



Harrietsham Church of England Primary School

Fire and Emergency Evacuation Policy

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Harrietsham Church of England Primary School Fire and Emergency Evacuation Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.

Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

1. Fire Legislation Applying to Harrietsham Primary School

Within the school Health and Safety Policy (*Section C; C3, C4, C5 and C6*) the responsibilities that the school adheres to are outlined. All buildings and grounds within the school are deemed to be “workplaces” and are covered by the regulatory reform (Fire Safety) order, 2005.

The current legislative requirements place the emphasis on fire prevention and the reduction of associated risks.

The Headteacher of the school is responsible for ensuring the safety of everyone who uses, or are in the vicinity of, the school. In order to comply with regulations, the Headteacher should, to the extent that it is appropriate, ensure compliance with the following:

Fire and Emergency Procedures:

The Headteacher is responsible for:

- Ensuring the fire risk assessments are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Emergency evacuation will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur weekly and will be carried out by the Site Manager and/or caretaker.
- A record of these tests will be kept by the Site Manager and/or caretaker.

Maintenance of Fire Equipment:

The Headteacher and Site Manager will ensure:

- The school is equipped with fire-fighting equipment, fire detectors and alarms.
- The location of fire-fighting equipment is indicated by clear signage.
- Regular maintenance (in line with British Standards and FSO requirements) of:
 - Fire extinguishers
 - Fire alarms
 - Fire doors
 - Fire safety signs and identification of escape routes
 - Emergency lighting and other emergency equipment.

In addition, appropriate measures are also in place, these include:

- Sufficient fire safety training and information is given to staff.
- The Headteacher will nominate employees to implement control measures and ensure the number of such employees, their training and equipment available to them, is adequate.
- Routes to exits and the exit doors themselves are kept clear, unlocked and fully operational at all times.
- Exit routes requiring illumination are provided with emergency lighting.

2. Weekly Fire Alarm Test

The fire alarm will be tested every Tuesday at 7.30am by the Site Manager. The alarm sounders will ring for approximately 10 seconds across the building and no action is required by staff or visitors during this test. This test will be recorded and held by the Site Manager.

3. Fire Evacuation Drills

There will be at least three fire evacuation drills per academic year. The school is committed to ensuring that the protocols in this plan are tested, monitored and (if identified) improved upon where necessary.

4. Brief Summary of the Fire Plan Protocols

The plan has been formulated, taking into account the:

- The School Health and Safety Policy.
- School activities in and out of term times.
- Any contractor works activities taking place in any part of the site, where access might also be restricted.
- School business hours and holiday hours.

The evacuation plan for the school is a total evacuation protocol. All staff, children and visitors will, upon activation of the fire alarm, leave the building by designated routes (see plans at Appendix A) and make their way to the Fire Assembly Point on the main playground.

Staff who have key roles (Fire Marshals and Fire Warden) in the implementation of the evacuation procedure have been identified within this plan.

Details of the Fire Marshals and Fire Warden are displayed within the office areas.

These roles are identified by:

Fire Warden

(Orange Fluorescent waistcoat)

Fire Marshals

(Yellow Fluorescent waistcoat)

The evacuation procedure relies on a Fire Marshal to check a certain area of the building, these will be called 'ZONES'.

Once a zone has been checked, and once at the Assembly point, the Fire Marshal shall hand a 'zone paddle' to the Fire Warden.

The Fire Warden has overall responsibility of the procedure and will use the paddle board to ensure all zones of the building are clear.

Once the fire brigade is on site, the Fire Warden will liaise with them to provide up-to-date information on the building/site.

Everyone in the building is to evacuate on activation of the fire Alarm system.

The building will not be re-occupied until the Fire Warden (as notified by the Fire Brigade if necessary) has confirmed to the that it is safe to do so.

5. Action by Staff or Visitors Upon Discovery of a Fire

NO ONE SHOULD, AT ANY TIME, TAKE ANY PERSONAL RISK OR PLACE THEMSELVES IN DANGER WHILST CARRYING OUT THESE DUTIES.

