



**St George's**  
School Edgbaston

**FIRE AND EVACUATION**  
**PROCEDURES POLICY**  
**LOWER SCHOOL**

Revised: February 2017



## **These procedures apply to Lower School**

St. George's School is a responsible employer that takes its Fire Safety duties seriously. There are clear procedures for Evacuation of the premises. The School has identified key staff to fulfil the responsibilities of these procedures.

### **Incident Managers**

The School has several Incident Managers to carry out the following duties:

- Lead and co-ordinate any evacuation from the premises once the alarm has sounded
- Contact the emergency services
- Manage decision on whether or not a safe return into premises is possible
- To record and review procedures after evacuation

There are 3 Incident Managers in the Lower School

### **Maintenance Staff**

Carry out weekly testing of the Fire Alarms and maintenance of the building to ensure all preventative and protective measures are in place.

### **Evacuation Procedure**

If the alarm is activated staff should follow the procedure below:

#### **Evacuation**

- Staff instruct pupils to leave class room quietly and sensibly by nearest fire exit – as near to silence as possible
- Leave the classroom by the easiest route and meet at the front of the school on the carpark
- No books/bags/coats should be taken
- All doors and windows should be shut behind staff on exit of room
- All non-teaching staff to make way to assembly point and aid pupils where needed
- Staff should ensure the safe evacuation of any students, colleagues or visitors with disability

#### **Assembly Point**

- Pupils line up in their year group

- Class teachers and teaching assistants stand with the pupils and will be issued with a register to complete
- Other teachers and non-teaching staff to assemble in areas discussed (please see Evacuation diagram)

### **Checking Attendance**

- Registers will be issued by School secretaries. Teachers then complete registers and return to confirm all pupils are accounted for.
- Teachers to inform Incident Manager if any PUPILS or staff are NOT ACCOUNTED FOR

### **Staff Registers**

- Admin and teaching staff are to be register by Ms. P. Mortiboys
- A Dodd or W Nash will complete registers in the event of any absence of the above staff
- Once all staff have been registered this is reported to the Incident Manager, including ANY STAFF NOT ACCOUNTED FOR
- In an emergency, these names would then be communicated to Emergency Services by the Incident Manager

### **Locating and Checking the Incident**

- Maintenance staff to determine location of emergency
- Only trained staff in circumstances when it is safe to do so should attempt to extinguish a fire (in most instances it would not be safe to do so)
- For pre-arranged evacuations, maintenance staff will check all rooms and corridors
- For accidental evacuations – maintenance staff report nature of accident to Incident Manager
- In case of a real emergency – maintenance staff summon Emergency Services and check as many room/ corridors as is safe and practical in circumstances

### **End of Evacuation**

- Maintenance staff to advise Incident Manager when it is safe to return to school in the case of a real fire this would be the Fire Brigade
- Incident Manager to inform staff and pupils
- Tutors and teaching staff to accompany pupils back to classrooms

### **Documentation and Records**

The School keeps records to prove that we have acted responsibly. A lack of records could leave the matter open to debate. Inspectors require inspection of our records during any enforcement visit and as a result records will be kept:

The School keeps the following records:

- Fire Risk and Prevention Policy
- Records of Fire Training
- Record of all drills and analysis
- Weekly recorded tests of fire alarms
- Record of annual inspection and test of all firefighting equipment
- Records of all scheduled and non-scheduled maintenance on systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety

### **Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.

They are expected to fully co-operate with the school in complying with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors. Smoking is prohibited on the school premises.

## Evacuation – Incident Managers: Upper School

### Step1

- The evacuation bell rings.
- Staff and pupils evacuate the building following the school evacuation procedures.
- All identified Incident Managers (IM) to make their way to the Incident Point and take charge of the Incident Box (Lower School Reception Office) The first IM takes charge of managing the incident. This is shown by wearing a high visibility jacket.
- IM priority J Sadiq, T Mortiboys, S Hewer

### Step2

- Evacuate & Investigate
- IM direct staff accordingly to facilitate safe assembly of pupils and staff.
- IM to collate 'roll call' information to ascertain if all persons are out of the building.
- Once building is evacuated IM to liaise with designated staff who have investigated the control panel if safe to do so.

### Step3

- Decide remedial action to be taken (Two identified IM's)
- Should 999 be called?
- Can the alarm can be silenced and reset?
- Liaise with school leadership to start safe return to the buildings.

### Step4

- Record Incident and Review Procedure
- Document incident in fire log book.
- Review procedures with SLT.

Lower School Incident Managers:  
Priority Order: J Sadiq, T Mortiboys, S Hewer

Incident box:  
High visibility Jacket  
Air horn  
Copies of daily registers  
List of key mobile phone numbers

**This policy was reviewed by the SLT and BoT.**