

# Larwood School

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## Version Control

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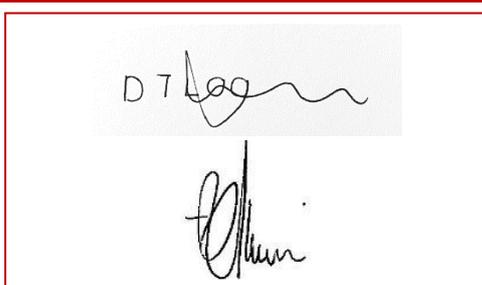
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**Dan Login**  
Chair of Trustees

**Pierre van der Merwe**  
Executive Headteacher

## **FIRE POLICY AND PROCEDURE**



Policy Number: 84  
Review Committee: Standards  
Type of Policy: Non-Statutory  
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Approved: November 2024  
Next Review: November 2027

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## **LARWOOD SCHOOL – FIRE POLICY AND PROCEDURE**

**IN CASE OF A FIRE EACUATION ALL STAFF MUST FOB IN THE MAIN DOOR, IF A STAFF MEMBER HAS FORGOTTEN THEIR FOB THEY MUST SIGN THE ‘i FORGOT FOB’ REGISTER.**

**IN CASE OF A FIRE EVACUATION ALL VISITORS MUST SIGN IN BY THE ‘SIGNING IN’ BOOK IN THE RECEPTION AREA.**

**STAFF AND VISITORS MUST ALSO LEAVE THE BUILDING BY THE MAIN ENTRANCE AFTER SIGNING OUT.**

### **1. GENERAL**

- 1.1. This document is intended to provide clear guidance to staff concerning the responsibilities to be met in the event of fire and for the purposes of instructing children in the regular practice of fire drill.
- 1.2. When the fire alarm sounds it must be assumed that there is a fire. The appropriate drill must be carried out with maximum care, safety and guidance, noting the nature of our pupils..
- 1.3. This document should be read in conjunction with the fire regulations posted around the school.

### **2. THE BELLS WILL SOUND IF:**

- 2.1 The activation of alarm point **OR**  
The smoke detectors are activated.
- 2.2 There is an indicator panel inside the main entrance to the school and Site Managers office.  
When the fire alarm sounds the display will indicate the location of activation.
- 2.3 The assembly point is at the large playground.

### **3. EVACUATION**

- 3.1. In the event of a fire alarm activating the staff and children will be expected to leave the building by the nearest exit, and proceed to the assembly point on the large playground.
- 3.2. Staff will close doors, windows etc. behind them as they exit.
- 3.3. All maglocked doors release automatically when the fire alarm bell is alerted. Staff have fobs to activate these if they do not. Site Manager must be notified if an issue arises.

### **4. ASSEMBLY AND ROLL CALL: THE RESPONSIBILITIES OF STAFF**

First member of staff from Reception Offices bring the trips information file, signing in boards, class registers and visitors book to the Fire Assembly Point in the large playground.

Pupils will be lined up at the assembly point in class groups by the teachers.

### 5. THE SENIOR STAFF

5.1. If the Fire Alarm is activated during the day a senior staff will immediately make a decision to telephone the fire brigade.

- Phone the fire brigade
- Ring the Head and Deputy Head Teacher
- Proceed to assembly point with roll call lists.

5.2. The Head (or Deputy) will:

- Complete the roll call from the school register
- Organise the refuge arrangements
- Telephone Emergency Services

### 6. REFUGE

6.1. Following a roll call at the assembly point the pupils will be taken if necessary to Jubilee Court. Access to the school will be via the main front door.

6.2. A second roll call will be taken when the children are assembled at Jubilee Court.

### 7. FIRE EQUIPMENT

7.1. The school ensures that all the fire equipment is maintained.

7.2. **THERE ARE NO EXPECTATIONS OF STAFF TO FIGHT THE FIRE.**  
(The priority is to evacuate the building safely).