The building is fitted with an automated fire detection system in accordance with the requirements of BS 5839 (Part 1: 2013). It is likely that, if there was a fire in the building, the fire detection system would activate automatically.

Upon activation of the fire alarm, the school's Fire and Emergency Evacuation protocol will commence and the Fire Brigade will automatically be called.

However, if anyone within the school were to discover a fire, and the fire detection system has not activated, the following procedure should be followed:

- Operate the nearest Manual Call Point (MCP) by breaking the glass - as indicated below.
Note: Fire alarm call points are generally located adjacent to final exit doors and on stair landings (see plan at Appendix B for location of MCPs).

TO BREAK THE WHITE BOARD PRESS HERE



- If safe to do so, and in-line with fire extinguisher training, approach the fire safely. Use the appropriate extinguisher (only if comfortable to do so), but do not take any risks.
Note: Raising the alarm takes priority over the use of extinguishers.
- If not safe to attempt to fight the fire, close the nearest doors to the fire to prevent it spreading and exit the building.
- Leave the building by the nearest exit and report what you have seen to a Fire Marshal who will give this information to the Fire Warden.

The action to be taken upon discovery of a fire is documented along with the evacuation procedure on the 'Fire Action' notices which are posted at locations next to the MCP's around the building.

Additional instructions are posted in all meeting rooms. The information in these notices is intended particularly for individuals who are visitors to the building, either attending or hosting a meeting or event.

6. Key Personnel in an Evacuation

The Fire Warden is: The Headteacher (supported by the Site Manager).

The Deputy Fire Warden is: The Deputy Headteacher.

The Fire Marshals are: Various members of staff.

The Fire Warden duties are to:

- Exercise overall charge of the situation upon the fire alarm system being activated.
- Liaise with the Fire Marshals in the evacuation procedure.
- Identify the location of the fire as far as is possible (this will generally be identifiable from the fire alarm panel although there could possibly be multiple zones activated).
- Check the paddles at the assembly point to ensure all zones have been swept.
- Check registers to ensure all personnel have been safely evacuated.
- Liaise with the emergency services upon their arrival.
- Ensure no-one enters the building until deemed safe to do so by the Fire Brigade.
- Meet routinely with Fire Marshals to review knowledge and understanding of designated areas and actions to be taken upon evacuation.
- Hold a post-evacuation 'wrap up' meetings following each evacuation to develop a 'lesson learned approach' to improving on fire safety within the building.

In the absence of the Fire Warden and the Deputy Fire Warden, the designated responsible person for the school will assume this role.

Fire Marshals duties are to:

- Check pre-designated zones of the school upon the activation of the fire alarm system.
- Liaise with other Fire Marshals as necessary to ensure that all zones are covered in the event of a fire evacuation; particularly with respect to flexible working arrangements.
- Report to the Fire Warden at the designated Fire Assembly Point and confirm that they were able to check the areas and whether the areas are clear of people. The 'zone' paddle will then be laid out on the playground floor in numerical order.
- Carry out period and visual checks of their designated zones to ensure they are free from hazards.
- Raise tasks through the Site Manager Task log system.

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- Meet routinely with other Fire Marshals and the (Deputy) Fire Warden to review knowledge and understanding and to share experiences of the fire and emergency procedures related to the building.

At no time must a Fire Marshal or any other staff or visitors take any personal risks. If the Fire Marshal sees smoke or flames, they must move away from them at once. Areas must only be checked if safe to do so and Fire Marshals should report this information to the Fire Warden at the designated Fire Assembly Point.

Visitors to the building are the responsibility of the staff that they have come to meet. These staff will ensure that visitors vacate the building in accordance with the evacuation plan.

Where visitors are in a reception area, the reception staff are responsible for ensuring that the visitors vacate the building in accordance with the evacuation plan.

7. Action to be taken if the fire alarm sounds

Fire Assembly Point:

The staff occupying the school and grounds will make their way via the designated fire exits to the Fire Assembly Point which is located on the main playground.

Staff will exit the school and make their way to the Fire Assembly Point, as indicated above, as shown with the red lines in Appendix A

Designated Fire Evacuation Routes & Exits

Please refer to Appendix A for details of the designated fire evacuation routes and exits.

