

THE ASTLEY COOPER SCHOOL



FIRE SAFETY POLICY

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ACTION TO BE TAKEN IN CASE OF FIRE OR OTHER EMERGENCY

In case of fire, or any other such emergency it is the first duty of all **teachers and staff** to look after the students

1. **ALARM**

Anyone discovering an outbreak of fire or any other such emergency should sound the nearest fire alarm **without hesitation**. Below is a list of the locations of all the fire alarm points in the school (see plan - page 5)

Main School Area

Just inside internal door on admin corridor
At end of admin corridor
Small dining room
Dance Studio
Near exit door from large dining room towards gym

A Block

One on each floor
Ground floor near entrance doors
1st Floor *up* stairs
2nd Floor *up* stairs

B Block

Ground floor near entrance door
1st Floor at bottom of *down* stairs

Science Block

Ground floor
Near outside door
Through entrance door (link with admin corridor)
1st Floor
Top of stairs on right
Near ICT room

Art Block

Just inside entrance door
Back of corridor near IMAC suite

Drama Block

Just inside entrance door

Humanities

Just inside entrance on right near internal doors
Outside room 56

Music Block

Just inside entrance on left
Near fire door in back music room
Inside large practice room

Gym Block

Ground floor
Just inside entrance door
Inside gym door (near swimming pool)
1st Floor
Outside girl's changing rooms

2. CALLING THE FIRE BRIGADE

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade. Upon confirmation that the incident is not a drill or false alarm, the Reception Staff will be told by The Head Teacher or member of the SLT in his absence, to contact the Emergency Services. The person who discovers the fire, if possible, should confirm with the Reception the outbreak and location of the incident/fire. This should then be communicated to the Caretaker & Facilities Manager using a Walkie Talkie on frequency 1.

3. EVACUATION

On hearing the alarm everyone must leave the premises by the safest/quickest route if possible and report to the top playground (assembly point). Staff should supervise the exit of the students. During the evacuation a search must be made of the area by the person designated to ensure all persons have left the premises. Where possible, doors and windows must be closed **but NOT locked**.

4. REGISTER

The registers and signing out book must be taken to ensure that all students and staff are accounted for. It is the responsibility of reception and attendance staff to ensure that the attendance registers, signing-out books and visitors books are available in the assembly area. They will be distributed to Key Stage Leaders who will then pass these to Tutors who will take a register. In the event of a Key Stage Leader being absent a senior member of staff will carry out the distribution. The Headteacher or Deputy in charge must then be informed of students not accounted for by the Key Stage Leaders and staff not accounted for by the Admin Manager and Headteachers PA. Support Staff should report to the Admin Manager. Visitors will report to the Receptionist. Teaching Staff including temporary staff will report to and be registered by the Head Teachers PA.

In the case of a fire at lunchtime, all students in the school are to leave by the nearest safe exit and proceed to the designated safe assembly area. The Premises

Team must ensure that no staff or Students remain in the school by checking their allocated areas, then report to the Headteacher or Deputy on the playground.

5. **FALSE ALARM PROCEDURE**

Even if it is found immediately that the alarm is false, all students and staff must still proceed to the playground area as though the alarm is genuine. This is to avoid confusion and possible accident, caused by students pressing back into school at the same time as others may still be trying to get out.

When an alarm point glass has been broken, the alarm can be switched off at the central point, the glass replaced and the system reset. The keys to switch off the alarm are kept with the alarm panel in the Admin Office.

6. **SUPERVISION OF STUDENTS**

Assembly:

