

**Fire safety and emergency evacuation**

**POLICY STATEMENT**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such a Fire Safety Consultant or the LA H & S Officer

*EYFS key themes and commitments*

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe		3.3. The learning environment 3.4. The wider context	

**PROCEDURES**

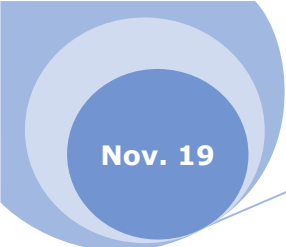
The basis of fire safety is risk assessment. These are carried out by a 'competent person'. The Head Teacher has received training in fire safety sufficient to be competent to carry out risk assessment

Fire doors are clearly marked, never obstructed and easily opened from the inside. Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practised regularly at least termly

Records are kept of fire drills and the servicing of fire safety equipment.



### Emergency evacuation procedure

The evacuation procedure covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

➤ The fire drill record contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### Legal framework

Regulatory Reform (Fire Safety) Order 2005

[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

### Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

### What to do in emergency (detailed procedure)

Any person discovering a fire must:

Operate the nearest alarm

Call the fire brigade dialling 999

a) Locations of fire alarms

Floor	Alarm nb	Location
Ground floor	2	Next the kitchen door. Alarm bell.
Basement floor	1	In the corridor, next to the stationery cupboard. Call Point.

### Evacuation of the premises

b) On hearing the fire alarm

Pupils must calmly line up and exit the classroom after the order to evacuate is given by the teacher and according to the various evacuation routes planned

### Evacuation routes to be used

Room	Staircase	Fire exit	Instructions
GROUND FLOOR			On hearing the fire alarm: <ul style="list-style-type: none"> <li>• Take the register and at least one phone</li> <li>• Line up the pupils</li> <li>• Direct them towards the closest escape route ( i.e charts beside)</li> <li>• One adult walks in front to open the doors</li> <li>• One adult walks last to check the premises (no one left behind) and to close all fire doors</li> <li>• At the assembly point, check the register and that all the members of staff are present: report to the fire warden</li> <li>• Wait for the fire brigade</li> <li>• Wait for the all clear to re-enter the premises</li> </ul>
Office	NA	Main Door	
Dining-hall	NA	Main Door	
Kitchen	NA	Main Door	
Veranda	NA	Main Door	
BASEMENT FLOOR			
Corridor	Staircase to Front Garden	Main Gate	
Classroom 1	Corridor	Door to street and school gate	
Classroom 2			
Classroom 3			
Classroom 4			
Classroom 5			
Toilets			

The HT or AO must take the registers in the office; if they are not in the office, teachers must take the pupils register from the classrooms.

One teacher must walk in front of the line to open the doors.

Teacher must shut all fire doors on the evacuation route.

All the classes must calmly go downstairs.

**On the ground floor, adults open fire exit doors A, B, C and D**

**On each floor, the responsible fire marshall must make sure no one stayed behind (check every room: classrooms, toilets, staff toilets, kitchen and room, art room, library, school kitchen, dining-hall, garderie, office and close all fire doors)**

All classes must calmly go downstairs and meet at the assembly point (on the pavement opposite school, along the church).

All staff members must help discipline pupils but also reassure them to avoid panic issues.

The school fire warden (ie. HT) takes the plan of the school to give to the fire brigade.

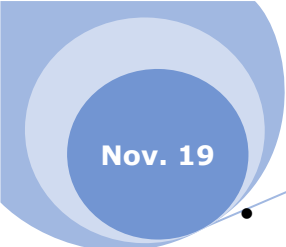
Reminder

Priority must be given to safeguarding people (no attempt to pick up belongings or doudous should be made).

Every time a new term starts, pupils and staff must be reminded the evacuation procedure.

A training fire drill will take place at least once, each term.

**SAFETY INSTRUCTIONS**



- Fire doors must be closed at all times
- Turn off any electrical appliances when not in use
- Only appliances which have been tested and approved are to be used (showing a PAT sticker).
- Do not keep inflammable materials in the classrooms (paper, cardboard, art materials...).
- Do not hang objects near heating sources.
- Do not obstruct the glass of fire doors.
- No use of halogen lamps, cooking devices or kettle in classrooms.
- Do not put anything on the heaters.
- Do not block fire exits, corridors or staircases.

FIRE WARDEN DUTIES 2019/2020	
Ground floor	Helene Knupffer
Basement floor	Helene Knupffer

*NB: Fire warden are the last to leave each floor in case of a drill making sure no one is left behind and all the fire doors are shut.*

## WHAT TO DO IN CASE OF EMERGENCY

### Stay calm

### Call 999 (emergency)

Give the following information:

- Give one phone number (in case the phone landline is cut off, emergency services will be able to contact you)
- Give the exact location of the incident with physical details
- Give as many indications as possible on the incident (seriousness, type: fire, gas odour, accident...)

- Give the numbers and age of casualties (if possible, nature of injuries)
- Go to a place of safety and wait for emergency services (pavement opposite the church)

## Appendix 1

STEWART INTERNATIONAL  
SCHOOL  
LA PETITE ECOLE BILINGUE

## Emergency Dial 999

- **WHO TO CONTACT?**
  - The parents, as soon as possible
  - Saint Charles Hospital: 020 8969 2488
  - Police Station: 020 7221 1212
  
- **GET QUALIFIED HELP**
  - First aider**
  - **OG:** Helene, Lucile, Alice
  - **All Staff members**
  
- In case of *minor injury*, remember to **tell the parents** when the child is collected and to **fill in the accident book** and **parent form**
- The **first aid box** is located in the **corridor outside CE1 & Class No. 1**
- Fill in **accident and emergency book** when back at OG
- The **children medical information** are in their files, in the office at OG



Appendix 2.

**Class Emergency Evacuation**  
*To be completed at Assembly Point*

**Teacher/Member of Staff:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date and time:** \_\_\_\_\_

Children present: \_\_\_\_\_ (number)

Adults present: \_\_\_\_\_ (number)

Children unaccounted: \_\_\_\_\_ (number)

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adults unaccounted: \_\_\_\_\_ (number)

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation:

On re-entering the school, are all children accounted for? \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE HEAD TEACHER FOR FILING IN THE FIRE LOG BOOK.**