Lift Use

The school has 1 lift and it is located at the main reception area. This must not be used in the event of the fire alarm being activated.

Staff

Staff should leave the school at once with the children, in silence, using the nearest designated fire exit and go to the Fire Assembly Point. The teacher is responsible for ensuring that all children in their class exit the building silently.

LSAs should follow out last and sweep areas as indicated by the Fire Marshall Zones below. Collect paddle and lay out on playground in numerical order.

On exit, all internal and external doors and windows should be closed.

If you have visitors you must ensure they leave with you.

No member of staff will be allowed to re-enter the school until the 'All Clear' is given; and under the direction of the Fire Warden.

When at the Fire Assembly Point, teachers should immediately conduct a headcount of their class. Once registers have been handed over by the office staff, a thorough register of the class should be conducted. When all children are present, all staff with the class should raise their hand and keep it raised until further notice.

Office Staff:

The office staff will collect registers and take these to the Fire Assembly Point. These should be handed to class teachers as soon as possible.

Office staff will then conduct registers of all visitors / contractors on site.

Fire Marshalls and Fire Wardens

Fire Marshalls Zones

Zone	Area	Sweeper
1	Office, Reception Area, Toilet, Lift	Main: Business Lead Deputy: Attendance and Admissions Officer
2	KS2 area, DHT office, HT office, Y6, Y5	Main: Y6 LSA Deputy: Y5 LSA
3	Y4, Staff Room, Toilets	Main: Y4 LSA Deputy: Y4 LSA
4	Y3, Top corridor, Pastoral office, Repair Shop workshop	Main: Y3 LSA Deputy: FLO
5	Hall, Kitchen	Main: Pastoral Leader Deputy: FLO
6	Y2 classrooms, Cloakroom, Toilets	Main: Y2 LSA Deputy: Pastoral Leader
7	Music Room, KS1 Disabled Toilet, Nurture Room, Library, Inclusion Office	Main: Nurture LSA / Assistant Deputy: Inclusion Assistant
8	Y1 classrooms, Cloakroom, Toilets	Main: Y1 LSA Deputy: Y1 LSA
9	Common Room, Toilets	Main: Inclusion Leader Deputy: Inclusion Assistant
10	EYFS Classrooms, Cloakroom, Toilets, Sensory Room, Kitchen	Main: YR LSA Deputy: YR LSA

If a class is at Forest School, or on the School Playing field, they will be notified of a fire drill over a walkie-talkie by the school office.

They are to remain in situ and complete a roll call, unless informed otherwise over the walkie talkie.

Fire Marshals shall:

- Put on their respective Yellow Fluorescent waistcoat.
- Collect a walkie talkie if possible.
- Sweep their designated zone to ensure no one is present.
- Collect their zone paddle.
- Leave the zone and report to the Fire Warden. Lay the paddle on the floor on the playground in numerical order.

Fire Warden shall:

- Put on their respective Orange Fluorescent waistcoat.
- Collect a walkie talkie if possible.
- Collect the Zone Board.
- Headteacher to sweep the school as they go to the Fire Assembly Point on the playground.
 - Deputy Headteacher in her absence.
- Deputy Headteacher will keep the children calm at the Fire Assembly point.
- Headteacher will open the playground gates and be the point of contact for fire brigade.
 - Deputy Headteacher in her absence.

- Site Manager to fire panel.
 - Business Leader in absence.

8. Evacuation Arrangements for Persons Requiring Assistance (PEEPs)

The school is committed to ensuring that all individuals, including those with disabilities or temporary mobility limitations, are safely evacuated in the event of an emergency. In line with fire safety guidance for educational premises, schools must provide inclusive evacuation arrangements and ensure that escape routes and procedures accommodate vulnerable or mobility-impaired individuals.

