

(Book 1)

**Fire Safety Procedures**

<b>Last Review</b> June 2022	<b>Next Review</b> June 2024	<b>Review Frequency</b> Every 2 years	<b>Coordinator</b> Charity Facilities Manager	<b>Nominated Trustee</b> Chair of F&GP Committee
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**Introduction**

In a residential setting such as The Mulberry Bush School it is vitally important that a comprehensive plan of action in case of fire be drawn up for the School. This Fire Plan takes account of the particular problems that might be encountered if a fire breaks out anywhere at any time within the school building, and lays down a specific set of procedures for evacuating the children which must be adhered to at all times. This routine should become so well established through regular practice that the adults react automatically on hearing a fire alarm and would act rationally if confronted with a real fire, thus ensuring the safe, orderly and efficient evacuation of all occupants in the school.

The Fire Alarm System at the original Mulberry Bush School site was upgraded to L1 standard in August 2013 by Trinity Protection Systems who are contracted to maintain it. The main panel is situated in Reception with a second one in Sunset House and repeater panels in the other three houses. There is a similar system in the new buildings (The Burrow and Coach House) and the control panels are located in their receptions. There is a contact number in the On Call bags for the Maintenance Team on call rota if a fault occurs. There is also a telephone number for the maintenance engineer on the fire panel if need arises. During normal working hours the number is 01235 862456 with out of hours to an on call engineer 02392 242046.

**Aims**

To ensure that clear effective fire safety procedures are in place and are familiar to all children and staff members.

**Procedure**

The original school site is now in one zone so any trigger from any point in that zone will lead to the whole of this part of the site sounding and evacuation taking place. The Burrow and Coach House are sufficiently separate from the original site to be their own zones and are not triggered by an activation on the original site or vice versa.

There is a Fire Log book in the Reception Area of all three zones. It is most important to fill in on all occasions when the fire alarm is activated. Please note:

- a) Time and date
- b) Which sensor/area was activated
- c) Reason for activation
- d) Evacuation details
- e) Time taken

#### Procedures in Case of Fire

- a) Raising the alarm and responding to alarm
- b) Evacuating the building
- c) Calling the Fire Brigade
- d) Assembling at a pre-selected assembly point
- e) Conducting a sweep

#### Staff responsibilities in case of fire

- a) Know the designated evacuation routes when the children are in class
- b) Know the designated evacuation routes when the children are in their households

#### How the Detection and Alarm Systems Operate

The Fire Alarm system is automatically raised by:

- a) Heat Sensors sensing a sudden increase in the room temperature (kitchens, boiler room, workshop etc.)
- b) Smoke detectors detecting smoke.
- c) Key operated call points being activated in an emergency by an adult.
- d) A system malfunction which accidentally sets off the alarm.

In the event of the fire alarm being activated whether false alarm or actual, the alarm system will:

- a) Open all main fire escape doors.
- b) Close all fire doors.
- c) Show on the panels the location of the activation (as well as the flashing indicator lights there is a bleeping tone to alert staff).
- d) Sound alarms positioned in various areas of the School and houses so as to alert all staff that there is a fire – all staff off duty but on the premises must report immediately to the Fire Assembly area.

### To reset the panel

On the main and Sunset panel – Press ‘silence’, ‘mute’, ‘reset’.

On the other household panels – Press ‘mute’ and then ‘reset’.

Then use ‘Net 2’ (the electronic system that monitors and controls the release of the school doors) to reset fire doors.

## **In Case of Fire**

### Alarm

Any adult discovering an outbreak of fire should, without hesitation, sound the nearest fire call point.

### Evacuation and calling the Fire Brigade

A senior person, on hearing the alarm, will go at once to the Fire Assembly areas and remain there until all children and adults arrive. One person should be designated to call the Fire Brigade. (For all outbreaks of fire, however small, a call should be made IMMEDIATELY to the Fire Brigade DIAL 999 AND ASK FOR FIRE).

The Fire Assembly Areas are situated:

1. On the ‘front field’ outside school hours in 4 house groups (Rainbow, Jigsaw, Sunset and Pegasus) and the Coach House, with the Burrow in their car park.
2. In Windrush Garden area during school hours in class groups.
3. In front of reception / main car park.
4. The Burrow car park.

During transitions children should proceed to the nearest assembly point and not enter a building where the alarm is activated.

- a) Children should go to the Fire Assembly area, as quickly and quietly as they can, escorted by staff ensuring no children are left behind.
- b) On staircases the children should descend in single file led by an adult.
- c) Running or overtaking of other groups or individuals should not be permitted at any time.
- d) With the exception of fire marshals conducting a sweep of the premises no one should be allowed to re-enter buildings until permission is given by the senior staff member on duty.

