



FIRE PROCEDURES

LANSDOWNE PRIMARY ACADEMY

This Policy was ratified by the Board of Directors on:	Summer 2024
This Policy will next be reviewed:	Summer 2027
This Policy will be reviewed by:	GLC Board

GLC Mission Statement

The GLC’s mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC’s commitment to equality is enshrined in our mission statement to develop ‘active and thriving citizens within a diverse, truly fair and equal community’.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Statement of Intent:

This Fire Safety Plan and Procedures outline our commitment and strategy for the protection of all users of the premises from the consequences of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

We manage Fire Safety within the buildings by both structural fire precaution methods and a proactive fire safety management culture.

The aim of this fire safety policy is to ensure that the potential for fire ignition is reduced to a minimum and that all fire escape routes and other fire safety systems are maintained and reviewed to ensure effectiveness in protecting life and the School.

All pupils, staff and visitors are protected by our safe working practices and fire safety management procedures. The School will ensure that all staff are appropriately trained in their responsibilities relating to fire safety and responding to a fire emergency and full evacuation process.

A copy of this Policy will be made available to all members of staff. The Policy will be kept up to date and reviewed every year by the Principal and the Business Manager and submitted to the Governors for approval and signature.

Signed
Chair of Governors

Signed
Head of School

Signed
Chief Executive Officer

Date

Review date: June 2024

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The likelihood of fire in the school building may well be small but the consequences are so extreme that every effort must be made to ensure that effective procedures are in place. Anyone finding a fire should immediately use the nearest fire alarm call point (break glass) and raise the alarm.

Please note the following:

1. **The manual unlocking of fire doors.**

Any door fitted with a 'Snib' lock (thumb turn) will be opened by **Site Staff** at the start of each day and will be closed by them at the end of each day as part of lock-up the lock up procedures. These procedures also apply to **Letting Staff** who will be responsible for opening and closing the building during evenings & weekends.

2. **Access controlled fire doors.**

All access-controlled fire doors have been integrated into the building's fire alarm system and will consequently unlock/release automatically on an activation of the fire alarm. (Note) Power supplying the security mag-locks will be restored once the fire panel has been fully reset.

3. **Mains power failure.**

In the event of a mains power failure to any building on site the following statement will apply: No after dark occupation of the site will take place until the external emergency lighting has been fully tested.

4. **Manually operated gates.**

In the interest of Health & Safety, Security and Safeguarding purposes it is necessary for internal gates to remain locked during normal school operating times. For evacuation purposes combination padlock codes and gate keys will be given to selected members of the evacuation team; Senior Management, Fire Marshals, Site-Staff, Reception Staff or any other member of staff playing a key role in the evacuation process.

The Support Service Manager will be responsible for the allocation of gate keys & padlock codes and should include clear instructions on what to do in the event of an evacuation.

Please note: gates allowing emergency access by the fire service will be locked using a standard fire brigade padlock (pictured below) copies of the fb key will be issued to key members of the evacuation team.



STANDARD FIRE BRIGADE PADLOCK (FB11)

1. Introduction:

This guidance is specific in dealing with an evacuation of the school buildings in the event of a fire. Separate plans have been prepared and adopted for the evacuation of disabled occupancies within the building and in the event of a bomb warning and/or terrorist alert.

This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.

Staff, temporary staff and appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Support Service Manager or GLC – Finance & Operations Director.

2. Action in the event of a fire or suspicion of a fire

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your own personal safety, you should If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc. that is in use as part of the classroom activity or lesson.
- 2.2 The main priority is to get everyone out of the room/area as quickly and as safely as possible then on final exit, are to proceed to the designated assembly point. If a fire develops within the room/area you are occupying and you are not supervising students and it is safe to do so then shut any windows that may be open. Finally, close the door to the room or area you are occupying, this will help to prevent the development of smoke and flames from spreading to other products of combustion and slow the development of fire into neighbouring areas.
- 2.3 Immediately raise the alarm by activating the nearest available fire alarm call point.

3. How to raise the alarm:

Activate the nearest Manual Call Point, like the one pictured below (Figure 1). The call point can be activated by pressing firmly at the centre of the clear panel section which is incorporated within the call point unit. The fire alarm will be activated once pressure has been applied.



Figure.1

Note: If unable to raise the alarm using the call point due to a system failure, then efforts should be made to notify the Reception Office: T: **01375 487200**
Once the call has ended then efforts should be made to alert others in the surrounding areas.

