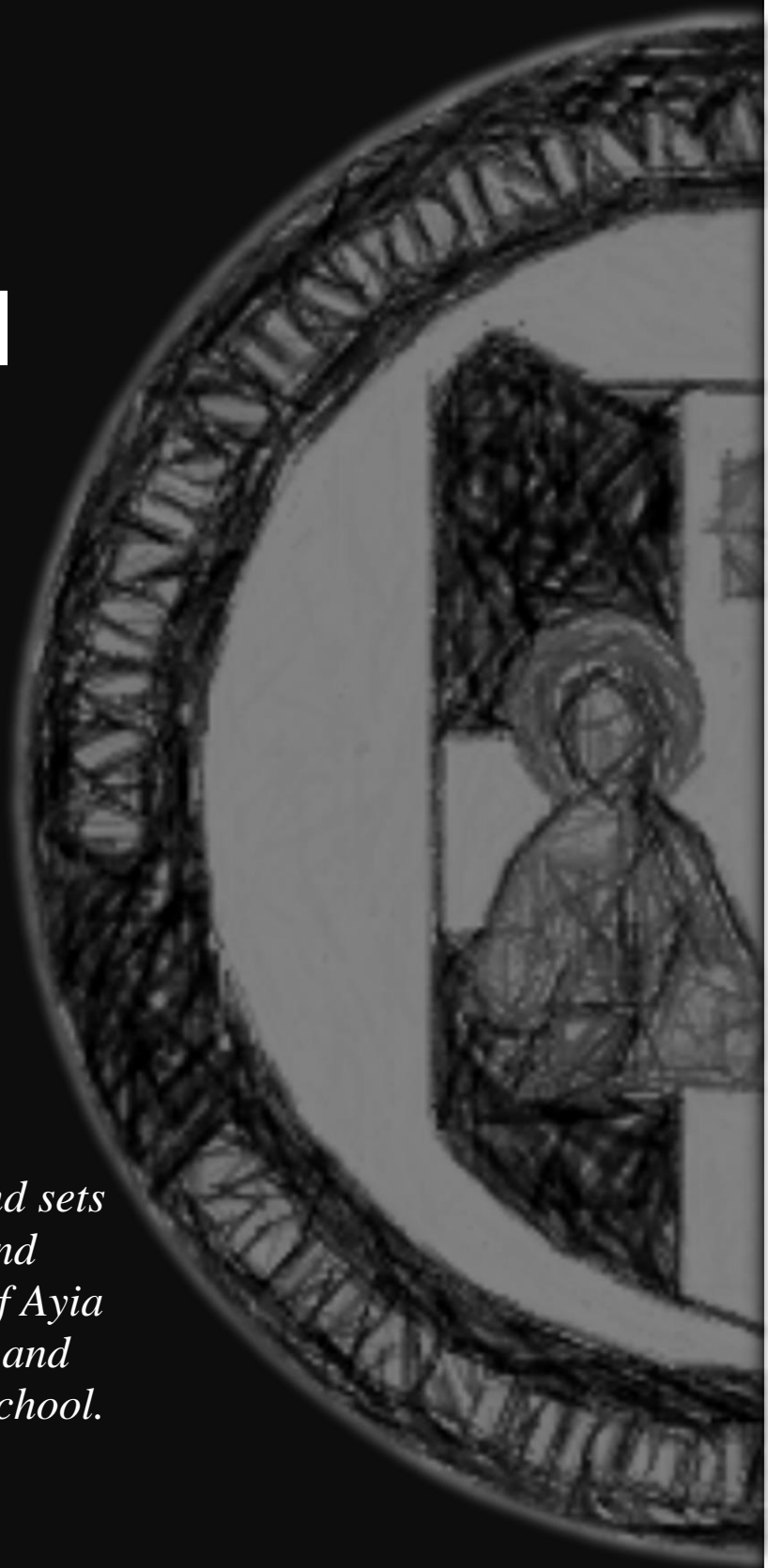


**Greek School  
*of*  
Ayia Triada  
Birmingham**

*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. Fire And Emergency Evacuation Policy And Procedure

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

## 2. The Aim of this Policy

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

## 3. Fire Drills

Fire drills are carried out each three times a year and logged in the fire log book. Staff are not warned in advance in order to maintain authenticity and reduce complacency. During a fire drill, Office staff, Site Manager of the building are to notify 'Custodian' ( 08448791706 ) when a practice evacuation is taking place.

