



Fire Safety Handbook

London Fields Primary School
Updated September 2018



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Introduction

The safety of children and staff is of the highest priority at London Fields Primary School. This document has been written to ensure that in the event of a fire, everyone in the building is clear about the procedures and to ensure that the building is evacuated as quickly as possible.

Copies of this document must be given to every person who works in the building. Please read it thoroughly to ensure the safety of you, the staff and children.

Evacuation

The most important thing to do in the event of hearing the fire alarm is to evacuate the building as quickly as possible. This is done via the fire exits. Fire exits are clearly marked throughout the building. Teachers should make sure that the children are clear about where their fire exit is.

Below clearly states which fire exit should be used from which room.

Ground Floor

Office/Reception - Come out of the office and turn right. Walk through the dinner hall and into the large playground.

Nursery (Carle class) - Come out of the nursery through the double doors. Walk straight down through the small playground. Turn right and walk through the outdoor gym area into the large playground.

Reception (Ahlberg class) - Come out the classroom and turn right. Walk straight down through the small playground. Turn right and walk through the outdoor gym area into the large playground.

Reception (Donaldson Class) - Come out the classroom and turn right. Walk straight down through the small playground. Turn right and walk through the outdoor gym area into the large playground.

Year 1 (Kapoor Class) - Walk out through the double doors into the Year 1 outside space. Go through the small gate into the large playground.

Year 1 (Hassani Class) - Walk out through the double doors into the Year 1 outside space. Go through the small gate into the large playground.

Year 2 (Ilori Class) - Come out of the classroom and turn left. Walk to the end of the corridor and turn right. Walk out through the doors into the large playground.

Toilets (children) - Come out of the toilets and turn left. Walk out through the doors into the large playground.

Orange Room - Come out of the classroom through the double doors and turn right. Walk down the ramp stairs, turn right - walk through the outdoor gym area into the large playground.

Children's Kitchen - Come out of the classroom and turn right. Walk down the ramp - walk through the outdoor gym area into the large playground.
jay

ICT 1 - Come out of the classroom and turn right. Walk to the end of the corridor and turn right. Walk out through the doors into the large playground.

Disabled Toilet - Come out of the toilets and turn left. Walk to the end of the corridor and turn right. Walk out through the doors into the large playground.

Disabled Toilet (opposite main office) - Come out of the toilets and turn right. Walk through the dinner hall and exit via the doors into the large playground.

Headteacher's Office - Come out of the room (via newly installed door) and walk straight into the large playground. Muster point is directly ahead.

Storage Cupboard/Room - Come out of the room and walk straight out through the doors into the large playground.

Dinner hall - Exit via door into the large playground.

Kitchen - Exit via the door into the large playground.

1st Floor

Literacy Cupboard – Come out of the cupboard and turn left. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Staffroom - Come out of the staffroom and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Resource Room - Come out of the Resource room and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

SENCO Office - Come out of the office and turn right. Walk down the stairs to the right and walk into the large playground.

Year 2 (Eames Class) – Come out of the room and turn left. Then turn left and then right. Walk down the stairs to the right and walk through the dinner hall into the large playground.

ICT 3 – Come out of the room and turn left. Then turn left and then right. Walk down the stairs to the right and walk through the dinner hall into the large playground.

Library – Come out of the room and turn left. Walk to the end of the corridor and turn right. Walk down the stairs and walk into the large playground.

NA/HF/ML/CC office – Take the first right by the middle hall. Walk down the stairs to the right and walk into the large playground.

Year 3 (Underwood Class) – Come out of the classroom and turn left. Walk to the end of the corridor and turn left. Walk down the stairs to the right and walk into the large playground.

Year 3 (Copeland Class) – Come out of the classroom and turn left. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Year 5 (Zhang Class) – Come out of the classroom and turn left. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Year 5 (Maier Class) – Come out of the classroom and turn right. Walk to the end of the corridor and turn left. Walk down the stairs to the right and walk into the large playground.

Year 5 (Singh Class) – Come out of the classroom and turn left. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

PPA Room - Come out the office and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Middle Hall - Come out of the hall via the left door. Walk down the stairs and then turn left. Walk into the large playground.

Toilets (children) - Come out of the toilets and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Toilets (adults) - Come out of the toilets and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

2nd Floor

Year 4 (Mathangi Class) – Come out of the classroom and turn left. Go down the stairs and then turn right. Walk through the outdoor gym area into the large playground.