4. Action to take on hearing the alarm.

4.1 On hearing the fire alarm, staff should immediately commence the evacuation of their classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area to **Leave the building via the nearest available escape route**, where they are to assemble at their designated fire assembly point. However, occupants must be prepared to be directed to a secondary assembly point should conditions at the first assembly point deteriorate or are unfavourable.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.

4.2 The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc. to establish that they have been evacuated.

4.3 Once a detailed sweep of the building has been carried out by then Fire Marshals they are to leave the building by the nearest available escape route and report that their area is clear to the Head of School/Deputy Head of School.

4.4 Fire marshals should then at a safe distance, ensure no individual subsequently re-enters the building until the building is confirmed to be safe and that all occupants have been accounted for authorisation will come via the fire co-ordinator (a member of the Premises Management team).

4.5 The Chief Fire Marshal with confirmation from fire marshal deputies that the building has been fully evacuated should then notify the fire evacuation co-ordinator that the building is both clear and report any changes in the condition/deterioration of the building.

Important notice: Fire marshals must never place themselves or others at risk in order to complete their inspection. Marshals must report any areas that have not been fully checked due to any particular risks involved. This information can then be passed to emergency services on-arrival.

Premises Management Team:

Support Service Manager, Duty Site Manager/Caretaker, GLC - Estates Manager.

Post - Fire Evacuation Feedback.

Note: Following an evacuation of any kind, Fire Marshals along with the duty Site Manager and/or Support Service Manager will meet up for a post fire evacuation analysis. Any items raised for concern should then be reported directly to a member of SLT (Senior Leadership Team). System failures must be reported immediately so that the relevant contractor(s) responsible for maintenance can be notified.

4.4a In the event of an actual fire, the alarm monitoring station will contact the emergency services.

4.4b In the event that the alarm monitoring station for some reason fails to make contact with the Academy the following instructions to contact emergency services should be carried out: dial '9' for an outside line, then 999 for emergency services. Once the call is answered, ask for the fire service, then once through to the fire brigade control room inform the operator of the following:

THERE IS A FIRE AT:

**LANSDOWNE PRIMARY ACADEMY
LANSDOWNE ROAD
TILBURY
ESSEX
RM18 7QB**

Note: The member of staff phoning the fire brigade should not end the telephone call until the fire brigade operator has repeated all of the address details given.

5. Fire Panel Activation - Alarm Monitoring & Contact Protocols.

The fire panel, on activation, will automatically dial the alarm monitoring centre (EMCS) who will then contact: 'Quadrant Security Group' to confirm there has been an activation of the school's fire alarm.

'Quadrant Security Group' will then call the school to establish contact with a member of the school's Premises Management team to ascertain if the school premises are occupied and to ascertain if known the type/cause of the activation i.e. Confirmed, false or undetermined and to seek instructions from the school to call the Fire Brigade.

Note: If an activation occurs out of normal school operating hours; then the Fire Brigade will be called automatically by EMCS followed by a call to Quadrant Security.

Emergency contact list for site personnel; Site Manager, Support Service Manager, GLC - Estates Manager.

6. Evacuating the school building- arrangements for people with disabilities

6.1 One to one carers and/or the schools appointed fire marshals will assist those staff, students or visitors with sight, hearing, learning or mobility impairments to evacuate from the building.

Individuals who have a **Personal Emergency Evacuation Plan (PEEP)** will already have been briefed of their own personal arrangements for evacuating the building and should follow the plan provided for them.

Please refer to: **Disabled Evacuation Plan.**

7. Ensuring that everyone is out of the building - school fire marshal duties:

7.1 As previously stated, the schools appointed fire marshals will undertake a check of their designated area of the school building including; offices, toilets and ancillary rooms etc.

7.2 The schools appointed fire marshals (where applicable) will assist in the evacuation of staff, students and visitors.

7.3 The schools appointed fire marshals will notify the Chief Fire Marshal once building is clear.

7.4 Fire marshals once they have completed a full sweep of their allocated area, should then proceed to their designated safe area and ensure individuals **do not** attempt to re-enter the building(s) unless permitted to do so by the duty fire evacuation co-ordinator (a member of the premises management team).

