

MAPLE MEDICAL PRU

Fire Procedures

In the case of a fire the alarm must be raised. Shout and press the nearest fire alarm and key code doors will automatically release. If you hear the fire alarm, evacuation is to be followed.

All staff, pupils and visitors to evacuate using the nearest fire exit, or alternative route depending on where the fire is situated.

All pupils, staff and visitors to meet at the muster point at the front of the school. Teachers and TAs are to ensure PEEPs are followed and are responsible for evacuating the pupils in their classroom.

Nursery and reception staff are to evacuate babies via the fire exit, or alternative route depending on where fire is situated.

Babies are to be taken safely to the meeting point at the front of school in the small car park.

Nursery Nurses are to make sure all babies are out safely and to take out the nursery register and Emergency Bag.

Seedlings staff and children to also assemble at the muster point.

The four fire wardens are responsible for sweeping an area. If they are unable to sweep the area they must shout to the nearest available adult to check their sweep area.

The business manager (or admin assistant), will bring out the registers.

If there is a false alarm (e.g. a toaster) everyone must still evacuate. If the alarm goes off a second time and the cause is known then fire wardens may instruct everyone to remain on the premises.

Fire wardens

- To ensure all areas are evacuated

All

- Assemble with pupils and babies at Fire Assembly point and take register to confirm all babies and staff are evacuated.
- Do not run
- Do not stop to collect belongings
- Do not return for anything
- Do not re-enter the building until you have been told it is safe to do so.
- Remain calm.

The muster point is the same for all staff, pupils and babies within Maple school and Seedlings. Registers will be taken at the muster point.

All

We may return to the building when the Fire Warden gives permission of all clear.

Head teacher will instruct the business manager to contact Emergency Services by dialling 999

First assembly point: Small car park

Contingency plan

We will go to Mallard primary if we are unable to enter the building after a fire. Parents/ carers will be informed and in the event of damage to the building we will inform Ofsted including appropriate time scales.

Fire control

There will be a fire drill exercise at least once a term so that all staff and pupils are fully aware of the procedures to follow.

The fire control and detection equipment is as follows;

Emergency door call points, fire alarm call points, a fire alarm, automatic door release with fire alarm, an emergency evacuation plan clearly displayed and keys for the outside gate to exit.

The call points are tested weekly by the caretaker and the fire fighting equipment is tested annually by Churches Fire Company. The alarms are tested every 6 months by DMBC.

There is a fire drill every term and a team of four fire wardens within Maple who meet each term after a fire drill including false alarms, to look at how things have gone and any actions as a result of the fire drill.

The register will also include visitors, parents/ carers, grandparents etc. as there is an electronic signing in system.

If there is a false alarm, we must still evacuate. However, if there is a second alarm when the cause is known (e.g. a toaster) the fire warden may instruct people to remain in the building.

Date of Policy May 2019

Date of Review May 2021

Signed

Nursery manager.....

Chair of Management Committee.....