



Estates Department

# Fire Procedures

**Author: Robert Hardman - Estates Manager**  
**Last Reviewed: May 2018**  
**Next Review Date: May 2019**  
**Reviewed by: The Laurus Trust**

# The Laurus Trust

## School Fire Procedures

### Contents

#### **Subject Area**

Contents	2
Introduction	3
Fire Precautions	3
Fire Routine	3
Sweep Areas	4
Means of Escape	4
Fire Fighting Equipment	5
Fire Alarm Systems	5
Fire Doors	6
Emergency Lighting	6
Storage	7
Radioactive Sources	7
Fire Actions Notice	8
Emergency Examination Procedure	9
Fire Drills	10
Building Evacuation Report	11
Contact List	12

## **Introduction**

It is the responsibility of each School Leadership Team to:

- Have in place a plan for responding to a fire in their school / academy
- Keep it up-to-date
- Ensure that the relevant people are aware of its existence, contents and implications for themselves.

This Guide gives some background information that will be useful when considering a school's emergency fire plan. It outlines the information that should be included in the plan, and gives information on further help and support available.

Although it is unlikely that a major fire will occur in our school, we need to consider the procedures and practices that will be used should such an incident take place. Thus we may ensure that, as far as possible, the emergency will be dealt with efficiently and speedily, thus limiting dangerous and distressing circumstances.

## **Fire Precautions**

By following the fire precautions listed below this academy can demonstrate compliance with the Regulations.

## **Fire Routine**

- If a fire is discovered raise the alarm via the nearest fire alarm call point.
- On hearing the fire alarm all pupils and staff should leave the buildings as per Fire Action Notice displayed in all rooms.
- Students who have mobility problems and or use a wheelchair and are timetabled in an upstairs classroom should make their way with their designated support to the protected refuge area and await confirmation to evacuate from one of the Estates staff, who will advise accordingly and assist if required with the use of the Evac Chair.
- Nominated sweepers will check the main school building is empty.
- Nominated sweepers will check any annex buildings are empty.

The main purpose is to ensure, as long as it is safe to do so, that all rooms have been evacuated and no one is still left in any of the buildings.

Upon hearing the alarm at any time, the sweepers will check each room as quickly as possible, all doors should already be unlocked.

## **Sweep areas**

Individual schools will identify and disseminate locations for sweeping.

Sweepers will then report their area is clear to the appropriate Fire Marshall :-

They then join their respective teams.

- When all pupils and staff are safely evacuated and accounted for they should remain at the assembly point until the Fire Service allows re-entry of the building.

## **Means of Escape**

(These checks will be completed formally by the Estates Director or nominated person)

### **Weekly inspection by Estates Director or nominated person:**

- All doors that form part of the means of escape can be easily opened.
- All means of escape routes, including stairs, corridors etc. are free from obstruction and combustible materials. Certain areas of escape routes will have combustible material within them. The risk assessment should allow for the addition of smoke detection linked into the fire alarm system to compensate for this. However, single staircases that have no alternative exit routes and corridors forming dead end conditions have to be devoid of all combustible material. Electrical appliances or other ignition sources (with the exception of standard light fittings) are not to be placed in these areas.
- All self-closing devices fitted to fire doors are in place and operate properly and all doors fitted with magnetic hold back devices close properly when the fire alarm is operated.
- All doors, walls, floors and glazing which are required to be fire resisting should be inspected to ensure there are no holes or damage to them.

All staff are expected to be vigilant in ensuring means of escape are kept free from obstruction. If it is found that they are even partially blocked – for example – by furniture or rubbish, immediate action must be taken to clear the obstruction. Inspection should also include a visual check that all fire safety signs, e.g., directions to escape route, are in place and clearly visible. Immediate action should be taken to replace or expose to view any sign, which is not visible.

## **Fire Fighting Equipment**

(These checks will be completed formally by the Estates Director or nominated person)

### **Monthly Inspection by Estates Director or nominated person**

A monthly inspection should be carried out to ensure extinguishers are in place, are unobstructed and have not been discharged. They should also be examined for physical damage. Where extinguishers are being tampered with more frequent inspections should take place e.g. along with the weekly means of escape inspections.

### **Annual inspection and testing.**

A competent person in accordance with the current British Standard and the manufacturer's instructions should carry out the annual inspection.

The result of these tests should be recorded both on the fire extinguisher label by the inspecting engineer and the log book kept by the Estates Director or nominated person on each school premises.

Staff are informed that fire-fighting equipment should be used only when they are confident in their ability to douse a small blaze. In most cases they should leave the area immediately by the nearest escape route.

