.
2. On hearing the first constant bell, carry on teaching however, bear in mind a second bell could be sounded, within 1 minute.
3. If the fire brigade needs to be called once a fire has been identified, a message will be passed to Pupil Reception to resound the bells.
4. If the second bell is sounded, stop teaching, command silence and issue calm instructions to the pupils.
5. Send the pupils out of the school by the route which is marked on the **red fire notice** near the door of every room and tell them to follow the **green directional signs** in the corridors as far as possible.
6. When you have made sure the room is empty, turn off the lights, close the door and accompany the pupils to the rear of the school (on the back yard) where they must go to their muster positions. You should then report that your room has been cleared and then line up with your form, keeping pupils in a straight line and quiet so that they are able to receive any instructions issued.
7. Teaching staff and cover supervisors not allocated to a form should line up with the form they registered that day.
8. If you discover a fire, you are to evacuate immediately, setting off the nearest call point.
9. If you have a member of staff or pupil with disabilities in your class and they are unable to exit the building, **you must stay with them**, sending a pupil with a message indicating your position and the people who have remained behind. Once the stairways are clear see if the person can exit the building in the seated position and supply any assistance they require.
10. If the fire brigade are called they will attend the back of the school and will report to the Fire Marshall.

## **All Staff – as you go onto the back yard**

1. See relevant YELLOW jacket Fire Marshall and inform them of the room you have vacated. **If you have the IPADs in your room, please lock the door during a planned drill (you will be advised of planned drills) or in the event of a genuine evacuation, advise the relevant Fire Marshal that they are in your room.**
2. Once your room number has been communicated, move away and stand by your registration form and maintain quiet and order

**Heads of Year** - Stand by your year group to maintain quiet

**Heads of Key Stage** - Provide support to the Head of Year, substituting as a form tutor as required, keeping order of pupils

**Support Staff** - Stand quietly in Muster Position

## **Other responsibilities**

1. Visitor Receptionist and members of staff from main office to remain at the front gates to ensure visitors do not enter the building until the all clear has been alerted.
2. Medical receptionist to bring the visitor signing in book and the Fire Trolley from the visitor meeting room to the rear of the building.

3. Caretakers, HOKS4, HOY10 or HOY11 to bring the Fire Trolley from Key Stage 4 Office to the rear of the building.

**N.B. There are 2 Fire Trolleys**

4. Caretakers to confirm their presence with any Fire Staff Coordinator and then open the two side gates and then check the Gol Centre for any lessons taking place and to ensure they have heard the bell or advise them to move to the muster point.
5. Staff for non-classrooms (the Sports Hall for this purpose is considered a classroom) should “sweep” through the building from the position they are in on the sounding of the alarm. Staff should report to the relevant Fire Staff Coordinator based on the designated areas (see table below)

**Zone 1 A Floor – Rooms A1-9, A31 onwards**

- a. Visitor Reception, toilet and meeting rooms – ZSP, QMW or ZSN.
- b. Pupil reception, Sick Bay and attached toilets – ZJH or ZSN
- c. Main Hall – AP or DJ.
- d. Link Corridor toilets – AP or DJ.
- e. Pupil changing rooms – AC, SP, PAW, TLD or JAC.
- f. PE Office – AC, SP, PAW, TLD or JAC
- g. 'A Floor' Meeting Room – Newport County Academy.
- h. A47, A45 and SENCo – PAW, FM or YLW.
- i. Prep room between A39 and A44 – MJR, ILW or ZJE.
- j. Assistant Head Teachers Office – ZJE, LSE or ILW.
- k. 'A' Floor' boys and girls toilets –JS, SM, KK or Caretaking staff.
- l. Caretakers Store/Office – ZNJ, ZWM, ZLM, SM or KK.
- m. Key Stage 4 Office – JS, SM or KK.
- n. A floor canteen - JS, SM or KK.

**Zone 2 A Floor – Rooms A10 – 30**

- a. Canteen/kitchen area – Canteen Staff.
- b. 6th Form Common Room – SL or GR.
- c. 6<sup>th</sup> Form Office - SL or GR.
- d. Offices off A28 – AB, PA or ZAN
- e. Office between A25 and A26 – AB, PA or ZAN
- f. Saw Room – AB, PA or ZAN.
- g. Storeroom outside A24 – AB, PA or ZAN.
- h. Male and Female Staff toilets (Tech block) - AB, PA or ZAN.
- i. Archive room - AB, PA or ZAN.

**Zone 3 - B Floor Rooms**

- a. B Floor canteen – AC, JAC, ZJD or ZJG.
- b. Finance Office - AC, JAC, ZJD or ZJG.
- c. 'B' Floor Boys and Girls toilets – AC, JAC, ZJD or ZJG.
- d. Key Stage 3 Office - AC, JAC, ZJD or ZJG.
- e. Head Teachers Office/Secretary Office – ND, AIH, JEB or ST.
- f. Deputy and Assistant Head Offices – ND, AIH, JEB or ST.
- g. Staff Room – ND, AIH, JEB or ST.
- h. JFI Office and store cupboard outside – JFI.
- i. Male and Female Staff toilets – JFI.
- j. Learning Zone – JFI or AH.

**Zone 3 - C Floor Rooms**

- a. C floor meeting room – SM, ZCM or ZIR.
  - b. Archive Room 1 – SM, ZCM or ZIR.
  - c. Network Manager Office - SM, ZCM or ZIR.
6. Staff should not return to a room or area to check it is clear once they have left the building.
  7. Staff leave the building by following the directional signage (**do not go to your assigned area if you are not there when the alarm sounds**).

**The Fire Staff Coordinators will then report directly to the Fire Warden to report which rooms HAVE NOT been checked.**

**High Visibility jackets will be worn by:**

- Fire Warden (ZJD) - ORANGE.
- Fire Staff Coordinators – ZDB, ZAR, ZPB, ZJG – YELLOW. (substitutions of these staff may be made when necessary)

ND will deputise for any staff due to absence.

<b>Member of Staff</b>	<b>Reports to</b>
A Floor – Rooms A1-9, A31 onwards (inc all Offices, Meeting Rooms, Sports Hall, Common Room etc.)	YELLOW Fire Staff - ZDB
A Floor – Rooms A10 – 30 (inc all Offices etc.)	YELLOW Fire Staff – ZAR
B Floor Rooms (incl all Offices etc.)	YELLOW Fire Staff - ZPB
C Floor Rooms (incl all Offices etc.)	YELLOW Fire Staff – ZJD
Visitors/Contractors/Cleaners/Canteen Staff	YELLOW Fire Staff – QMW or SSP