Personal Emergency Evacuation Plans (PEEPs) will be created for:

- Pupils with mobility, visual, hearing or cognitive impairments
- Staff or regular visitors requiring assistance
- Temporary impairments (e.g., injury, pregnancy complications)

Each PEEP will include:

- The individual's required level of assistance
- The designated staff responsible for assisting
- Primary and alternative escape routes suitable for their needs
- Any evacuation aids to be used (e.g., evac-chairs, guidance by arm, vibration alerts for hearing-impaired persons)
- Procedures for safe movement to the assembly point
- A plan for practice during fire drills

PEEPs are reviewed:

- Annually
- When needs change
- After any drill where difficulties were observed

Staff responsible for PEEP assistance will receive specific training, as guidance requires appropriate training for staff assisting in emergency evacuations.

Copies of all PEEP's will be held:

- In the Inclusion office
- In the main office fire log
- With the designated Fire Warden

9. Early Years Foundation Stage (EYFS) Evacuation Arrangements

Due to the age and developmental stage of EYFS pupils, additional measures are required to ensure safe and swift evacuation. Fire safety design standards for schools emphasise the need for child-appropriate evacuation procedures and staff support.

EYFS class teams will:

- Immediately gather children using the class "Emergency Line-Up Routine" practised in class.
- Use evacuation aids if necessary.
- Ensure a high staff-to-pupil ratio during evacuation, with at least one adult positioned at the rear to ensure no child is left behind.
- Support children who may be distressed, immobile, or require hand-holding.
- Conduct a headcount at the Fire Assembly Point.
- Bring essential visual cues/communication tools for children with SEND if required.

Additional EYFS considerations:

- Coats/shoes are *not* to be put on - speed of evacuation is prioritised.
- Staff must double-check bathrooms, reading corners, and outdoor continuous-provision areas.
- Children with SEND will have evacuation plans integrated into their PEEP (if applicable).

Evacuation drills will specifically include EYFS so children become familiar with the routine and noise of the alarm, reducing anxiety and increasing compliance. Documentation from educational fire-risk guidance highlights the importance of age-specific planning and practice.

10. Fire Extinguishers and Blankets

For the health and safety of all concerned, fire fighting is best left to the professionals.

REMEMBER:

- The Fire Brigade have an attendance time of approximately 5 minutes.
- Breathing in smoke whilst using an extinguisher may affect your health.
- Handheld fire extinguishers are only appropriate for dealing with a small fire and only last a short time.
- Only use the equipment if you consider it safe to do so and you have received the appropriate training.

All extinguishers will be annually inspected and serviced as appropriate.

Using Extinguishers:

- Pull out the safety pin
- Aim the nozzle at the fire
- Depress the operating lever

Using a Fire Blanket

- Pull on the black tabs, and the blanket will come away from the container.
- Shield your face, body, and hands from the fire, and lay the blanket over the fire.
- Turn off the source of heat.
- DO NOT LIFT THE BLANKET UP UNTIL THE HEAT HAS FULLY DIED DOWN.
- On burning clothing, wrap blanket around the person and drop them to the ground/

11. Secondary Fire Assembly Points

In the event that staff need to evacuate the children further from the school building, the visitor carpark will be used as an assembly point, and will be locked to prevent cars and families from entering. The Fire Warden will give instruction for a secondary evacuation if needed.

If the visitor carpark is still too close to the school building, the staff and children will seek shelter at Bedfont Scientific.

Appendix C: Fire Safety Log Book

HS302 - Fire Safety Log Book



This Log book should be kept up to date and be made available for inspection by the Fire Authority

Premises	
Address Line 1	
Address Line 2	
Town	
Post Code	
Responsible Person(s)	

Date	
Plan produced by	

Contents:

Introduction	
Useful telephone numbers	
List of competent persons/fire wardens	
Record of visits by the fire and rescue service	
Fault record for alarm system, emergency lighting, extinguishers and any other fire safety devices or systems	
Portable fire extinguisher checklist	
Means of escape checklist	
Fire Door Checklist	
Emergency lighting system checklist	
Fire detection and warning system (including call point testing) checklist	
Record of fire safety training	
Fire drill records	
Fire drill observation sheet	
Grab bag contents	
Smoke ventilation systems record	
Sprinkler systems	
Record of tests of sprinkler system	
List of Hazardous Substances on the premises	
Any other integrated fire safety devices	

Introduction

The Regulatory Reform (Fire Safety) Order 2005 requires that the 'responsible person' for premises should ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

This fire safety log book has been produced to assist the responsible person in co-ordinating and maintaining a fire safety record keeping system.

