



St Louis Catholic Academy

'Loving to Learn – Learning to Love'

Fire & Emergency Evacuation Policy



2018-2019

Approved by: Chair of Governors

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Next review due by: February 2019

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Purpose: To define the procedures relating to the evacuation of the school in the event of a fire or other emergency.

October 2017

1. General

These fire and emergency evacuation procedures are to cover all uses and users of St Louis Catholic Academy at all times of the day / year. The procedures contain information necessary to :

1. To keep the learners, staff and visitors safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners, staff and visitors to agreed places of safety
3. To ensure that the building is checked and all are accounted for
4. To summon help quickly.
5. To contain the danger and preserve the building

These procedures should be reviewed regularly to ensure that they stay up to date and that any other factor that may affect a safe evacuation is taken into consideration.

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day and will include a variety of scenarios chosen to test various aspects of the Evacuation Procedure.

Evacuation procedures are displayed in all rooms by means of a poster. All personnel using the rooms must ensure that they are familiar with the evacuation procedures.

The Caretaker is responsible for checking the alarm system from a different call point each week and recording the result in the Every system; the Caretaker is also responsible for checking emergency lighting, fire escape routes and visually check fire fighting equipment.

The Fire alarm points, fire extinguishers and fire blankets are shown on the attached plan of the school.

2. Occupants

This is a description of the occupants that may be present at St Louis Catholic Academy. This list covers term time and school breaks as well as weekends and out of hours.

- Kitchen staff
- Teaching staff
- Support staff
- Pupils
- Site team

- Visitors
- Club members

3. What should people do if there is a fire?

- Raise the alarm by operating the nearest break glass call point. The alarm should be activated no matter how small the fire is
- If the alarm is sounding the designated fire marshall will check the panel in the entrance lobby to verify where the alarm has been activated and check if there is a real fire or unannounced fire drill
- In the event of a real fire the fire marshall will tell the admin team to call the Fire & Rescue Services by phoning 999 and stating the location of the fire. In the unlikely event of the phone not working an attempt should be made with a mobile phone; during out of hours the responsibility will fall onto the caretaker of person in charge
- No one should attempt to fight the fire unless they have been trained and the fire is smaller than a paper bin

4. Muster Point

Children, staff and visitors are to evacuate the building and form class groups on the astro turf to the rear of the playground, furthest from the school buildings.

See Map of St Louis Catholic Academy – Fire Exits & Muster Point.

