

FIRE STRATEGY POLICY

	Name	Signature	Date
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Checked and Reviewed by:			
Approved by:	Name: Chair of Governing Body		
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Introduction

This plan documents the arrangements required to respond to a fire at Copenhagen Primary School.

The fire strategy is to evacuate all staff, pupils and visitors in the event of fire. The Fire Warden/Premises Staff will monitor in the event person(s) are trapped and report to the Fire Brigade.

The Fire Plan will be reviewed on an ongoing basis by the school, and will be updated to reflect changes to the school's operation, occupied areas and construction phasing as required. Any necessary changes to fire assembly, evacuation routes or similar will be undertaken by the school as required.

This Fire Plan will be regularly reviewed by the nominated LFB Fire Officer, and any instructions, recommendations and comments will be inserted and actioned upon by the school.

Responsibilities

Fire Team

Fire Team Leader: Head Teacher Miss Harsha Patel

Deputy Fire Team: AHT Rathona Sangaralingam, School Business Manager Vicki Osbourne

Premise Assistant: Conor Clack

Fire Warden(s): Silas Kidner (2nd Floor), Ekram Akalay (1st Floor), Sabiha Haque (Ground Floor)

Receptionists: Miss Britta Eke, Ms Kelly Owens

Training

Training shall be ongoing and will be provided as required to all staff.

Monitoring of fire safety

Regular checks of the building will be undertaken during the day to ensure that fire safety is being maintained during building works. Extra time should be spent checking the premises at the end of the day and especially before the week end period to ensure fire safety is being maintained to a good standard.

Fire Detection and Protection Systems

The premises are protected with a smoke detection system as part of the premises design strategy to provide suitable smoke detection in accordance with building regulations and fire guidance.

There are no automatic sprinklers fitted within the school.

The fire alarm system is programmed with a 5 minute delay to minimise the occurrence of false alarms and to allow for a manual inspection of the activated area by the fire warden who will cancel the alarm if nothing is found.

If two or more smoke detectors activate in one fire zone, or if an alarm is activated manually:

- The fire alarm system will sound automatically with no 5 minute delay, and the building will be evacuated.

In the event of only one smoke detector being activated:

- Fire panel alerts Admin staff who will contact the Fire Team via phone to investigate fire alert signal.
- Premises Assistant will check fire panel to direct investigation
- If, upon investigation, an actual fire is identified, the Premises Assistant or Fire Team will escalate the fire alert signal to a full fire alarm and the school will be evacuated.

In the event of a full fire alarm

Fire Team Leader and Deputies will take charge of the emergency and ensure the following are carried out:

- The fire brigade has been called.
- Communications between the school and staff are maintained.
- The police are informed that the school is evacuating.
- The evacuation plan is activated.
- All users have been informed across the site.
- The location of the fire is known by other site users and fire teams.
- The fire brigade are briefed when they arrive.
- A roll call is made at the assembly point together with information on evacuation of able bodied and disabled users.
- Reports received from the team on the location, extent and nature of the fire if possible.
- A decision is made on whether a site evacuation is required, on advice from the Senior Fire Officer in attendance (and/or the police)

Only the Fire Team Leader (or acting) can give permission for reoccupation of the premises when safe to do so.

Teaching Staff will:

- Evacuate all students and staff/visitors to the assembly point quickly and calmly
- Line up their year groups in the designated areas and ensure the class is complete
- Notify the Head of Year of any missing students
- Wait until the all clear is given or follow further instructions issued by the Headteacher in consultation with the Senior Fire Officer

Fire Wardens will:

- Check all areas evacuated, each fire warden responsible for areas/floors of each building.
- Assist and direct staff, pupils and Visitors to the assembly points

Receptionists will:

- Notify Fire Team of fire alarm.
- Close down the reception area.
- Check the visitor's book that all visitors have evacuated and notify the Head teacher.
- Evacuate to the assembly point
- Open necessary gates to exit the site

The **Premises Assistant** will:

- Check fire panel to direct investigation
- In the event of an actual fire the Fire Team to escalate to full fire alarm and school evacuation.
- Evacuate to assembly point and keep in communication with the Headteacher and Deputy Head Teacher by phone.

Disabled Persons

- Any disabled persons visiting the school will be accompanied at all times by a member of staff
- Should the school receive disabled pupil(s)/staff an operational strategy will be in place to ensure the safety and evacuation of these pupil(s)/staff.

Reception Class

Fire Doors can be hooked on the outside. If the Fire Alarm sounds Reception class staff should (if they are outside) unhook the doors so that the doors are closed behind them.

Copenhagen Extra (After School Clubs) will use the evacuation routes and assembly area as set out in this Strategy

School Evacuation

- The population of the school will evacuate to one Assembly Point as set out in the fire evacuation plan.
- Pupils will assemble in their year group(s).
- The Premises Assistant will advise the Deputy Head in charge of the assembly point that evacuation is complete.
- The Headteacher will liaise with the Senior Fire Officer.