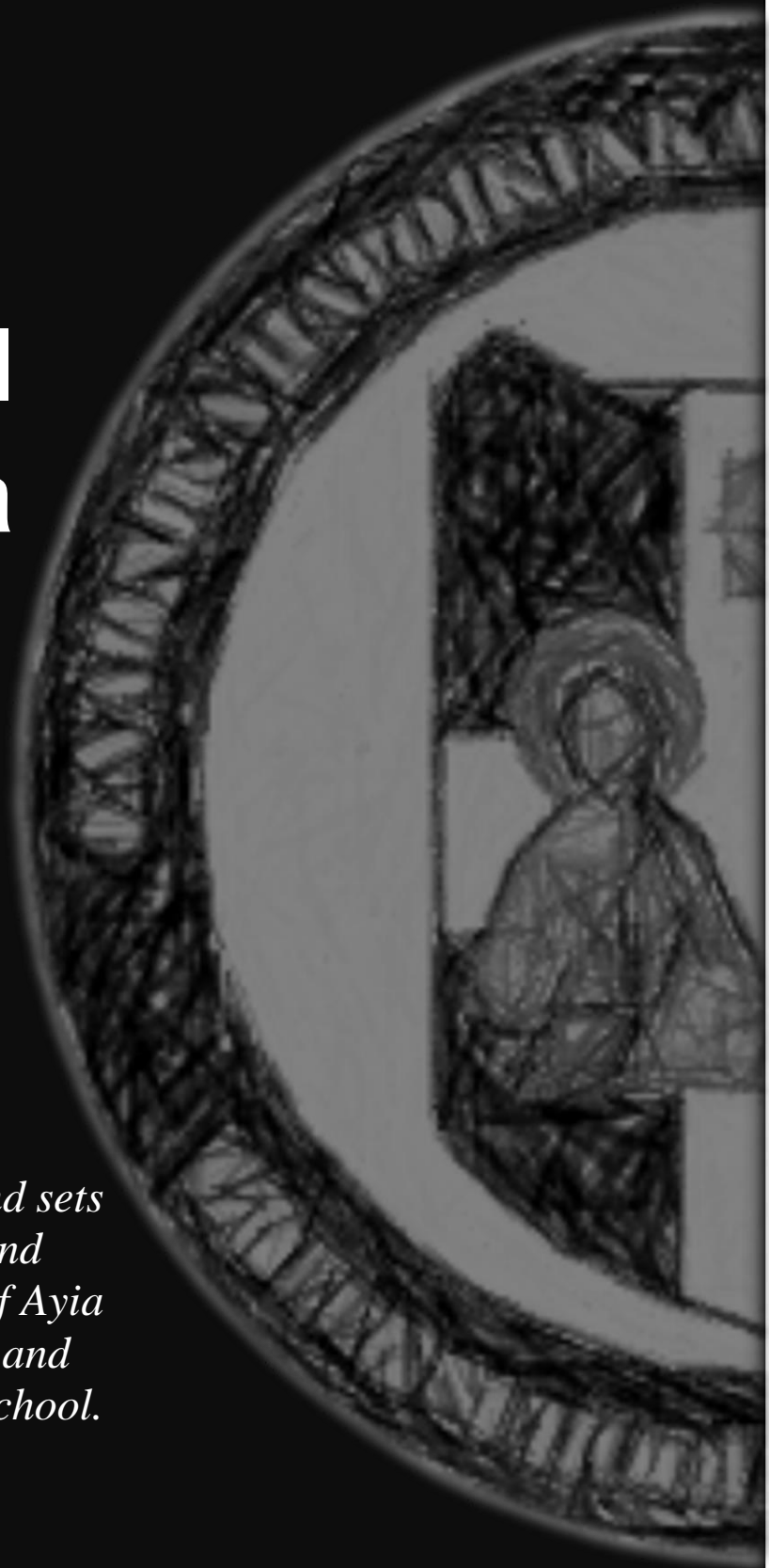


Greek School *of* Ayia Triada Birmingham

Fire, Emergency and Evacuation Procedures

This document defines the term and sets out the principles, practices, and procedures which Greek School of Ayia Triada will follow in respecting and valuing each child attending the school.



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1. Aims:

It is the overall aim of GSAT to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

2. Overall Responsibility for Fire Safety

A member of the teaching staff is appointed as the Fire Safety Manager for the school and has overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Fire Safety Manager shall also ensure that an emergency evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

The named Fire Safety Manager at GSAT is Dr S Tryfonos

3. Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix A). They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

4. Appointment and Responsibilities of Fire Marshalls

The school shall appoint a number of members of staff as Fire Marshalls, one of which will be appointed as Senior Fire Marshall. In the event of an emergency evacuation, these members of staff have the responsibility for ensuring that all areas of the School have been evacuated and that this is reported to the Evacuation Manager (or their deputy) (see Appendix B).