Year 4 (Kanneh-Mason Class) – Come out of the classroom and turn right. Go down the stairs and then turn right. Walk through the outdoor gym area into the large playground.

Year 6 (Lorde Class) – Come out of the classroom and turn left. Then turn left and then right. Walk down the stairs to the right and walk into the large playground.

Year 6 (Akala Class) – Come out of the classroom and turn left. Walk to the end of the corridor and turn left. Walk down the stairs to the right and walk into the large playground.

Year 6 (Duffy Class) – Come out of the classroom and turn left. Walk to the end of the corridor and turn left again. Walk down the stairs to the right and walk into the large playground.

Deputy Head Office - Come out of the office and turn left. Walk to the end of the corridor and turn left. Walk down the stairs to the right and walk into the large playground.

ICT 2 - Come out of the room and turn right. Walk to the end of the corridor and turn left. Walk down the stairs to the right and walk into the large playground.

Upper Hall - Come out of the hall via the left door. Walk down the stairs and then turn left. Walk into the large playground.

Yellow Room – Turn right, walk towards the hall and turn right. Walk down the stairs into the large playground.

Therapy Room – Turn right, walk towards the hall and turn right. Walk down the stairs into the large playground.

Green Room – Turn right, walk towards the hall and turn right. Walk down the stairs into the large playground.

Server Room – Turn right, walk towards the hall and turn right. Walk down the stairs into the large playground.

Blue Room – Come out of the room and turn right. Walk to the end of the corridor and then walk down the stairs. Turn right and walk through the outdoor gym area into the large playground.

Indigo Room – Come out of the room and turn left. Walk to the end of the corridor and then walk down the stairs. Turn right and walk through the outdoor gym area into the large playground.

Music Room – Come out of the classroom and walk straight ahead. Then turn left and then right. Walk down the stairs to the right and walk into the large playground.

Toilets (adults) – Come out of the toilets and turn left. Walk to the end of the corridor. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Toilets/Shower room (adults) – Come out of the toilets/shower room and turn right. Walk down the stairs and exit into the small playground. Pass through the outdoor gym area into the large playground.

Muster Points

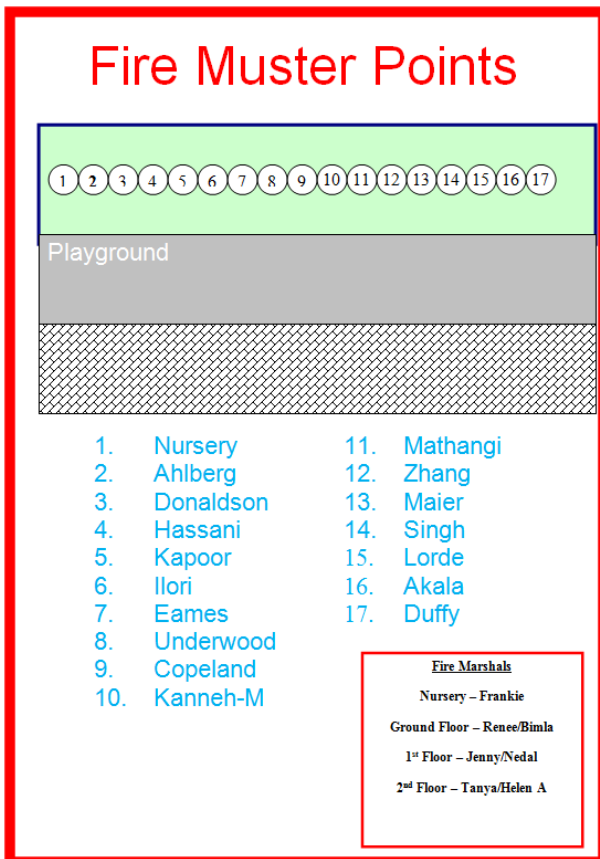
Each class must assemble on the Astroturf away from the building.



The order in which the classes/year groups assemble is as follows starting from left to right.

Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6

The following diagram should be displayed in classes. It is Appendix A.



The order that the classes stand in is based on the fire exit they will be entering the playground through and the likely order that they enter the playground. It is designed to avoid classes crossing over each other.

Should the class be in a different part of the school e.g. ICT, then the order will change. Teachers must use their professional judgement if this is the case.

Other Times of Day

This section outlines what to do if the alarm sounds during different times of the day.

