



BELMONT SCHOOL

(Additionally Resourced Mainstream School)

Fire Policy and Emergency Evacuation Procedures

SEPTEMBER 2025



<p>UNCRC Article 19 - Every child has the right to protection Global Goal 3 - Good Health and Well-being Ensure healthy lives and promote well-being for all at all ages Global Goal 10 - Reduced Inequalities Reduce inequality within and among countries.</p>	
Head Teacher	
Name	Mrs P Aggarwall
Chair of Governors	
Name	Mr Manji Kara
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Fire Policy and Emergency Evacuation Procedure

Introduction

The prevention of fire is of vital importance. Nearly all fires can easily be prevented by following standard safety procedures and guidelines. It is the responsibility of all personnel to become conversant with these instructions. If an outbreak of fire occurs, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the pupils, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person or themselves to risk.

- **Sound the fire alarm by breaking the glass of the nearest fire alarm call point positioned around the school.**
- **Use the class change bell to raise the alarm if the electrics are out only – one positioned in the year 2 corridor, year 6 corridor and the lower school hall. USE one long continuous press and shout FIRE, FIRE, FIRE**
- **Call the London Fire Service (LFB) - 999**
- **Walk quietly and sensibly to the nearest exit – following the signs.**
- **Assemble on the school playground by the MUGA/designated areas – see the list below for specific designated spaces.**

Aims and Objectives

- To ensure the safety of all pupils, staff and visitors should a fire evacuation take place.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.
- To evacuate the buildings safely and quickly in the event of an alarm activation.

Fire Risk Assessments

An annual risk assessment will be made by selected staff members in conjunction with a facilities governor. We will use external contractors periodically to ensure consistency between internal and external FRA's.

It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instruction for this
- Look at the past years fire practises & records
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. All members of staff will receive refresher training every 12 months on National College. Pupils and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded electronically and feedback to Governors.

Testing Of Fire Alarm System

The fire alarm system and emergency lighting will be tested weekly by the Local Authority Contractor. Both test results are recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times. All employees and visitors must know their evacuation route and assembly point in case of fire. The assembly point is outside the Muga in the main playground for KS1 and KS2, Reception playground and the Nursery playground. A site map showing the assembly point is included in the fire evacuation procedure which can be found near the exit door in every classroom. All employees must also know of an alternative route should their main route be blocked.

Basic Prevention Guide

All staff will make it their responsibility to ensure:

- All fire doors are kept shut, never prop them open
- Escape routes are clear of obstructions at all times
- They are vigilant towards potential fire hazards
- Electrical appliances are switched off when not in use and where possible unplugged
- Appliances and cables checked regularly
- Electrical sockets are not overloaded
- Waste materials are removed and disposed of correctly
- Combustible materials are kept away from heating devices and radiators
- Fire equipment is in its correct location and is checked regularly
- They are aware of fire drill/evacuation process
- They participate in the school fire training on Induction and every 12 months

Fire Officer/Wardens/Marshall

In the event of hearing the fire alarm, the duties of the Fire Wardens and Fire Officer will be as follows:

Fire Wardens will:

- Ensure their assigned areas of responsibility (classrooms & toilets) have been vacated by pupils and staff before leaving the premises themselves
- If possible to close any windows and doors when checking each room
- Advise the Fire Officer of their findings
- If no fire is found, determine in conjunction with the Fire Officer that all areas are clear for re-entry (in the case of fire this instruction will be given by the emergency services)

The Fire Officer will ensure he/she:

- Collects the mobile phone, class registers and signing in book and proceed to the assembly point
- Does the roll call for all staff members at the assembly point
- Provides the class teachers with the registers to carry out the roll call for all pupils
- Awaits advice from Fire Wardens and act accordingly (determine whether it is safe to re-enter building or call fire services)
- Confirms that all personnel and students are accounted for and reports any discrepancies to the fire services
- Completes the log-book recording the evacuation procedures as soon as possible

Advice On the Procedure In The Event Of A Fire

Discovering A Fire

- If you discover a fire, operate the nearest fire alarm call point by breaking the glass
- Call the fire brigade by dialling 999 or ensure that this is done
- Attempt to extinguish the fire with the nearest suitable fire extinguisher
- DO NOT ATTEMPT if the fire has reached such proportions as to endanger life

On Hearing Fire Alarm

- Close all classroom windows if possible
- If you hear the fire alarm, evacuate your class to the assembly point by the nearest available exit, following the evacuation procedure for the school
- Ensure all doors are closed behind you when evacuating the building
- DO NOT RUN
- DO NOT DELAY FOR ANY PERSONAL BELONGINGS
- Take the class roll-call from the register
- Report the roll-call result to the Fire Officer

After The Event

- Do not re-enter the building until advised to do so by the senior fire service officer
- If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire
- Ensure that the premises are in safe working order before re-occupying

Site team on duty roles and responsibilities:

- Site manager/caretakers to go immediately to the fire alarm panel to establish in which zone the fire alarm has been set off. LED indicator will confirm the zone.
- They should (with careful regard for their safety) establish if there is a fire near the activated alarm.
- If there is no fire the site manager/caretakers should inform the headteacher on the playground and return to the building to reset the alarm. (Procedure list next to the fire panel)
- If there is a fire, the site manager/caretaker should call 999 and then inform the headteacher or deputy Headteacher.
- The site manager/caretakers will then open the first school playground gates using PES2 key and wait at the school gate to direct the fire engine onto the site.