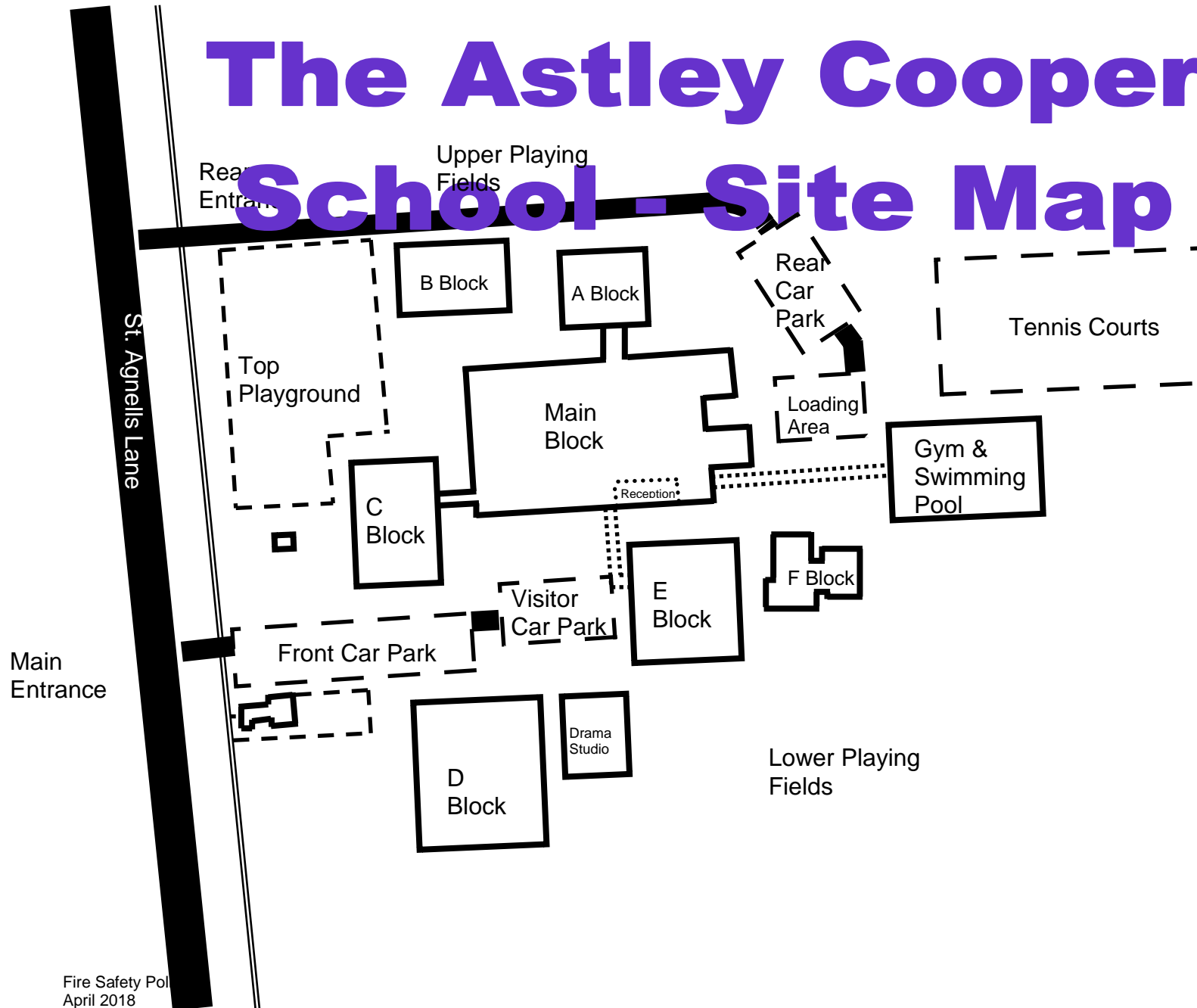
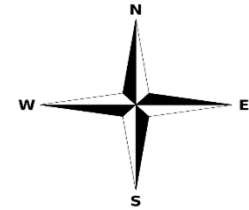
Students are to assemble in year groups. Each group should be silent as the Tutor completes the register. In order to maintain an orderly atmosphere in which instructions can be heard and acted upon, supervision of the students is the responsibility of **all** staff.

Subject Leaders will go to their designated year group and occupy the area at the back of the year group lines, maintaining quiet and keeping students in their designated lines.

Dismissal:

Once the all clear is announced after a drill or false alarm, the Headteacher will dismiss those teachers who are teaching first, except for members of the SLT. Along with staff who are not teaching, the SLT will remain with the students for two minutes, allowing teachers time to return to their rooms, ready for their groups. Year groups will then be dismissed one at a time under the supervision of senior staff and, non-teaching colleagues and teachers who are free that period.

The Astley Cooper School - Site Map



Scale: 1:1200