Playtime and Lunchtimes

If the alarm sounds at playtime or lunchtime the following will happen.

1. When the alarm sounds the children in the playground stand still and wait for their teacher.
2. If any child is in the building they must exit via the nearest exit.
3. Adults exit the building via the nearest exit; teachers must go to the playground that their classes are in.
4. Admin staff to hand Fire Cards to staff so that any child who does not hear the alarm can see that it is sounding.
5. Children line up away from the building where their teachers stand.

*A Key Stage 1 class may be split if some are eating lunch and some are in the small playground. If this is the case the teacher should go to the small playground and line up the children from their class that are present. The children eating their lunch should exit into the large playground, as it is the closest exit. Once the Nursery gate is open, an adult should walk the Key Stage 1 children to the correct place.

Children in Sets

The fire exits are determined by room, not by people. Teachers should take their group through their usual fire exit and line up in their registration group once in the playground.

Key Stage Assembly

If the alarm sounds during a key stage assembly, whoever is taking the assembly tells the children to remain calm and dismisses the classes in the following order. To avoid congestion some classes will exit via the main exit into the large playground and some will exit down the back staircase and enter the large playground via the outdoor gym area.

Foundation Stage/Key Stage 1

Main Exit	Outdoor gym area Exit	Year 1 exit
Nursery	Ilori	Kapoor
Ahlberg	Eames	Hassani
Donaldson		

Key Stage 2

Main Exit	Outdoor gym area exit
Underwood	Zhang
Copeland	Maier
Kanneh-Mason	Singh
Mathangi	Lorde
	Akala
	Duffy

Whole School Assembly

If the alarm sounds during a whole school assembly, whoever is taking the assembly tells the children to remain calm and dismisses the classes in the following order. To avoid congestion some classes will exit via the main exit into the large playground and some will exit down the back staircase and enter the large playground via outdoor gym area.

Main Exit	Outdoor gym area Exit	Year 1 exit
Nursery	Ilori	Hassani
Ahlberg	Eames	Kapoor
Donaldson	Zhang	
Copeland	Maier	
Kanneh-Mason	Singh	
Mathangi	Lorde	
Zhang	Akala	
	Duffy	

Seeing a Fire

Please read the following guidance on what to do if you see a fire.

1. Remain calm.
2. Sound the alarm.
3. Call the fire department.
4. If the fire is small, attempt to put it out with a fire extinguisher: Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify the Premises Manager and Head of School of the location and extent of the fire.
8. Evacuate the area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to the designated area.
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.
14. All fires, no matter how small, must be reported to the Head of School.

Fire Signs and Equipment

Here are some of the signs that you will see around school. It is important that people know what they mean.



This is a call point. Press this if you see a fire or suspect a fire happening. Below the call point is a Fire Action sign, which outlines what to do in the event of a fire.



This is a fire extinguisher sign. The sign tells you the type of extinguisher and the types of fire that it can be used to fight.



All fire doors have this sign on them. Fire doors must be kept shut and should never be propped or hooked open. The purpose of a fire door is to stop a fire spreading as quickly.



Fire exits are marked with this sign. Should your usual fire exit is blocked, follow these signs to another exit.



This sign instructs people to keep the fire exits clear. This is very important in ensuring that people can evacuate the building as quickly as possible.



This is a fire blanket. Should a person become on fire, this should be used to wrap the person in and starve the fire of oxygen, putting it out.



These are fire extinguisher. Staff can use these to fight small fires. Extinguishers have different contents for fighting different types of fire. See the guidance in Appendix B.

Fire Panel

The fire panel is the device that all of the call points and detectors are connected to. It determines which call point or detector has activated the fire alarm.



Should the alarm sound and it is deemed safe to return to the building, a code must be entered. This code is written on the underside of the panel.

Roles and Responsibilities

This section outlines who should do what in the event of the fire alarm sounding.

What	Who
Checking the building in the event of the fire	Premises Manager/Headteacher/AHT
Handling out registers	Admin Staff
Checking all children are out of the building	Fire Marshals – See below
Registering your class	Class Teacher
Giving the instruction to re-enter the building	Headteacher
Stopping the alarm	Premises Manager/Headteacher/AHT
Calling the fire brigade	Admin Staff/any member of staff who has access to a phone

Fire Marshals

Fire marshals are allocated to check a specific floor and close the doors. There is at least one fire marshal per floor. These are displayed in classes.

