

Bell's Brae Primary School

Fire Regulations

Revised February 2014

BELL'S BRAE SCHOOL FIRE REGULATIONS

MAINTENANCE OF EQUIPMENT Fire alarms will be tested by the caretakers at 4pm on a Friday and checks entered in the Log Book. Regular inspections of fire exits/signs will be made to ensure all is in order. The fire alarm system is tested annually by the DLO electricians.

ALARM In the event of fire a siren will sound continuously. The caretakers will identify the source from the panel and will immediately check the area.

Anyone discovering a fire should immediately raise the alarm by breaking the nearest fire alarm.

FIRE EXITS Teachers will immediately escort their classes via the following exits:-

Music room	Exit 1	Auxiliaries	Exit 13
Office staff	Exit 1	Computer Room (new)	Exit 13
Ms Houston's group (C1)	Exit 2	Room 7 (old computer room)	Exit 14
ASN kitchen	Exit 3 or 4	Gym	Exit 15
ASN office	Exit 5	GP room	Exit 18
Mini gym	Exit 5	Rooms 17, 18, 19	Exit 19
Multi sen room	Exit 5	Instrum room	Exit 19
ASN EYR (C1)	Exit 11	Rooms 11, 12, 13 (EYR)	Exit 19
Mrs Neild/Ms Matheson's group (C3)	Exit 10	Rooms 8, 9, 10	Exit 21
Ball pool area	Exit 7/9	Rooms 20, 21, 22	Exit 22
Living Room (C2)	Exit 12	Rooms 23, 24, 25	Exit 22
Staffroom/workroom	Exit 23 or 24	Rooms 14, 15, 16	Exit 20
Nursery 2	Exit 9	MF Open Area	Exit 20
Nursery 1	Exit 8	DHT (EY) office	Exit 14
Canteen	Exits 13 or 16;		
Non-ambulant pupils use Exit 13 or stay in the canteen			

Evacuation arrangements should be appropriate to the needs of the pupils and should be carried out giving due regard to the health and safety of pupils and staff.

If the detailed exit is blocked it is the responsibility of the teacher in charge of a class to find an alternative route.

Class Teachers must take their **emergency contact list** with them and **ensure classroom doors are closed** after leaving their rooms. Office staff should take the **signing in book, the list of absentees and a mobile phone** with them. The DHT (ASN) should take the ASN signing out book with them.

Classes should be assembled in the playground and an attendance check made. Anyone missing should be notified immediately to the person carrying out the checks. They will then confirm the child's attendance with the office staff before any child is labelled as missing.

Classes with teachers of **PE, Music and Art** should be escorted by the Specialist Teacher to the Specialist Room assembly point. The class teacher should go to the Specialist Room assembly point with the class emergency contact list.

Under normal circumstances the building will be swept as detailed on the map overleaf. However, in the event of one member of staff being out of the building the caretakers will sweep that area.

If the fire alarm sounds, during an event when the whole school is assembled in one area, all efforts will be made to find the source within 2 minutes. If there is no confirmation of a false alarm everyone will be evacuated through the nearest exits. Clear instructions will be given to all pupils and staff present. Any pupils or staff not in this area should follow normal procedures. A member of staff will be designated to keep those mustered outside informed of when it is safe to return to the building.

Specialist and ASN teachers who are teaching individuals or small groups should accompany these children to the class assembly point. ASN teachers should then assemble at the room 19 assembly point. **Classroom assistants and instrumental instructors** should escort any children they are working with to their class assembly point and then should assemble with the school auxiliaries at point A.

Pupils receiving instruction in the playground e.g. cycling proficiency should be escorted to their class assembly point.

Pupils from the Additional Support Department who are included in a mainstream class when the fire alarm sounds should line up with the mainstream class. These pupils should be brought to the attention of personnel carrying out the checks.

Evacuation procedures for non-ambulant pupils and adults from the 3 storey block

Bottom floor – Exit 21 Middle floor – Exit 18 Top floor- Exit 22

In the event of any of the above exits being blocked non-ambulant pupils and adults should be moved to the nearest available exit by the use of an evacuation chair. These are located in each stairwell on the middle and top floor. Staff, accompanying non-ambulant pupils to the 3 storey block have been trained in their use. Additional staff will be requested to assist in the evacuation, if necessary.

In the event of a fire, the **caretakers** will phone the Fire Services, meet them and direct them to the location of the fire and anyone trapped in the building.

Teachers and pupils not in their own rooms when the fire alarm is sounded, should on no account return to their classrooms, but should leave the building by the appropriate route, as detailed above.

INTERVALS/LUNCHTIMES/BEFORE AND AFTER SCHOOL All pupils and staff should leave the building. Pupils line up **in their own playgrounds** where they will be monitored by available staff. Pupils on the top floor should never exit via exit 22 unless accompanied by an adult.

CHECKING CLASSES

Promoted staff will check that all pupils and staff are present as follows:-

- Head Teacher – Living Room, Mrs Neild/Ms Matheson's group, Nursery 1 and 2, PE, computing, Ancillary staff
- DHT – rooms 21, 22, 23, 24, 25, 17, 18, 19, 12 and 11
- DHT (ASN) – music room, Ms Houston's group, staffroom and office staff
- DHT (Early Stages) – rooms 8, 9, 10, 14, 15, 16 and canteen

If the DHT (ASN) is out of the school the Additional Support Needs Department Clerical Assistant should carry out the checks.

ON NO ACCOUNT SHOULD ANYONE RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN BY A MEMBER OF THE MANAGEMENT TEAM.

If it is necessary to remove pupils from school grounds the management team will inform all staff to make their way to the decant location at the Gilbertson Park. The Head Teacher will notify the Schools Service and request the prompt delivery of the pavilion key. This could occur if there is an actual fire or if the school grounds are unsafe due to ice.

In the event that parents need to be notified and the clerical staff can't access the building they will locate to Hayfield House where they will have access to phones and SEEMIS.

BELL'S BRAE SCHOOL FIRE DETAILS
Showing fire exits (E) and assembly points