5. Evacuating the Site

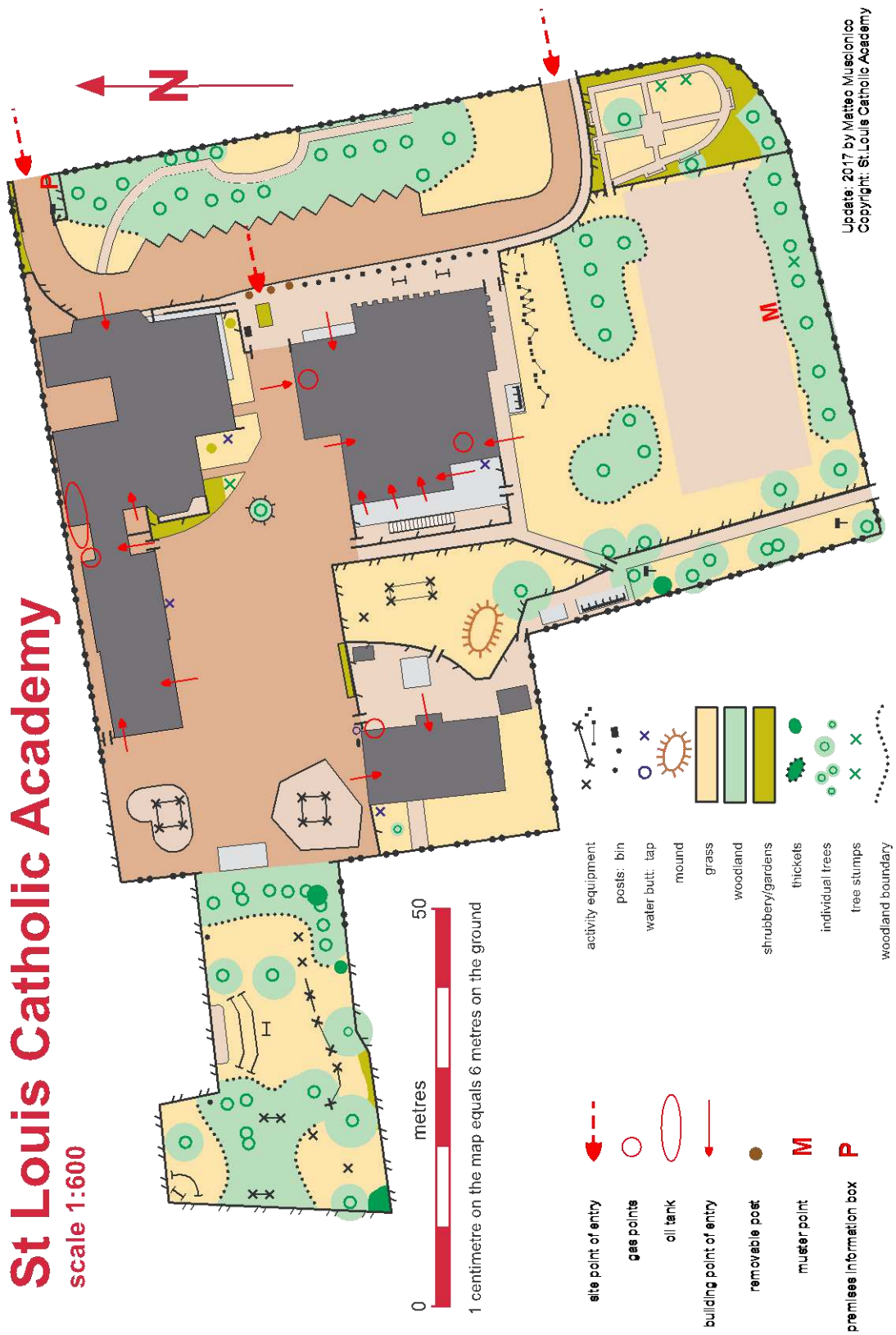
If necessary after registering at the Muster Point the children, staff and visitors will be evacuated from the site via Rayes Lane to The Parish Centre, located at Catholic Church of Our Lady Immaculate and Saint Etheldreda.

Every room has a fire escape plan poster; please follow the instruction and the escape routes highlighted.

REMEMBER: Time Saves Lives

In an emergency, please ensure you and any children or adults in your care leave the building by the nearest exit calmly and quickly without collecting any personal belongings.

6. Site Map – Fire Exits & Muster Point



Old Building Plan



St. Louis Catholic Academy
 Forcham Road, Newmarket
 Suffolk

- Notes:**
- Fire Emergency Call Point
 - Fire Fighting Equipment
 - Smoke Detector
 - Ball Bezier
 - Fire Alarm Panel
 - Gas/Oil Boiler
 - Fire Door

PROJECT
 St. Louis Plans

DRAWN BY
 MM

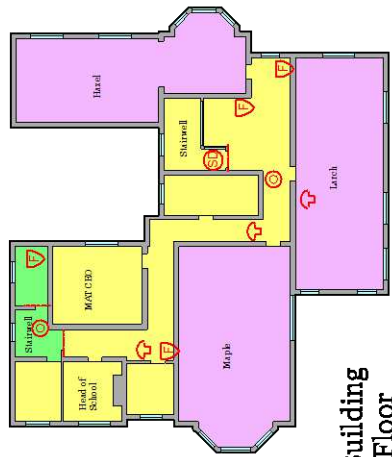
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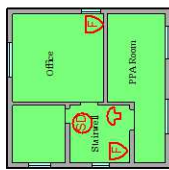
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DESCRIPTION
 St. Louis Catholic Academy
 Floor Plans

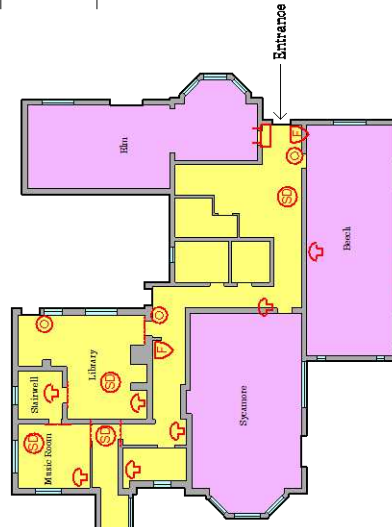
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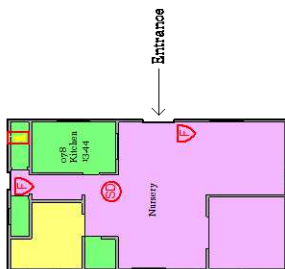
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 Old Building
 First Floor**