If the site team is unavailable

- A member of staff from the office (designated fire warden) should go immediately to the fire alarm panel to establish in which zone the fire alarm has been set off.
- They should then leave the building immediately and inform the headteacher on the main playground.
- The headteacher will then establish (with careful regard for their safety) whether there is a fire and therefore the need to phone the LFB.
- If there is no fire, then they will return to the building to reset the alarm (procedure list next to the fire panel).
- In the event of a fire, the headteacher will call LFB via school mobile and leave the building immediately via the closest exit.
- The SBM will then open the main gates using PES2 key and wait at the school gate to direct the fire engine onto site.
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Fire alarm reset.

- Press silence/resound on the fire panel ONCE. The alarm should silence and reset.
- Change glass (glass, screwdriver and red box plastic key in main office and caretaker's office)
- Then press reset. It should reset.
- If it does not, open the white panel below the list of 1-20.
- Reset password: 1234 and press enter and then press reset.
- If it still does not silence, reset engineer's password 9898 and press enter.
- Then press reset.
- If it still doesn't silence telephone facilities management 0208 559 8686 (out of hours – 0208 559 5191) and they will call RGE the alarm company.

Fire Procedures

Class based staff roles and responsibilities:

Pupils must walk in a single file (straight line) silently via the nominated exit (see table below). Staff in the classroom must close all windows and doors behind to slow the spread of the fire.

Please take your class to the following evacuation point with your iPad:

- **Staff with iPads must check they are logged in to the Sign In app once a week - By simply opening the app and ensuring they are not prompted for authentication.**
- Years 1 to 6 will line by their class name next to the MUGA (outside).
- Stargazers will gather in the covered outside classroom.
- Nursery and Reception will line up in their outdoor areas and stay as far as possible from the building. * if the fire is in one these areas, pupils should be led into the MUGA.

Staff must ensure they are logged into the Sign In app on the iPads **It is highly important that you are signed into the Sign In App for this very purpose, if you have any issues with signing in, please let the computing technician know immediately.**

Once signed, remember you go to Evac - Filter - Your class name (not Year Group) - and then start accounting for children in your class - Please watch this video to see how to use the app: <https://web.microsoftstream.com/video/52ccb42c-0a26-4911-b802-66370561ea24?isInAdminMode=true>

If you are finished accounting for children in your class, please give your iPad to another member of Staff if they do not have their iPad so they can mark in their class. Hold up your **hand** when you have accounted for all the children. Do not just count the heads, as we need to know who is missing.

Please make sure you are standing in the correct position on the playground.

Nominated exits:

Year group	Exit*
Nursery am/pm	Nursery building into main outdoor area – under the tree
Informal	Down the stairs nearest to HT office and out into the Reception Playground.
Semi Formal	Out of their ramp exit and wait in the outdoor classroom
Semi Formal Challenge	Exit staircase nearest to Year 5 exit and wait in the outdoor classroom
Star 1	Star 1 door leading to outdoor area
Star 2	Star 2 door leading to outdoor area
Star 3	Star 3 door leading to outdoor area
1 Moon	Year 1 exit door and walk towards the MUGA
1 Earth	Year 1 exit door and walk towards the MUGA
1 Sun	Year 1 exit door and walk towards the MUGA
2 River	Exit staircase nearest to Year 2 exit and walk towards MUGA
2 Sea	Exit staircase nearest to Year 2 exit and walk towards MUGA
2 Sky	Exit staircase nearest to Year 2 exit and walk towards MUGA
3 Galaxy	Exit external door and walk towards the MUGA
3 Planet	Exit external door and walk towards the MUGA
3 Mercury	Exit external door and walk towards the MUGA
4 Mars	Year 4 exit and walk towards MUGA
4 Venus	Come down the staffroom staircase and walk down the year 3 corridor and out via the Year 4 exit.
4 Neptune	Year 4 exit and walk towards MUGA
5 Asteroid	Exit staircase nearest to Year 5 exit and walk towards MUGA
5 Eclipse	Exit staircase nearest to Year 5 exit and walk towards MUGA
5 Meteor	Exit staircase nearest to Year 3 exit and walk towards MUGA
6 Pluto	Exit external door and walk towards the MUGA
6 Saturn	Exit external door and walk towards the MUGA
6 Jupiter	Exit external door and walk towards the MUGA

***If your exit point is blocked or inaccessible due to the fire, please use the next CLOSEST alternative exit. Staff not designated to a class.**

Make your way to the closest exit and line up between the MUGA and the outdoor classroom, including contractors/visitors and Caterlink staff.

If visitors present in Nursery or Reception, they are to follow the procedures listed above.

Office staff roles and responsibilities:

To take to the playground

- Registers
- Name/address list of children
- Printed Inventory list for staff/visitors and late pupils
- Absence book
- Pens
- Walkie Talkie

General

- The fire alarm is tested every Wednesday after 4.30 p.m. (each call point is tested on a rational basis).
- Lettings should follow the set procedures above.
- **Fire drills will be scheduled at least once a term; you will not get prior notification as to when it will occur, so you must be alert to save lives.**