During an emergency evacuation, Fire Marshalls shall wear hi-visibility tabards to enable them to be clearly identifiable.

5. Fire Risk Assessment

The Fire Safety Manager shall ensure that a fire risk assessment (Appendix F) is carried out every 6 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Manager and a copy kept on file.

[The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](http://legislation.gov.uk)

6. The School Fire Procedure

Notices displaying the School Fire Procedure (Appendix E) are displayed at each classrooms at the Class information and shall be of the approved format and the current issue.

7. Fire Training and Emergency Evacuation Drills

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist (Appendix C). The Fire Safety Manager shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or the Headteacher.

System	Frequency	Provider
Fire Fighting Equipment	Annual	Fire Protection Services Birmingham 0121 380 7500
Fire Alarm System	Fire Fighting Services	

8. Testing of Fire Fighting Equipment & Systems

The School Fire Safety Manager shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

System	Equipment & Systems	Method or Test
Corridors, Escape Routes and Fire Exit Doors	Daily	Check that fire exit doors are unlocked, escape routes are free of obstruction and that the padlock is removed from the double gates
Fire Alarm	Daily	Visual Check of the panel for fault indications
Fire Extinguishers, hose, Reels and Fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered with that and that annual inspections and data are in place
Fire Doors	Weekly	Check that the doors are closing fully and, where fitted latches are operating
Fire Exit Door	Weekly	Check that the doors are opening freely and that emergency exit fittings are operating.
Fire Extinguisher	Weekly	Operation of test switch or circuit breaker and check that lights illuminate.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.

9. Raising the Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the electric school bell shall be rung continuously. If the electric school bell should also fail, the school hand bell shall be rung continuously, ensuring all areas of the building can hear it.

10. Calling the fire brigade

It is school policy that the fire brigade will be called upon any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade. Where the alarm is raised by the school's automatic smoke detection system, the Fire Safety Manager (or their deputy) will call the fire brigade if a fire is suspected, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

11. Events out of School and External Lettings

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify requirements as a condition of the license, and these conditions will have to be met (Appendix D).

12. Notices

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, fire fighting equipment and assembly points

13. Records

All service records to be stored safely in a fireproof office cabinet. The fire Safety Manager is responsible for maintaining the following

Type of Recording	What is recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free Operation of Fire exit Lights	Date of test, list of all fire exit doors checked and results of tests.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learnt / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor
Fire Risk Assessment	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.

14. The Specifics of the Fire and Emergency Plan

a. The Signal and Assembly:

The signal for Fire Drill and for Emergency Evacuation procedure is:

Continuous Siren

The place of Assembly is: In first instance – playgrounds/football field which is located at the front of school after the car park area. It is the duty and responsibility of ANYONE discovering a fire, to operate the nearest fire alarm point.

b. Upon Hearing the Fire/ Emergency Alarm:

Persons in charge of classes will marshal their classes in an orderly manner to the assembly point, by the exit-route away from the fire.

Administrative staff, teachers, secretary, volunteers, etc. should immediately make their way to the assembly point. Anyone not actually in class when the alarm sounds, e.g. in toilets, staff rooms, passages, etc. should make their way DIRECT to the assembly point and join their appropriate class or group (Management Board Members will ensure evacuation of these Areas).

A senior person (For this year fire marshal names are present in various designated areas around the school) must be delegated immediately to call the Fire Brigade (emergency number: 111). There must be no rushing, pushing or overtaking route to the assembly point.

As soon as classes and groups are assembled, each teacher and senior

member of a group will take a roll call and report to the headteacher if anyone is missing.

If any person is found to be missing, the school premises must be searched by the staff, if possible, until they are accounted for. Inform the Fire Brigade on their arrival if anyone is missing, or if staff are searching for pupils. No person must leave the assembly point to recover clothing, books, etc. unless permission is given; in the case of a drill, by the headteacher, or in the case of a fire, by the Officer-in-Charge of the fire.

c. Advice on teaching fire evacuation

- Pre-Planning:

Fire Alarm Signal: Everyone must know it. It must not be used for any other purpose, e.g. class changes, etc.

- **Location of Assembly Point**

A place of safety- discussed in meetings and set for the school. Everyone is aware where the place is located and what the most suitable fire escape is to the assembly point.

- **Class Register:**

Keep up-to-date.

