

Fire Safety Procedures

Last Review June 2024	Next Review June 2026	Review Frequency Every 2 years	Coordinator Charity Facilities Manager	Nominated Trustee 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 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.

Trinity Fire & Security Systems are contracted to maintain the L1 standard system at the School. The main panel is situated in Reception with a second panel in Sunset House and repeater panels in the other three houses. There is a similar system in The Burrow and Bramble House with the control panels located in their receptions. There is a contact number in the On Call bags for the Maintenance Team 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 Bramble House are sufficiently separate from the original site to form their own zones and are not triggered by an activation on the original site or vice versa.

A Fire Logbook is held in the Reception Area of all three zones. It is important that the logbook is filled 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 to alert all staff that there is a fire – all staff off duty but on the premises must report immediately to the Fire Assembly point.

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 point 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 Point is situated:

1. On the 'front field' outside school hours in 4 house groups (Rainbow, Jigsaw, Sunset and Pegasus) and Bramble House, with the Burrow in their car park.
2. The Burrow car park.

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

- a) Children should go to the Fire Assembly point, 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) Except for 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 logbook.
 - 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 sign in; at this time visitors' attention will be drawn to a notice explaining evacuation procedures.

Other Specific Policy Detail

APPENDIX A

EVACUATION ROUTES

All evacuation routes are via the nearest available means

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 around to the front field.
2. Staff in the kitchen will leave through either door and proceed to the assembly point
3. The adults working in the laundry area will go to the front field
4. The maintenance team will leave their workshops and continue to the front field
5. Adults in houses will make their way to the Front field 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.