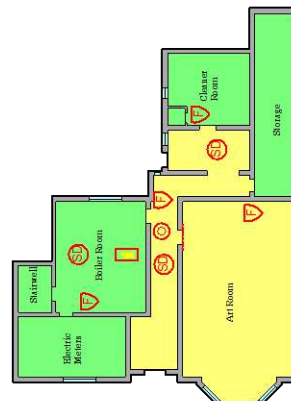
**B01
 Old Building
 Second Floor**



**B01
 Old Building
 Ground Floor**



**B03
 Nursery**



**B01
 Old Building
 Basement**



St. Louis Catholic Academy
 Fordham Road, Newmarket
 Suffolk

New Building Plan

- Notes**
- Fire Emergency call point
 - Fire Fighting equipment
 - Smoke Detector
 - Exit Sign
 - Fire Alarm Panel
 - Fire Alarm Control
 - Fire Door

PROJECT
 St. Louis Plans

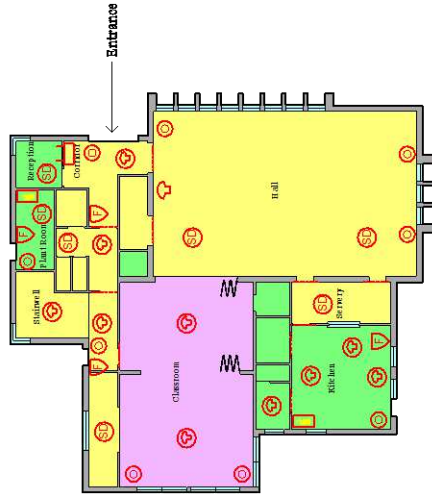
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PREPARED BY
 St. Louis Catholic Academy
 Floor Plans



**B02
 New Building
 Ground Floor**



**B02
 New Building
 First Floor**

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7. Route Details

Individual school routes to be listed here.

8. Evacuation procedure

On hearing the fire alarm:

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**
3. **LEAVE** room as directed by staff (closing windows and doors where possible) or follow the various signage around the site
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK** to the back of the hall on the astro turf by a safe route.
6. **ASSEMBLE** in form groups to await further instruction.

On hearing the fire alarm members of staff should:

1. Fire marshall in charge to check the fire panel, then check the suspected area; report at the muster point.
2. Organise the orderly exit from the building via the nearest available point of exit.
3. Where possible close doors and windows to reduce the risk of fire spreading.
4. Quickly check toilets, adjacent classrooms etc en route to the nearest exit.
5. Escort their teaching group to the assembly area on the astro turf at the back of the hall, furthest from the school buildings.
6. Collect their tutor group's register from the administrative staff.
7. Call the register and raise the hand if everyone is present, if not report to the nearest fire marshall when present.
8. Continue to supervise their tutor groups until the "All Clear" is given and then dismiss students under the instructions of the Head of School or senior person in charge.
9. All fire marshalls to report to the HoS or senior person in charge that will then give the all clear.

9. Evacuation of those particularly at risk

The site is accessible for all the pupils at present.

A Personal Emergency Evacuation Plan (PEEP) would be written for any disabled person where special precautions have to be taken to ensure that their means of escape have been considered and is appropriate to their needs. If necessary a one to one arrangement would be implemented.

Please refer to the "Personal Emergency Evacuation Policy" for details.

10. Roll Call Procedure

The following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration
- The office staff will ensure that the class registers, late book, off site register, staff sign in/out, contractors and visitors registers are taken out to the assembly point as soon as practical. In the event that the registers are not available when classes are assembling, "PROCEDURE TO BE DISCUSSED HERE"
- Registers are then called and if a child or person is missing, the fact should be reported to the fire Marshalls immediately so that this information can be relayed to the emergency services
- No person must re-enter the building until told to do so by the senior Fire Officer. For fire drills this responsibility falls to the Head of School or senior person in charge

11. Fire Drills

The school will hold a fire drill every term; the first fire drill will always be an announced drill to let new employees and children get accustomed with the site and procedures; any subsequent drill will be unannounced with varying degrees of challenges.

