



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">• Overall responsibility for fire safety matters at school.• Implementation of fire safety matters.• Make sure that all the children evacuate the premises safely.• Ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.• Ensure all new staff are inducted and fire evacuation procedures are explained. procedures• Ensure that a fire evacuation drill is undertaken each half term; that fire action notices are kept up to date.	Main exit, if safe
Class Teacher/TA/ Lunch	<ul style="list-style-type: none">• Ensure that they are fully aware of all fire procedures.• Ensure the safe evacuation of all pupils for whom they are responsible• Ensure that no-one is left in the class room, toilets or corridor and conduct a roll call outside at the Assembly point.• Ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.• Ensure that pupils for whom they are responsible are informed of the correct fire procedures.	Nearest Exit, if safe
Admin	<ul style="list-style-type: none">• Call the emergency services if a genuine fire• Ensure the office and staff room is evacuated• Collect the visitor's book, and all the registers of the school; and go directly to the assembly point.• Distribute registers at assembly point staff and assist in the checking of the registers and staff registers.	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 South Street playground at the assembly points.
- 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 10.30am
- 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.