- 7.5 Fire marshals should report any deteriorations of conditions so that information can be passed to emergency services on their arrival.
8. **Location of assembly points:** (please refer to: LPA fire plans for assembly point locations)
- ✓ **Assembly Point A:** Located on the Large Playground (Adjacent Staff Car Park).
 - ✓ **Assembly Point B:** Located on the Key Stage 2 Playground (opposite early years).
 - ✓ **Assembly Point C:** Located on the Key Stage 1 Small Playground.

 - ✓ **Stage 2 - Assembly Point:** Dunlop Road, Residential Car Park.
9. **Evacuation to the schools designated fire assembly points: [A, B &C] including the duty fire evacuation co-ordinators duties: [Stage 1 evacuation]**
- 9.1a Tutors and students shall assemble in their assigned year group locations, located at their designated fire assembly point **[A] Adjacent - Main car park** or **[B] KS2 playground adjacent Early Years outdoor play** **[C] KS1 Playground**. The Head of School/Deputy Head will be notified by the heads of year: who will co-ordinate the roll call to establish if all tutors and their students are accounted for. Tutors should encourage students to stay calm and to remain quiet.
- 9.1b Student registers should be collected and brought to the relevant Assembly Points by the attendance officer or by person(s) responsible for collating student registers.
- 9.2 Support-staff, contractors and visitors will need to assemble at the nominated area within **Assembly Point [B] – KS2 playground**. The Head of School/Deputy Head will be notified by the senior receptionist who shall co-ordinate the roll call for all non-teaching personnel to establish that all non-teaching personnel are accounted for. Once the roll call for contractors and visitors has been carried out, the results must then be reported to the Support Service Manager.
- 9.3 To facilitate the above the Senior Receptionist will collect and bring to the assembly point; the staff attendance records + visitor & contractor signing in book. The senior receptionist also brings provision for basic first aid i.e. first-aid. The receptionist will also ensure that any relevant keys available to open emergency gates are ready for responding emergency services.
- 9.4 Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- 9.5 The duty fire evacuation co-ordinator (duty member of the Premises Management team) will ensure that they greet the fire brigade on arrival. The duty fire evacuation co-ordinator will then inform the fire officer-in-charge of any persons not accounted for including any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved plus any dangerous machinery not shutdown, etc.
- 9.6 Staff, students and visitors must not be allowed to re-enter the school buildings until they are told that it is safe to do so by either the fire brigades officer-in-charge or by the duty fire evacuation co-ordinator.
- 9.7 In the event that first aid is required, individuals should make themselves known (if possible after being registered), the individual will be escorted to the designated First Aid area, where a qualified member of staff will assist.

10. Stage 2 Evacuation - Leaving Assembly Points A & B.

- 10.1 In the event of a fire developing rapidly, whereby conditions at assembly points A & B deteriorate due to fire, heat or smoke; acting on advice of the fire brigade ('officer in charge') the Head of School or Chief Fire Marshal may instruct those assembled A & B to leave their current assembly point and resort to the **Stage 2. Evacuation point; 'Residential Car Park, Dunlop Road'**. Evacuating staff are to lead students, staff & visitors away from school grounds via: **The Lansdowne road pedestrian gate**. **Directions:** Once at the pedestrian gate turn right and continue along Lansdowne road; follow the school perimeter fencing before turning right onto Dunlop road. Fire marshals/SLT will be at hand to halt traffic, allowing student class groups to cross the roads safely, all personnel will be required to reassemble within the car park area and await further instructions.
- 10.2 Staff, students, contractors & visitors must remain at the stage 2. assembly point, until told it is safe to return to the school site by the fire brigade officer-in charge.
- 10.3 In an event whereby first aid is required; individuals should make themselves known and if possible after being registered will be escorted to the third assembly area where a qualified member of staff will assist.

11. Stage 2. Evacuation – Leaving Assembly Point C.

In an event where a fire could develop rapidly and conditions at assembly point 'C' [key stage 1 playground] become unfavourable due to fire, heat or smoke. Acting on the advice of the fire brigade 'officer in charge'; The Head of School or Chief Fire Marshal may instruct those assembled to leave the KS1 playground (Key Stage 1) and reassemble across the road into; Dunlop road car park. Note: key evacuation staff i.e., fire marshals/SLT are to hold traffic, allowing class groups to safely cross the road, here personnel will be required to reassemble within the car park area and await further instructions.







