

## **FIRE SAFETY POLICY**

### **INTRODUCTION**

This policy is to be used in conjunction with the Naomi's Garden Fire Emergency Evacuation Plan (FEEP). This is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. The following items have been considered where appropriate;

- Fire evacuation strategy
- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Close down procedure
- Identification of key escape routes
- Fire wardens
- Places of assembly and roll call
- Fire fighting equipment provided
- Training required
- Personal Emergency Evacuation Plan
- Liaison with emergency services

### **FIRE EVACUATION STRATEGY**

Simultaneous evacuation in case of fire is the only way we operate within Naomi's Garden, due to the fact it is a small site. It will simply be by means of everyone reacting to the sounding of the general alarm over the fire warning system given when a fire is discovered, then making their way, by the means of escape, to the designated place of safety, which is the grass opposite the front door of Bowen House.

### **ACTION ON DISCOVERING A FIRE**

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. There are 14 located within the building: Each level of each stairwell, fire exit to ground floors and first floors.

### **ACTION ON HEARING THE FIRE ALARM**

All personnel, on hearing the fire alarm, should act in accordance with the agreed FEEP strategy.

Personnel should not re-enter the building with the possible exception of the Fire Team.

### **CALLING THE FIRE SERVICE**

The Fire Service should also be informed immediately, either by the administrator or the person discovering the fire, dependant on conditions.

### **CLOSE-DOWN PROCEDURE**

The Close-down Procedure is as follows:

- Ensure all staff, students and visitors have vacated all buildings
- Ensure all doors are closed

## **IDENTIFICATION OF KEY ESCAPE ROUTES**

Key escape routes are clearly identified beside each door. They include schematic drawings supplemented with satisfactory emergency escape signs.

## **DUTIES AND RESPONSIBILITIES OF FIRE WARDENS**

The Fire Warden within Naomi's Garden are R Cartwright & S Walker. They have overall responsibility for the action in the event of fire. In the event that they are not on site, this person shall be D Rusling. Each Staff of duty has responsibility to evacuate their classroom, or learning environment in the case of fire.

The Fire Wardens are responsible for

- The fire emergency evacuation plan being properly distributed and understood by all.
- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- The close down procedure

The Health & Safety Co-Ordinator, R Cartwright, has the responsibility of maintaining a high standard of fire precautions. They test the Fire Alarms monthly and keep records. The Health & Safety Co-Ordinator is also responsible for ensuring that notices are correctly sited.

## **PLACES OF ASSEMBLY AND ROLL CALL**

Personnel should assemble at the pre-determined assembly point. The pre-determined assembly point is the grass the other side of the road opposite the front door. When all staff, students and visitors are assembled a roll call should 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 who are missing and where they were last seen.

## **USE OF FIRE FIGHTING EQUIPMENT**

Any competent person should attack the fire where possible with appropriate equipment; however fire-fighting is always secondary to life safety.

**REMEMBER: DO NOT PUT ANY PERSONS AT RISK**

## **TRAINING**

The emergency evacuation plan is part of the yearly training at the beginning of each year and all employees are made familiar with its contents. It is also included in the holiday activity clubs we provide, and an evacuation drill is performed. This includes the sounding of the alarm.

We will seek the advice of a competent person or the local fire service, fire safety officer for further training.

## **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

The disabled or sensory-impaired community of Naomi's Garden whether staff or students, receive a PEEP according to their needs to assist with escaping from fire. Staff are trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people would be obtained from parents/carers and S Walker and V

Toyne. We take into account those who need assistance to escape, e.g. by having adequate staffing levels in the premises providing treatment or care.

#### **LIAISON WITH EMERGENCY SERVICES**

A senior person will be nominated to meet the fire and rescue service when they arrived to provide them with any information they require, depending on the staff currently on site. It will be either Donna Rusling in the first instance, or R Cartwright.

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