This fire safety logbook will also enable building owners, managers and other responsible persons to demonstrate their commitment to fire safety legislation.

It is recommended that it should be kept in a loose leaf format with new record keeping pages photocopied or downloaded as and when required. The records should be kept up to date and readily accessible for audit by the enforcing authority when required. The log-book may be kept electronically but must be easily accessible for inspection when required.

In terms of maintaining records it is important to take note of the following legal requirements;

KCC requires all of its premises to keep a fire safety log book. The Regulatory Reform (Fire Safety) Order 2005 requires that, where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

Therefore the most effective way of demonstrating compliance with these particular articles is to keep records, and a Log Book is one way of doing it.

Staff should also be aware that it is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, the fire safety order, an entry which he knows to be false.

For further guidance on fire safety please see the KCC document: Fire Safety and Prevention Standard.

Useful telephone numbers

Name	Telephone No.	Name	Telephone No.
Firefighting equipment maintenance and repairs.		Fire alarm maintenance and repairs.	
Emergency lighting maintenance and repairs.		Building maintenance	
KCC Health and Safety Team	Advice Line: 03000 418456	Local Fire and Rescue Authority.	
Facilities Management Contact			

List of competent persons/fire wardens

Designated persons	
Name	
Deputy	
Role	
Department	
Tel. Ext.	
Name	
Deputy	
Role	
Department	
Tel. Ext.	
Name	
Deputy	
Role	
Department	
Tel. Ext.	

Portable fire extinguisher checklist

Portable fire extinguisher tests should be carried out in accordance with the manufacturer’s instructions and the current British Standard.

Daily – Visual check that each extinguisher is in place and is clearly visible with its label facing outwards. Daily checks are not normally recorded.

Monthly – Check to ensure each extinguisher is in position, accessible, not discharged with tamper tag intact, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

Annually – Portable firefighting equipment should be inspected/serviced by a competent person in accordance with the manufacturers’ instructions and the British Standard.

Date	Location or number	Delete as appropriate	Satisfactory Yes/No	Comments	Signature
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			
		Checked/ Tested			

Fire Door Checklist

Fire Door Inventory List – should be used to list and identify each fire resisting door and help provide an audit trail to ensure each door has been checked in the last 6 month period. Numbering your fire resisting doors is a convenient way of keeping track of your monitoring. You can also record any faults found

Door Inventory List	
Address	
Door No.	Door Location
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Notes (including details of any defects reported or repaired on site)

Fire Door Checklist

6 Monthly - Fire door checks should be carried out 6 monthly. Anyone carrying out the fire door checks should undertake the Fire Door Check Learning available on Delta. This checklist compliments the course and enables you to record your findings. The easiest way to track your checks is to number your fire resisting doors. This form can be reproduced and numbers altered to reflect additional doors (if you have more than 10 or want to use a different numbering system). Ensure you record and report any faults found to the responsible person.

Fire Doors (No. 1-10)										
Use Y for Yes, N for No and N/A for Not applicable add an 'X' to denote an issue that needs to be addressed	Date of Inspection:									
Door Number	1	2	3	4	5	6	7	8	9	10
Is there a certification label ?										
Is the door square (parallel and central) in its frame?										
Does the door fit flat into its frame?										
Is the door damaged?										
Is the frame secured to the wall?										
Has the door been modified?										
Is the door gap 3mm ± 1mm or less?										
Intumescent seals in place?										
Cold smoke seals in place?										
No damage or paint on seals?										
Is the glass fire resistant? (Clear glass with kitemark etc or wired glass)										
Glass in good condition?										
Minimum 3 hinges?										
Good quality steel hinges?										
Screws in place?										
Hinges damaged/worn?										