Teachers shall carry it with them to the assembly point

d. Teach children these rules before holding fire drills:

- What the fire alarm signal is and where the location of the assembly point is.
- Practice the class in leaving the school in an orderly manner to the assembly point. Young children may leave in pairs, taking hands to give confidence.
- Ensure all children leave the classroom.
- No running, pushing or overtaking should be permitted.
- When proceeding down staircases or external fire exit stairways, insist on the use of handrails and keeping clear of each other's heels (at least one clear stair tread between each child or pair).
- Ensure children know the various means of exit from the school. During fire drills vary the exits to be used. A simple card with the words NO WAY OUT can be used to block entrances during practice drills.
- Children should be taught that if they have left the classroom, e.g. at toilets, etc. and the fire alarm sounds, they should immediately proceed to the assembly point.
- If walking through smoke, hold on to pullover or blouse of person in front or place hand on back of person in front. If smoke is heavy, encourage children to keep low down when moving to exits.

FIRE BRIGADE OFFICERS WILL ATTEND, IF REQUESTED, TO ASSIST IN SUPERVISION IN INITIAL PRACTICE DRILLS.

15. Two Plans for Evacuation

- **PLAN A**

Emergency Exits

Nursery classroom basement- EMERGENCY EXIT indicated on door sign-downstairs next to girls' toilettes which is the old main entrance of the building.

New Y1 class opposite church door EMERGENCY EXIT next to the entrance of the class- leave the school premises from that exit

Upstairs Classrooms- Follow the emergency exits sign downstairs to the exit next to the new Y1 classroom

Classroom next to the Kafeneio- EMERGENCY EXIT main entrance of school

Hall Upstairs EMERGENCY EXIT indicated on door sign-downstairs next to boys toilettes

Toilets EMERGENCY EXIT **Hall Upstairs** EMERGENCY EXIT indicated on door sign-downstairs next to boys toilettes

- **PLAN B**

In cases of extreme emergency/ in cases of blocked emergency exits

Actions:

Moving on initiative to different venues, from safer routes.

Taking the nearest and safest exit.

Keep insisting on

Be alert to instructions, written or verbal!

- **Assembly points:**

Teaching, Support Staff, Volunteers and Visitors at a pre-determined assembly point.

1. Pre-determined assembly points are arranged and a roll-call of staff to be taken. The person who is in charge of the assembly point should report to the person who has been nominated the fire service liaison person indicating all persons accounted for or whose missing and where they were last seen.

2. Another consideration when selecting the location for an assembly point is to fully understand the fire emergence evacuation plan. Calculate the number of staff that would need to assemble and if it is a multi-occupied building you need to co-operate with the other occupants.
3. It is also very important to be familiar with the surrounding topography.
4. The assembly point should be far enough away from the building not to put staff in danger of radiated heat and falling debris. Give ample room so you do not interfere with fire fighting operations and do not jeopardise the actions of the fire service.- FOR GSAT the assembly point is at the middle of the playground far from the building
5. Be close enough to ensure that the nominated person who is in charge of the assembly point can communicate with the nominated fire liaison person who should be located near the main entrance. This could be simple talking to him direct or the use of runners or electronic communications (pack sets, mobile phone)
6. The area chosen should be larger enough to accommodate all the staff, if this cannot be found you may have to consider additional sites. Open areas are ideal like pedestrian areas, car parks could also be considered but be aware of the dangers.
7. Inclement weather needs to be considered and some form of shelter or other weather protection may be necessary as the staff are most likely to have evacuated without collecting their out-of-doors clothing.
8. Use appropriate signs where this is feasible as it leaves no doubts in the minds of staff

APPENDIX A

Please Note:

- ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE (E.g., Fire, Gas Leak, Bomb Alert etc...)
- Up to date fire procedure notices are placed at every exit; designated exits are clearly marked.
- Only attempt to use fire extinguishers on small fires if you are trained / confident to do so.
- In the event of a missing person, report immediately to the Evacuation Manager. **DO NOT GO BACK INTO THE BUILDING** until the Evacuation Manager has given the all clear.

Role	Action/ Responsibility
<p>Teachers/ Support Staff/ Volunteers</p> <p>Members of MB onsite</p>	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit. 2. Immediately evacuate the building taking all pupils in your charge through the nearest / most appropriate exit. 3. Close the doors and windows on leaving. 4. Lead all pupils to the designated assembly point via the quickest / safest route and line up. 5. In the event of a Gas Leak or Bomb Alert the assembly point will be as discussed with the staff. 6. Call the register, which the office staff will distribute. Conduct a headcount whilst registers are being distributed. 7. Notify the Evacuation Manager immediately of any missing pupils so a search can be initiated. 8. Wait for further instruction
<p>Fire Marshalls</p>	<ol style="list-style-type: none"> 1. Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed. 2. Checks on toilet areas should include a check on individual cubicles. 3. If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one. 4. Never open a door if you suspect that there may be a fire beyond it.
<p>Evacuation Fire Safety Manager</p>	<ol style="list-style-type: none"> 1. Leave the building through the nearest / most appropriate exit and go to the assembly point. 2. Check with Class Teachers for missing pupils. 3. Check with Office Staff for missing classes or visitors. 4. If persons reported missing and fire brigade yet to arrive, conduct search for missing persons – if safe to do so. 5. If persons reported missing and fire brigade have arrived, inform the fire brigade and follow their instructions.
<p>Visitors</p>	<p>Leave the building through the nearest / most appropriate exit and go to the assembly point.</p>