12. Arrangements for exam candidates

- 12.1 On hearing the alarm invigilators should stop candidates from writing, make a note of the time the exam was stopped. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence.
- 12.2 Candidates returning to the exam room will be allowed the full allocated exam time.

13. Extinguishing a fire (if safe to do so)

- 13.1 In the event of a small fire e.g. such as a fire within a waste paper bin, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.
- 13.2 Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.
- 13.3 For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.

- 13.5 If the fire involves **live electrical equipment**; a **carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.
- 13.6 If the fire involves **flammable liquids**, a **foam or dry powder** extinguisher should be used to extinguish the fire. (Please see extinguisher guidance chart below).

Fire Extinguisher Type and Use Guide						
FIRE CLASS	WATER	DRY POWDER	FOAM	CO2	WET CHEMICAL	SPECIAL POWDER
Carbonaceous Materials 	✓	✓	✓	✗	✓	✗
Flammable Liquids 	✗	✓	✓	✓	✗	✗
Flammable Gases 	✗	✓	✗	✗	✗	✗
Flammable Metals 	✗	✗	✗	✗	✗	✓
Electrical Equipment 	✗	✓	✗	✓	✗	✗
Cooking Oils 	✗	✗	✗	✗	✓	✗

City Fire Brigade 2010

Important Note: This guide must be viewed in colour.

- 13.7 **If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should NOT attempt to try to fight the fire.** It will be safer to evacuate the area (if possible closing windows and doors behind you), activate the fire alarm and await the arrival of the fire brigade.
- 13.8 **In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - DO NOT OPEN THE DOOR. - You may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (E.g. the fire may “flashover”). In the event of these circumstances you must not attempt to try to fight the fire.** Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.
- 14. Procedures in the event of fire alarm system failure**
- 14.1 In the event of the fire alarm systems failing the school will designate fire marshals to sweep the buildings for signs of fire at 30-minute intervals whilst the building is in use.
- 14.2 If a fire is discovered the fire marshal shall notify the duty receptionist or caretaker to contact the fire brigade. The caretaker will sound the alarm manually via the sound alarm button on the nearest fire panel. In the event of a complete malfunction of the fire alarm system an evacuation message to notify all occupancies will be made verbally by Fire Marshals. Fire marshals will be deployed to ensure all areas have received this message and are ejecting from the building.
- 14.3 The fire marshals will then ensure the building has been evacuated following normal evacuation procedures.

14.4 Fire marshals should then proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation co-ordinator.

15. Maintenance of escape routes

15.1 All staff have a duty of care and should ensure that escape routes in their area are kept clear at all times.

15.2 The caretaker should maintain these routes and report any particular problems to the Support Service Manager/Head of School. A full inspection of these routes should be completed half-termly by the caretaker who is also responsible for the maintenance and routine inspection of extinguishers and the fire alarm system.

16. Fire Drills & System Testing

A full fire drill will take place termly or at the discretion of the Head or equivalent other.

Testing of the fire alarm will be conducted on a weekly basis with records maintained.

All site users including temporary staff should follow the Evacuation Procedures outlined within this document.

This document forms part of the GLC's Policies & Procedures and can be viewed on the GLC's website. [Welcome to Gateway Learning Community](#)

A hard copy of this document can also be obtained from the school admin team.

Bullet point versions of this document will be posted in all occupied areas within the building.

Fire plans depicting the location of firefighting equipment and pre-determined fire routes will be placed in strategic areas around the building.

A copy of the fire escape plan will accompany this document.

Please note: the use of colour in this document was necessary to relay key information about maps, signage and other types of fire related equipment, therefore this document must only be viewed in colour to prevent misinterpretation.