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Does the door close from any angle?										
Does the door engage the latch?										
Is there a self-closing device fitted?										
Is the closer properly adjusted to close the door fully?										
Hold open device working (if applicable)?										
For double doors, door selector working?										
(If a double door) Do the doors close in line?										
Does the door touch the floorcovering?										
Suitable signage on doors?										

Details of person undertaking fire Door Check

Name Signature

Fire detection and warning system (including call point testing) checklist

Daily – Inspect the fire panel for normal operation of the system. Ensure there are no faults or issues. This does not need to be recorded, unless a fault is identified.

Weekly – Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:-

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test and check all other systems attached to the fire alarm system are functioning. These may include;

- automatic opening vents and smoke control systems
- magnetic door release mechanisms
- security door release mechanisms
- is the fire alarm system audible over any music or processes
- any other miscellaneous systems linked to the fire alarm

If any faults are found, these should be recorded in the fault record at the front of this log book and the service contractor contacted to remedy.

Six monthly – Periodic Inspection and test by a competent person - This should be carried out by a fire alarm engineer who is suitably experienced and knowledgeable of British Standard 5839. Requirements for these inspections and tests will depend upon the type and design of the system.

Date	Call point location or number	Satisfactory Yes/No	Weekly tester: signature	Date	Call point location or number	Satisfactory Yes/No	Weekly tester: signature

Record of fire safety training

The Regulatory Reform (Fire Safety) Order 2005 requires that fire safety training is given to employees on induction or when exposed to a new risk within the workplace and this training should be repeated periodically.

The most effective way of demonstrating compliance is to keep records, and a Log Book is one way of doing it. (See Fire safety in the workplace for more information on the content and frequency of training).

Name	Date of appointment	Type of training	Date	Name of trainer

Fire drill observation sheet

Date of drill:	
Time of drill:	
Time taken for drill:	
Means of alarm activation:	
Observed by:	

Activities to observe	Completed ok Yes/No	Comments
Building users responded promptly to the alarm being raised.		
Evacuation took place in a calm and orderly manner. No running, no shouting, no stopping to collect personal belongings etc		
All employees, contractors and visitors had signed in and could be accounted for.		
Fire wardens were fully in control of the situation and didn't let others take over.		
People didn't go back into the building until the all clear was given by the Fire warden in charge.		
After event discussions with employees confirmed that exits were clearly marked, operational and that escape routes were clear and easily accessible.		
After event discussions with fire wardens confirmed that they were clear on their responsibilities, knew what to do and had control at all times		

Areas for improvement / further comments

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Grab bag contents

Grab bags should contain information and items that will be useful during an emergency evacuation. The bag will contain information that will also assist the Fire and Rescue Service when they arrive on site. Your Grab bag should be easily accessible, easy to carry and located on the route of escape and taken with you when you evacuate the premises.

The Grab bag should be tailored to your individual circumstances but the items highlighted in bold below will be important information that the Fire and Rescue Service will require. General recommendations include:

- Grab bag contents checklist
- Checklist of things to do in an emergency(e.g., security, shutting off water, electricity, gas, etc.)
- Clipboard
- **a clear plan of the premises (ideally laminated to protect against the elements), including: fire escape routes, refuge points, fire safety measures such as service isolation points (gas, water, electricity). sprinkler stop valves, location of ventilation switches (if installed).**
- **COSHH and hazardous substances on premises - list and locations with locations marked on building plans - Include any gas cylinders and their locations, including empty cylinders,**
- **Register of asbestos locations (can be found in the asbestos survey).**
- **your emergency and evacuation plans (inclusive of personal emergency evacuation plans and highlighting any mobility issues of users)**
- **building keys and access codes (Master keys)**
- an emergency contacts list and useful telephone numbers
- a notepad and pen in a waterproof casing
- hi-visibility vests that can be worn by the person in charge / fire marshals (If evacuation marshalls/controllers do not already have hi-vis vests)
- a small first aid kit (ensure the contents are kept in date) and medical gloves
- first aid 'energy food' such as glucose tablets
- torch and spare batteries
- emergency blankets (foil)
- Communication methods such as:
 - two way radio (these may be next to the kit as they will need to be charged)
 - Mobile phone (charged)
 - whistle or loud hailer
- drinking water

Consider other means that may be useful to produce communication messages such as:

A few sheets of thick card and large marker pen, Sellotape, scissors etc

You may also need to have details of staff and service user or pupil medication (for data protection reasons leaving in a grab bag may not be appropriate)

Smoke ventilation systems record

Smoke ventilations systems may be provided as part of an engineered fire safety solution. The ventilation system test should be carried out in accordance with the manufacturer's instructions, in order to meet the requirements of the current British or European equivalent, standards.

