

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

Proprietors:
Ms S. Hall & Miss Z. Campbell
Head Teacher:
Miss Z Campbell BA Hons PGCE



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Fire Procedures Policy

This policy applies to the whole school, including the EYFS.

1. If a fire is noticed, please sound the alarm.

The fire call points are situated in the following places:

1. Entrance – by the front door
 2. Rear door – on to playground ramp
 3. Hallway – by the fire exit to early years play ground
 4. Cottage – by fire exit
 5. Kitchen – by the cloak room
 6. Delivery Entrance– at the bottom of the stairs
 7. Cellar – next to the double doors
2. If the fire alarm sounds, the priority is to calmly and quietly evacuate the class. The meeting point is in the playground, unless there is a danger of windows blowing out, in which case we will go over to the grass.

Instructions for evacuations are posted on all doors from classrooms, the hall and the kitchen - these should be read and memorised.

ALL STAFF SHOULD EVACUATE ON HEARING THE BELL

3. The registers are sent down and kept in the office after morning and afternoon registration. These will be taken out by the office staff in the event of a fire alarm, along with the emergency contact numbers. The class teacher responsible will then check that all their children are accounted for.
No one is to return to the building.
4. There will be a fire drill at least once a term - evacuation should be as above.
5. The fire call points will be tested weekly by the Proprietor and logged.
6. Staff have been given information regarding fire extinguishers, but the main priority is always to evacuate.
7. The head/office staff (Proprietor in her absence) will arrange a 999 call.

8. Staff are responsible for :
 Mr Northcott – Year5/ 6 classroom
 Ms Hall –staff room/boys/girls toilets/office
 Miss O'Donnell – Year 3/4
 Miss Brown – Year 1/2
 Miss Seddon & Miss Beaumont – Early Years
 Mrs Baggott (if during lunch) – hall
 Mrs Baggott – Hall/ kitchen/staff toilet

9. If any classes/staff are not present (playtime etc), then remaining staff must ensure that the head teacher is informed on evacuation.

10. If an area is filled with smoke, teachers should direct the children to stay at floor height.

11. Any students/new staff will be inducted (see separate policy) in evacuation procedures and shown the emergency exits.

12. Emergency exits are situated in the following places:
 1. Front door
 2. Hallway (EYFS playground)
 3. Back door (entrance to the main playground)
 4. Cottage
 5. Emergency stairway from hall

14. Automatic emergency lighting is situated in various places all over the school.

15. Fire extinguishers are situated in the following places:

Ground Floor	
Fire Exit	1 Water Ext 9lt
Near Staff Room	2 CO2 Ext 2kg
Fire Exit Outside Girls Toilet	3 Water Ext 9lt
Floor 1, Stairs	4 Water Ext 9lt
Kitchen	5 CO2 Ext 2kg
Kitchen	6 Fire Blanket 1.2mX1.2m
Kitchen	7 Fire Blanket 1.2mX1.2m
I.T Room	8 CO2 Ext 2kg
Cellar	9 CO2 Ext 2kg
1st Floor Art Room	10 Foam Ext 6lt
Delivery Entrance	11 Water Ext 6lt

16. Any defective fire equipment, door closures etc., should be reported to the head teacher or Proprietor.

17. All classrooms must be kept tidy, especially around computer stations.

18. Under no circumstances should items be left in corridors - deliveries etc., should be moved immediately, particularly around fire exits.

19. Fire doors must **never** be propped open.

20. Any visitors should be evacuated by the member of staff that they have come to see.

21. Provision is in place for children with special needs if applicable