APPENDIX B

Role Responsibility	Person Responsible	In case of Absence (1)	In case of Absence (2)
Evacuation Manager <ul style="list-style-type: none"> • Check with Class Teachers for missing pupils. • Check with Office Staff for missing visitors. • Conduct search for missing persons – if safe to do so and fire brigade yet to arrive. • Inform fire brigade of any missing persons. 	Dr S Tryfonos (head)	Mrs K Jordanou (Chair of MB)	Teacher of Year 1
Senior Fire Safety Marshall <ul style="list-style-type: none"> • Ground Floor Old Building. • Office, lobby, library, staff & pupil's toilets, • Report to Evacuation Manager. 	Teacher of Year 2* *teachers Saturday and Monday and Tuesday	Teacher of Year 3	Teacher of Year 5
Fire Marshal 2 <ul style="list-style-type: none"> • Ground Floor all classrooms • toilets • Report to Senior Fire Warden / Evacuation Manager. 	Teacher of Year 3	Teacher of Year 4	Teacher of Year 5
Calling the Fire Brigade: Fire discovered by the council		Person Discovering the fire, after pressing the nearest alarm call point	
Calling the Fire Brigade: automated alarms and contact straight	Side Manager of the Building		
Distributing Class Registers	Y1 Class Sat* *they are at the office	Y2 Class Sat	Teacher of Year 5
Checking for Visitors and other people in school	Members of MB onsite	Members of MB onsite	Members of MB onsite
Meeting the Fire Brigade	Head of School	Chair MB	Teacher of Year 5
Closing Doors once evacuated	Head of School	Chair MB	Teacher of Year 5

APPENDIX C

Staff First Day Induction Fire Safety

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.

APPENDIX C

Checklist for use of school out of school hours

(Monday - Wednesdays Mornings, Saturdays after 3pm, all other days and times which the school does not operate with classes)

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School.

APPENDIX D

School Fire Procedure Notice

UPON DISCOVERING A FIRE

- **Raise the alarm by activating the closest fire alarm call point.**
- **Phone 999 and request the Fire Brigade attend Magnet Center, Park Approach, . Ensure operator repeats address back to you.**
- **Only attempt to fight small fires if you are trained/confident/feel safe to do so.**

IN THE EVENT OF FIRE

FOLLOW EMERGENCY EVACUATION PROCEDURE

(As practised during Fire Drills)

WHEN THE FIRE BELL RINGS

(ONLY IF IT IS SAFE TO DO SO)

- Keep a calm composure.
- Responsible staff member to direct all pupils to line up at the door. Each class first and then all each class accordingly and as per the fire drill practice – nearest fire exit plan
- Responsible staff member to lead pupils to the nearest fire exit and out to the assemble point in the rear playground. All other persons to exit via nearest fire exit door. **Do not collect personal belongings.**
- If the exit route to the assembly point in the rear playground is blocked then use an alternative safe route to the front car park assembly point.
- Once at the assembly point carry out a head count.
- If any pupil is unaccounted for read down the register and call out names.
- Stay at the assembly point until the Evacuation Manager gives the all clear.
- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or a Fire Warden.

Emergency Contacts:

- **West Midlands Fire Service Headquarters 99 Vauxhall Rd
Birmingham B7 4HW Tel: 0845 500 0900**
- **911**
- **101**

2. Version Control

Version Name	Date	Reason for Update
Draft Fire and Emergency Arrangements (1 st version)	01/12/2007	Not in place, needed to Create Fire and Emergency Arrangements. Feedback Dr Riaz Farooq –Birmingham City Council-Local Supplementary School Officer
Draft Fire and Emergency Arrangements (2 nd Version)	October 2009	More amendments agreement in School Committee to change the Fire and Emergency Arrangements and make it more comprehensive
Draft Fire and Emergency	17/11/2010	Feedback from Karen Gardiner

Arrangements		
Updated Fire and Emergency Arrangements	10/09/2013	Ratified by Management Board Signed by the Management Board
Review	01/09/2014	Ratified by Management Board Signed by the Management Board
Review	01/09/2015	Reviewed and Signed
Review	10/09/2016	Reviewed, amended and agreed by the committee
Review	10/06/2017	Reviewed and Approved by MD, amendments
Review	01/09/2017	Reviewed and Approved by MD, no changes
Review	01/09/2018	Reviewed and Approved by MD, no changes
Review	01/09/2019	Reviewed and Approved by MD, no changes
Review	01/06/2020	Reviewed and approved
Review	20/09/2022	All sections updated