Staff should make themselves aware of their nearest location of fire extinguishers

Fire fighting equipment including extinguishers, blankets, hoses & reels should be checked for: -

- Correct location
- Free of vandalism
- Free from obstruction

## **Fire Alarm Systems**

(These checks will be completed formally by the Estates Director or nominated person)

### **Fire alarm panel: Daily inspection by Estates Director or nominated person**

Daily inspection of this panel to ensure the panel indicates normal operation. THIS NEED NOT BE LOGGED UNLESS A FAULT IS FOUND.

### **Weekly inspection by Estates Director or nominated person:**

The system should be tested consecutively at the same time each week using a different Break Glass Call Point. on Wednesday afternoons after 16:00. The call points are numbered for identification purposes. The call point used should be logged.

This ensures that in addition to checking the system, as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time is treated as an evacuation. Any visitors or contractors are informed of tests.

Call points and automatic detectors should be visually inspected to ensure they are not damaged or obstructed. Any faults should be logged along with the action taken.

### **Quarterly and Annual Inspection and Tests.**

The Estates Director will ensure that every 3 months and annually a competent person carries out a check and a test sequence. The competent person should enter this in the logbook.

## **Fire Doors**

(These checks will be completed formally by the Estates Director or nominated person)

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire. Fire doors must not be wedged open or propped open with fire extinguishers, litter bins or classroom furniture.

Weekly tests are carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices.

### **Automatic (Magnetic) Releases.**

Automatic door releases fitted to fire doors can be extremely useful where through traffic is high or where heavy fire doors present problems with young persons or persons with disabilities. Where these are fitted to fire doors they should be checked weekly in conjunction with the fire alarm test to ensure their correct operation

Faults found in any mechanism are reported for immediate attention.

## **Emergency Lighting**

(These checks will be completed formally by the Estates Director or nominated person)

### **Weekly inspection by Estates Director or nominated person:**

Where a 'maintained' system (the emergency lights are illuminated all the time) is in place in all or part of the premises. The Estates Director or nominated person will check to ensure all lamps are lit.

All systems should be checked at the indicating panel or main control to ensure normal operation is indicated.

Where systems are 'non-maintained' (only illuminate in the event of a lighting power failure) they should be activated weekly to check lamps.

### **Annual tests.**

The Estates Director will ensure that annually a competent person carries out a check and a test sequence. The competent person should enter this in the logbook.

## Storage of materials

Care should be exercised when storing combustible materials; e.g. paper, cardboard and wood. Combustible materials must not be stored under stairs, electrical intake cupboards, and boiler rooms. Flammable products must be stored in a locked and identifiable metal cabinet.

All staff have a responsibility for the safe storage of materials used in school. Flammable products are stored in the locked metal cabinets in the workshop. All combustible materials are carefully controlled and excess disposed of.

## Radioactive Sources

The Ionising Radiations Regulations 1999 (IRR99) deal specifically with the control of radioactive substances. Regulation 27, 28 and 29 require employers to:

- keep radioactive sources in a suitable receptacle in a suitable store;
- account for and keep records of the quantity and location of radioactive sources;
- carry out leak tests on sealed sources at appropriate intervals and keep records of these tests.

All staff involved with radioactive materials should be familiar with the relevant guidance - CLEAPSS guide L93 '*Managing Ionising Radiations and Radioactive Substances*'

Recorded sources are:

All sources are to be kept in an approved sealed metal container and must be detailed on the drawings in the School Critical Incident Management Team Plan for emergency response service information.

## Fire Precautions Checklist

(These checks will be completed formally by the Estates Director or nominated person)

<b>Daily</b>	Check exit doors & emergency routes are free from obstruction
<b>Weekly</b>	a) Test fire alarm via different call alarm point b) Ensure automatic doors release correctly, and fire door mechanisms are functioning
<b>Monthly</b>	a) Check smoke/fire detectors are free from damage/dirt b) Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed c) Check fire signs are in place d) Check emergency lighting.
<b>Termly</b>	Fire drill/evacuation

<b>Six-Monthly</b>	Check batteries for smoke alarms and torches Check battery systems for emergency lighting Carried out by external contractor. (The Estates Director will arrange for the formal checks by external contractor. )
<b>Annually</b>	Check: hose reels, fire extinguishers, fire blankets Carried out by external contractor. (The Estates Director will arrange for the formal checks by external contractor. )

## Fire Action Notices

These are placed in every classroom, service area, reception, etc, details provided on these are:

1. Instructions on raising the alarm and calling the fire service.
2. What to do on hearing the alarm.
3. Details of assembly points.
4. Reporting procedures.