Weekly

During the fire alarm test, check that all smoke ventilators and smoke curtains have operated correctly and they are properly re-set at the conclusion of the test.

Annually

The system should be tested by a specialist engineer in accordance with the current British standards.

Any faults found should be recorded on the faults record at the front of this log book and the relevant service contractor contacted to rectify.

Record of tests of smoke ventilation system

Date of tests	Curtains / ventilators		Compressor		Annual service / test	Signature
	Satisfactory	Unsatisfactory	Receiver pressure	Hours run meter		

Sprinkler systems

General

Automatic sprinklers should be maintained in accordance with the manufacturers requirements to meet KCC's obligations under the Regulatory Reform (Fire Safety) Order 2005.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the fire safety risk assessment.

The installer of the automatic fire sprinkler system should provide to the occupier an inspection and programme of checks for the system. The programme should include; instruction on the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines.

Weekly

The following checks shall be made and recorded;

- all water and air pressure gauge readings on installations, trunk mains and pressure tanks
- all water levels in elevated private reservoirs, rivers, lakes and water storage tanks.

Water motor alarm test:

Each water motor alarm shall be sounded for not less than 30 seconds

Automatic pump starting test:

Test on automatic pumps shall include;

- check fuel and engine lubricating levels
- reduce water pressure on starting device to simulate condition of auto-start
- record the starting (cut-in) pressure and check it is correct.

Any faults identified should be recorded on the fault log at the front of this document and the relevant service contractor contacted.

Monthly

Sprinkler tanks and batteries should be checked at least once a month. This can be carried out in-house as long as sufficient training has been provided.

Quarterly / six monthly / annual routines

The service and maintenance schedules detailed in the current British Standard should be carried out by a competent person who will supply the user with a signed and dated report of the inspection.

Any faults found should be recorded in the fault log at the front of this document and the relevant service contractor contacted.

Appendix D: School Display Poster

Fire Evacuation Procedures



The Fire Assembly Point is:

The Main Playground

If needed, the secondary assembly point is:

The Visitor Carpark

The Fire Wardens (Orange Fluorescent waistcoat) are:

- The Headteacher
- The Deputy Headteacher
- The Site Manager

The Fire Marshals (Yellow Fluorescent waistcoat) are:

Zone	Area	Sweeper
1	Office, Reception Area, Toilet, Lift	Main: Business Lead Deputy: Attendance and Admissions Officer
2	KS2 area, DHT office, HT office, Y6, Y5	Main: Y6 LSA Deputy: Y5 LSA
3	Y4, Staff Room, Toilets	Main: Y4 LSA Deputy: Y4 LSA
4	Y3, Top corridor, Pastoral office, Repair Shop workshop	Main: Y3 LSA Deputy: FLO
5	Hall, Kitchen	Main: Pastoral Leader Deputy: FLO
6	Y2 classrooms, Cloakroom, Toilets	Main: Y2 LSA Deputy: Pastoral Leader
7	Music Room, Nurture Room, Library, Inclusion Office	Main: Nurture LSA / Assistant Deputy: Inclusion Assistant
8	Y1 classrooms, Cloakroom, Toilets	Main: Y1 LSA Deputy: Y1 LSA
9	Common Room, Toilets	Main: Inclusion Leader Deputy: Inclusion Assistant
10	EYFS Classrooms, Cloakroom, Toilets, Sensory Room, Kitchen	Main: YR LSA Deputy: YR LSA

Forest School / School Playing field – will be notified of a fire drill over a walkie-talkie by the school office.
Remain in situ and complete a roll call, unless informed otherwise over the walkie talkie.