Fire drills are needed to improve the school fire safety procedures.

The results of each drill are circulated by e-mail to every member of staff.

Any member of staff that wish to contribute their input can do so by replying to the aforementioned e-mails.

Fire drills are discussed during the "Premises Health & Safety" committee meetings; any eventual input received from members of staff will be also discussed there and the result of the meeting minuted.

12. Dealing with the Fire Services

The designated member of the admin team will call the fire services (via a mobile phone) if instructed to do so by the fire marshall in charge which will also specify any useful information.

Upon arriving, the fire marshall in charge will deal with the fire services communicating any useful information as needed; the fire services will take charge of the site as soon as they arrive.

Everyone should wait for further instruction by the fire services; until then everyone should wait by the designated area.

13. Advice on tackling a fire:

- Only attack a fire if you have been trained in doing so and feel confident
- Only attack a fire if it is smaller than a paper bin
- Under no circumstances you should return back to the building to attempt to use a fire extinguisher
- Anything else useful?

14. Key Points to remember:

- Exits and Fire doors must be kept clear and unlocked at all times.
- Remove anyone from immediate danger.
- Only tackle the fire with a fire extinguisher if you feel able to.
- The admin team to dial 999 to inform the Fire Service.
- On hearing the alarm everyone must evacuate the building by the nearest exit, under the class teacher instruction, without stopping to collect personal effects.
- The Receptionist will take all registers and books.
- The class teacher must take the class register and check that all children are accounted for once at the muster point
- All staff should be aware of alternate routes from the building in case the usual exit route is blocked.
- Children working with another adult, away from the classroom, will proceed with that adult to the muster point.
- Once at the muster point, the fire marshall in charge or Headteacher or School Business Manager will confirm that all adults and children are accounted for, including those adults and children not in the main school building.
- No one will re-enter the building until told to by the Fire Service Officer in charge or the Head of School or senior person in charge.
- The Fire Service will take charge of the situation once they arrive.

- The Parish Centre, located at Catholic Church of Our Lady Immaculate and Saint Etheldreda, is the venue for evacuation if the school or part of it is uninhabitable.
- The PHS Committee will hold fire drills at least once per term.
- All Staff will have an annual Fire Refresher Training session.
- This procedure should be given to all staff members including supply staff as part of their induction.
- All staff must be aware of the fire alarm boxes, extinguishers and exits around the building (see attached map).

15. Fire Safety Information

- Electrical fire safety
 - Sockets should not be overloaded
 - Flammable materials should not be kept in electrical switch rooms and boiler houses
 - Materials stored in switch rooms should not obstruct access to the switchgear
- Displays
 - Should be kept away from curtains, doors and heat sources
 - Should not obstruct escape routes
 - Should not obscure fire notices, call points, emergency exits signs, fire fighting equipment
- Flammable Liquids and Chemicals
 - Amount should be kept to a minimum
 - Chemicals must be stored in locked areas
 - Highly flammable liquids must be stored according to regulations and manufacturer instructions
- Electrical Equipment
 - Staff should not bring in their own equipment unless it has undergone portable appliance testing
- Waste Handling
 - Waste must not be allowed to accumulate
 - Waste should not be stored overnight in the school

- External waste storage should be away from any building (10 metres is the recommended minimum)
- Skips should be placed 10 metres away from the school when possible
- Community Use
 - Where possible, only those parts of the school to be used should be unlocked
 - Users must be aware of the means of escape and of the fire evacuation policy
 - Any electrical equipment brought in should comply with safety requirements
- Public Performances and Discos
 - Competent attendants are required to look after everyone and should be identifiable
 - Torches should be carried if parts of the public area are in darkness
 - Exits and gangways should be kept clear
- Building Contractors
 - Risk assessments should be carried out with contractors
 - Arrangements are made to monitor escape routes and to prevent obstruction
 - Where obstruction is unavoidable then alternative arrangements are made
 - All workmen should report to the school office
- Training
 - Regular fire awareness training will take place once a year
 - Training on the use of fire fighting equipment will take place every few years
 - Fire marshalls will be regularly trained