### Critical Incident Intruder Alarm

In the highly unlikely event that we have an intruder on the school premises who we consider to be a risk to staff and students.

In this instance we would want our students and staff to stay in work areas rather than be out on the corridors.

To indicate such a scenario each school within the trust will use the lockdown warning system (if applicable) or the school bell will ring for a period of 20 seconds and follow the procedure below. When you hear this bell you should keep students in your teaching area and position yourself near the door and, if appropriate, lock the door. If you are not teaching you should collect any students who are on the corridor in your immediate vicinity and stay with them or deliver them to the nearest classroom/office.

If you can quickly and easily lock the door, then please do so.

When the situation has been resolved, the school bell or other warning device will ring for 10 seconds to indicate the all clear.

Full details, regarding the incident, will be emailed and/or given to staff as soon as possible.

To leave your classrooms immediately, to evacuate the school, usual fire alarm signal will apply.



## Emergency Examination Procedures

The invigilator/s **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register.
- Stay in the examination room, one invigilator should position themselves, if safe to do so, near a door or preferably on the corridor to monitor the situation and await confirmation to evacuate. If it is obvious that evacuation is necessary prior to confirmation, then the room/s should be cleared in line with the instructions given by the appropriate examination authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence and remain in silence throughout the evacuation.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

## Fire drills

Fire drills should be held at least once a term especially after a new entry of pupils and should be logged.

These drills should challenge staff by not only being held at times when all staff are available and pupils are in class groups.

Drills should be held at times such as lunch breaks or just before school commences in the morning.

Drills should also be held that simulates the loss of at least one exit. Perhaps the main entrance?

The object of all drills is to allow problems to be identified under controlled situations.

It will be sufficient for practical reasons to maintain records of names taking part separately from the logbook. However these records must be available on demand to the enforcing authority, The Fire Service.

A schedule of fire drills is established, of one drill per term. The Head teacher and Estates Director organise fire drills and keep a record of the drill as shown below:

Date of Drill	
Approximate No. of Participants	
Optimum Evacuation Time	Actual Evacuation Time
All present to roll call?	
Person Responsible for Drill	
Type and Extent of Drill	
General Assessment of Drill	
Action Taken	

# BUILDING EVACUATION REPORT

## 1. BUILDING DETAILS

Building Name: ..... Date:.....

Address / Location  
.....

## 2. CAUSE OF EVACUATION

Reason for Evacuation: (*please circle*)

**False Alarm / Announced Drill / Unannounced Drill / Emergency**

If an emergency please state what type: (*Please circle*) Fire / Bomb threat / Smoke / Other  
(*please state below*)

## 3. EVACUATION DETAILS

Approximate time taken to complete evacuation? .....minutes

Fire Brigade called ? YES / NO

If 'YES' approximate time to

arrive.....minutes

## 4. EVACUATION AS A RESULT OF FIRE

*\*If the emergency was a Fire please state:*

(i) the location of the fire .....

.....

(ii) the apparent cause of the fire:

## 5. EVACUATION CAUSING INJURIES

Was anyone was injured as a result of the emergency or evacuation? If so, please state number and type of injuries resulting from evacuation cause or the evacuation itself. Please give these details below

.....

## 6. DIFFICULTIES ENCOUNTERED DURING EVACUATION

Were there any problems with the evacuation ? YES / NO

[*e.g. doors not closing properly; escape routes obstructed; fire alarm points not working; alarm bells inaudible; tripping hazards inside or outside fire doors; planned procedures failed*]

If 'YES', give brief details and indicate action to be taken

Signed .....

Post

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

---

### Emergency Services

Police		999 / 0161 872 5050
Fire Station		999 / 0161 736 5866
Ambulance		999 / 0161 438 4162
Stepping Hill Hospital		0161 483 1010
Stepping Hill Hospital Casualty		0161 456 3679

### Suppliers

Gas	British Gas	0800 111 999
Electricity	Electricity Northwest	0800 195 4141
Water	United Utilities plc	0845 746 2200
Flood Line	Environment Agency	0845 988 1188
Intruder Alarm	1 <sup>st</sup> Alarm Security	01663 734 030
MET Office Emergency		Via 999 or during daytime: 01392 226095

### Press / Media

Hits (Key 103) Radio	Local Radio – Manchester	Studio Phone Number 0161 288 0103 0161 288 5000 - Reception
Smooth 104 FM	Local Radio	0845 345 1004
Century FM Radio	Local Radio – Manchester	General Enquiries 0161 400 0105
Manchester Evening News	Local press (Manchester)	Tel: 0161 832 7200