- e) The senior staff member should ask a staff member to identify whether or not there is a fire and should ask a fire marshal to sweep the triggered zones to ensure there are no people in the building.
- f) The adult in charge must take a roll call of children (list of children to be found in reception) which should be filed in the fire log book.
  - If there is a fire they should call 999
  - If not, they should silence the alarm and inform the senior staff member
- g) During the night, sleeping in staff should remain with the children and assist them to get to the front field, taking a cordless phone to call the Fire Brigade once the children are safely out of the building.
- h) Sweeping of the houses is not necessary at night as it is clear who is in them at these times.

### Visitors

All visitors to the site are received by Reception, or The Burrow in holidays, and required to book in; at this time visitors' attention will be drawn to a notice explaining evacuation procedures.

### **Other Specific Policy Detail APPENDIX A**

#### EVACUATION ROUTES

##### WINDRUSH CLASS

**Primary route:** Through main door, into The Street and through fire gate to evacuation area.

**Secondary route:** Through side door, straight into evacuation area.

##### CHERWELL CLASS

**Primary route:** Through main door, into The Street and through fire gate to evacuation area.

**Secondary route:** Through side door, straight into evacuation area.

##### EVENLODE CLASS

**Primary route:** Through main door, into The Street and through fire gate to evacuation area.

**Secondary route:** Door into garden, through back gate into evacuation area.

### THAMES CLASS

**Primary route:** Through main door, into The Street and through fire gate to evacuation area.

**Secondary route:** Through door directly to The Centre, to front field.

### SHIFFORD

**Primary route:** Through main door, into The Street and through fire gate to evacuation area.

**Secondary route:** Through library door, through centre to front field.

### TOR

**Primary route:** Down Red stairs, through Street to evacuation area.

**Secondary route:** Through fire door to Jigsaw House, to front field.

### DOWNSTAIRS THERAPY ROOMS

**Primary route:** Through The Centre, through Reception to evacuation area

**Secondary route:** Through The Centre and to the evacuation area.

### UPSTAIRS THERAPY ROOMS

**Primary route:** Down Red stairs, through The Street to evacuation area.

**Secondary route:** Through fire door to Visitors' Flat, downstairs to car park.

### IT SUITE, BALL POOL, TRAINING OFFICES + STAFF ROOM

**Primary route:** Through the centre, through reception to evacuation area

**Secondary route:** Through the centre and to the evacuation area.

### HALL

**Primary route:** Through The Street to evacuation area.

**Secondary route:** Through wooden gate into overflow car park.

## UPSTAIRS OFFICES / MEETING ROOMS

**Primary route:** Down main stairs through Reception to car park.

**Secondary routes:** 1. From T&NT area down stairs by Visitors' Flat to car park.  
2. From Large meeting room & Director's office, down White stairs.

## VISITORS' FLAT

**Primary route:** Down stairs to car park.

**Secondary route:** Through upstairs Therapy rooms and down Red stairs, through Street to the evacuation area.

## PEGASUS HOUSE

**Primary Route:** Through front door to evacuation point on front field.

**Secondary Routes:** 1. Through fire door on first floor down outside stairs to garden or,  
2. Through link door to Sunset.

## SUNSET HOUSE

**Primary Route:** Through front door to evacuation point on front field.

**Secondary Routes:** 1. Through fire door on first floor down outside stairs to garden or,  
2. Through link door to Pegasus.

## RAINBOW HOUSE

**Primary Route:** Through front door to evacuation point on front field.

**Secondary Routes:** 1. Through back door in play area to garden or,  
2. Through link to Jigsaw House.

## JIGSAW HOUSE

**Primary Route:** Through front door to evacuation point on front field.

**Secondary Routes:** 1. Through back door in playroom to garden or,  
2. Through fire door and down white stairs or,  
3. Through fire door to TOR and down red stairs.

## THE BURROW

**Primary Route:** Through front door to car park

**Secondary routes** 1. Through utility room to garden or,  
2. Through family suite to front field.

## THE COACH HOUSE

**Primary Route:** Through front door to front field.

**Secondary Route:** Through front door to car park adjacent to the Burrow.

## **APPENDIX B**

### OTHER ADULTS WORKING IN THE SCHOOL

**When the Fire Alarm sounds:**

1. Office Staff will go out of the school entrance and proceed to the main car park.
2. Staff in the kitchen will leave through either door and proceed to an evacuation area
3. The adults working in the laundry area will go to the main car park.
4. The maintenance team will leave their workshops and continue to one of the evacuation areas.
5. Adults in houses will make their way to the Fire Evacuation area where they will join their house group or the line of smallest children.

### **Monitoring the Effectiveness of the Policy**

There will be practice fire drills scheduled half termly, as determined by the school management team. These will take place both in the houses and during the school day.