- **Practice**

*For fire drill practice we always use fire exits*

*Should, for any reason, fire exits are inaccessible then instantly use nearest exits*

*Once children exit the building should assemble on the grass on the assembly point.*

*One supervisor to each exit to escort children to the grass area in front of the school.*

**Head Teacher (in case of absence the next senior member of staff):** Exit next to the boys toilettes

**Mrs F. Lytras or Mrs K. Jordanou:** Old main entrance of the school next to girls' toilettes

**Any Members of the Management Board in School :** Main Hall downstairs exit

## 4. Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

## 5. Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point.

## 6. Roles and Responsibilities

The following persons have fire safety responsibility within the school:

### ➤ **Head Teacher**

The Head Teacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Birmingham City Council's Health and Safety advice and that repairs are done immediately. The Head Teacher and Fire Marshals will liaise with the emergency services on their arrival. Depending upon the site of the fire the Headteacher will meet the fire services on the car park.

### ➤ **Office staff (Estia Office) & Members of Management Board**

In the event of a fire, Office staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) They will check the adult toilets, staffroom and community room on the way out of the building.

If any Members of the Management Board are in the building at the time of discovering a fire, they have the following responsibilities:

- To inform the Fire and Emergency Services if the headteacher is not onsite
- To check the toilets and escort children out of the toilets to the nearest fire exit and then to the assembly point
- To locate the foil blankets and emergency staff

### ➤ **Teaching Staff**

Priority of all staff is their class children

When any member of teaching staff discovers a fire should break the nearest break glass point and report the location of the fire to a Designated Fire Marshall as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.

Teaching staff should evacuate the building with their class children by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out and should not allow children to do so as safety is their priority. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

In the event of exams, everything should be left in class/hall and teachers should escort all candidates out of the building (*refer to Emergency and Evacuation Procedures during examinations Policy*)

All other adults will cooperate in the emergency procedures in event of a fire. Office staff will take out:

- School phone. Pupil Contact details ( Class Registers Folder)
- Class registers, Late book and Visitors book/signing in & out book
- Gate keys
- Class set of emergency foil blankets
- First Aid Kits

➤ **Non-Employees and Volunteers**

The school will inform non-employees and volunteers such as temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

➤ **Children:**

The safety of all children is priority to all adults in the building and especially of teaching staff

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.

Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

➤ **How the evacuation of the premises should be carried out:**

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.

Staff should close the door behind them on leaving the room.

Staff and children should move quickly and quietly but do not run.

In the event of an emergency evacuation and during scheduled practices:

## 7. 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.

*Do not hesitate in carrying out the above procedure. The Safety of all persons especially children will depend on your instant and efficient action.*

➤ **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

➤ **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.

## 8. 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.

**Class Year 1-former nursery** EMERGENCY EXIT indicated on door sign-downstairs next to girls' toilettes which is the old main entrance of the school

**Class A upstairs & Class Opposite Headteacher's Office-** EMERGENCY EXIT indicated on door sign-downstairs next to boys' toilettes

**Class B upstairs-** EMERGENCY EXIT indicated on door sign-downstairs next to boys' toilettes

**Class C 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!

## 9. Version Control

Version Name	Date	Reason for Update
Draft Fire and Emergency Arrangements (1 <sup>st</sup> 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 <sup>nd</sup> 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
Updated	01/09/2014	Ratified by Management Board Signed by the Management Board
Updated	01/09/2015	Reviewed and Signed
Updated	10/09/2016	Reviewed, amended and agreed by the committee
Updated	10/06/2017	
Updated	01/07/2017	Reviewed and Approved by the Manag. Board
Next Review	01/10/2019	