FIRE ESCAPE PLAN

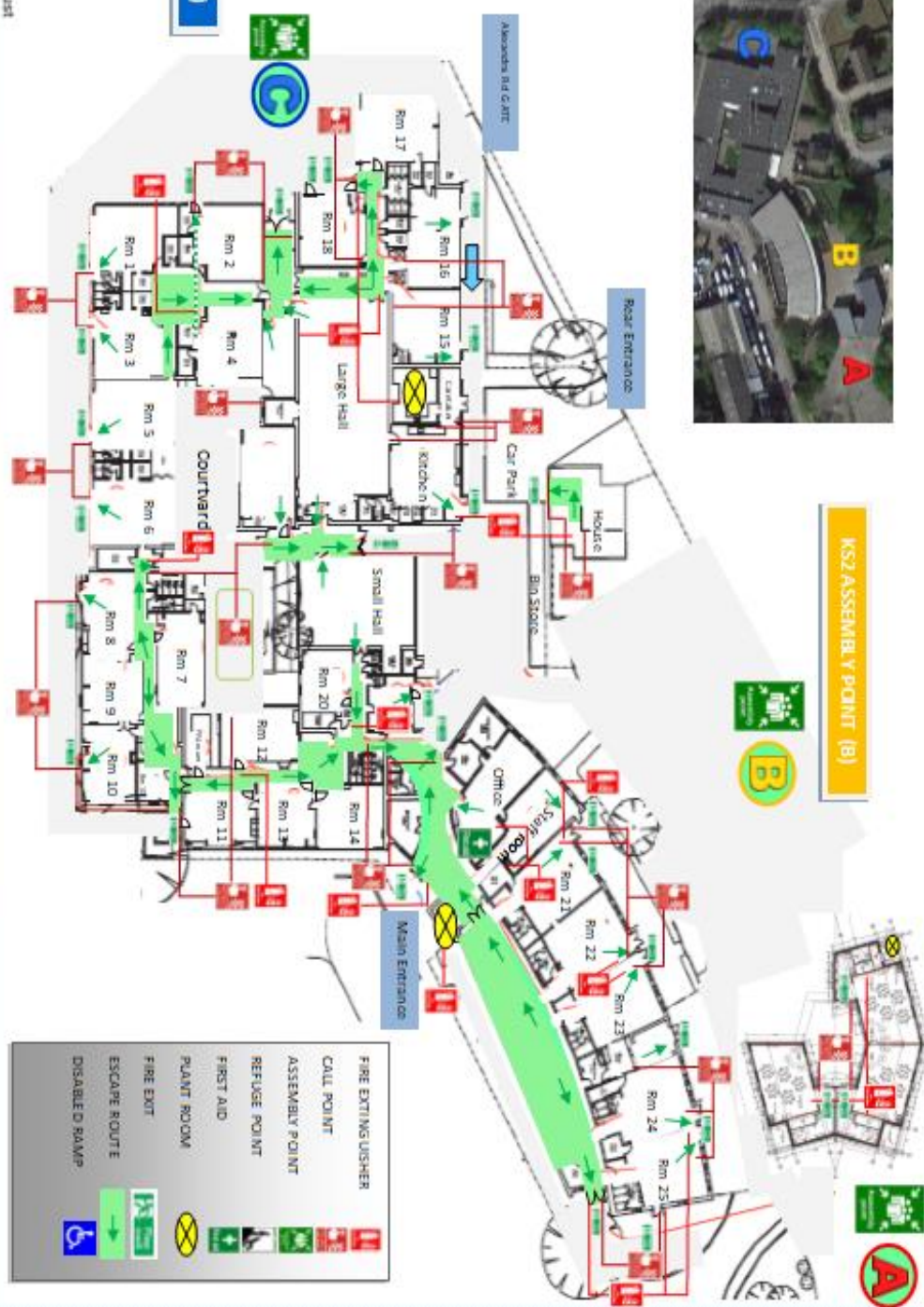
Y6, R&N ASSEMBLY POINT (A) PLAYGROUND

Fire Action

- Operate the nearest fire alarm
- Leave the building by the nearest available exit
- Report to the person in charge of the assembly point at: **PLAYGROUND A, B & C**



KS2 ASSEMBLY POINT (B)



KS1 ASSEMBLY POINT (C)

	FIRE EXTINGUISHER
	CALL POINT
	ASSEMBLY POINT
	REFUGE POINT
	FIRST AID
	PLANT ROOM
	FIRE EXIT
	ESCAPE ROUTE
	DISABLED RAMP

FIRE ESCAPE PLAN - Y6, Reception & Nursery




 Operate the nearest fire alarm


 Leave the building by the nearest available exit


 Report to the person in charge of the assembly point at:
ASSEMBLY POINT (A)

KEY:
 FIRE EXTINGUISHER
 FIRE ALARM CALL POINT
 ASSEMBLY POINT
 FIRE EXIT
 ESCAPE ROUTE



ASSEMBLY POINT (A) LOCATED PLAYGROUND - ADJACENT - STAFF CAR PARK