



## FIRE EVACUATION AND BELL TEST POLICY

At Rida Girls' High School our overall aim is to minimise the risks to pupils and staff in the event of a fire. Safety and preservation of life will be our first priority and will override all other considerations.

We ensure that precautions are taken to avoid and reduce effects of a fire outbreak, procedures are in place for evacuating children safely and that the fire alarm system is in operation.

### Responsibility

Person	Responsibility	Exit Route
SMT/ Supervisor	<ul style="list-style-type: none"><li>• Overall responsibility for fire safety matters at school.</li><li>• Implementation of fire safety matters.</li><li>• Make sure that all the children evacuate the premises safely.</li><li>• Ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.</li><li>• Ensure all new staff are inducted and fire evacuation procedures are explained. procedures</li><li>• Ensure that a fire evacuation drill is undertaken each half term; that fire action notices are kept up to date.</li></ul>	Main exit, if safe
Class Teacher/TA/ Lunch	<ul style="list-style-type: none"><li>• Ensure that they are fully aware of all fire procedures.</li><li>• Ensure the safe evacuation of all pupils for whom they are responsible</li><li>• Ensure that no-one is left in the class room, toilets or corridor and conduct a roll call outside at the Assembly point.</li><li>• Ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.</li><li>• Ensure that pupils for whom they are responsible are informed of the correct fire procedures.</li></ul>	Nearest Exit, if safe
Admin	<ul style="list-style-type: none"><li>• Call the emergency services if a genuine fire</li><li>• Ensure the office and staff room is evacuated</li><li>• Collect the visitor's book, and all the registers of the school; and go directly to the assembly point.</li><li>• Distribute registers at assembly point staff and assist in the checking of the registers and staff registers.</li></ul>	Main exit, if safe

### Procedure

- Each morning and afternoon the attendance register shall be taken
- Each morning staff will sign-in when they arrive and any staff leaving the premises shall sign-out
- Any child leaving the premises shall be marked off the register
- All visitors shall sign the visitors book on entry and sign-out when leaving

## Fire Evacuation

### Fire Drill

- Fire drill shall be carried out at least once every term
- When the bell rings (which will be a continuous ringing sound), the children shall be quickly lined up in a single file and evacuated through the nearest exit
- Whilst staff are leaving the hall through the fire exit they are expected to check the toilets as they pass.
- The children shall be assembled in class lines at the far end of the playground at assembly point
- Staff shall conduct a roll call by taking a register to see if all children, staff and visitors are present
- If all children, staff and visitors are present, re-enter the building if it is safe to do so.
- SMT to record date, time, duration of drill and sign off

### Actual Fire/Emergency

- When the fire bell rings quickly line up the children and leave premises from the nearest fire exit.
- SMT/Admin (or any member of staff in their absence) call the fire brigade from the School if safe to do so or else use the nearest external telephone.
- Close all windows, doors and switch off electrical items, if safe to do so.
- Under no circumstances, should children or staff collect belongings.
- Assemble the children far end of the playground.
- Admin will take student register, staff sign in sheet and visitors book outside. A head count will be done and register will be taken by the class teacher/lunch assistant.
- SMT will conduct a roll call to see if all staff and visitors are present.
- **Do not attempt to re-enter the building.**
- If someone is missing, the building should not be re-entered but information should be given to the fire brigade for them to make a search.

### Fire bell test

- Fire bell test shall be carried out once a week on every Tuesday at 9:00 am
- Sound the alarm for approximately 5 seconds
- Each week a different call point shall be activated.
- Findings are recorded at the end of the test.
- If the bell malfunctions or a fault light appears on the panel, it will be reported immediately for repairs.