SEN Support

Children who require additional support will always have a relevant adult to support them during the evacuation.

Frequently Asked Questions

What do I do if my fire exit is blocked off?

Turn around and exit via a different fire exit

What if a child is missing when I take the register?

Alert the premises manager/AHT/Head teacher. If it is safe to enter the building then they will look for the child.

What if some of my class are in another part of the school when the alarm sounds?

The adult they are with is responsible for ensuring the children evacuate the building. This may be a TA or other adult.

What if a child is on their own e.g. in the toilet when the alarm sounds?

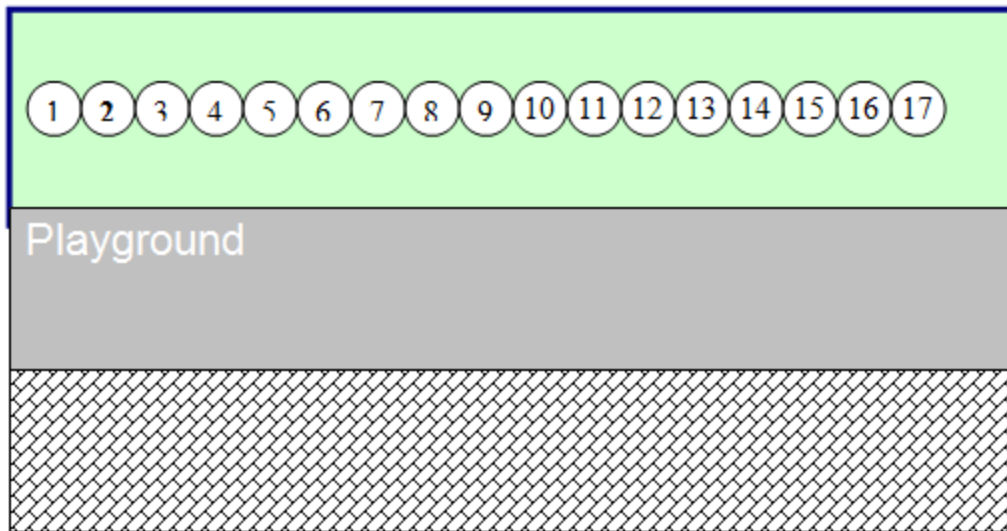
Take the rest of your class down. The fire marshals will find the child and bring them down. Children should not be left alone in the building for any other reason.

If I see a small fire, should I attempt to put it out?

If the fire is small, attempt to put it out (sound the alarm first) with a fire extinguisher. Do not jeopardize your personal safety. Make sure you sound the alarm.

Appendix A – Fire muster points for the class

Fire Muster Points



- | | | | |
|-----|-----------|-----|----------|
| 1. | Nursery | 11. | Mathangi |
| 2. | Ahlberg | 12. | Zhang |
| 3. | Donaldson | 13. | Maier |
| 4. | Hassani | 14. | Singh |
| 5. | Kapoor | 15. | Lorde |
| 6. | Ilori | 16. | Akala |
| 7. | Eames | 17. | Duffy |
| 8. | Underwood | | |
| 9. | Copeland | | |
| 10. | Kanneh-M | | |

Fire Marshals

Nursery – Frankie

Ground Floor – Renee/Bimla

1st Floor – Jenny/Nedal

2nd Floor – Tanya/Helen A

Appendix B – Fire Extinguishers



KNOW YOUR FIRE EXTINGUISHER CODE



CO ₂	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FOR USE ON:</p> <ul style="list-style-type: none"> Flammable Liquids Live Electrical Equipment </div> <div style="width: 45%;"> <p>DO NOT USE ON:</p> <ul style="list-style-type: none"> Wood, Paper and Textiles Use in a confined space </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FOR USE ON:</p> <ul style="list-style-type: none"> Wood, Paper and Textiles Flammable Liquids Gasous Fires Live Electrical Equipment </div> <div style="width: 45%;"> <p>DO NOT USE ON:</p> <ul style="list-style-type: none"> Live Electrical Equipment </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FOR USE ON:</p> <ul style="list-style-type: none"> Wood, Paper and Textiles Flammable Liquids </div> <div style="width: 45%;"> <p>DO NOT USE ON:</p> <ul style="list-style-type: none"> Live Electrical Equipment Flammable Metal Fires </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FOR USE ON:</p> <ul style="list-style-type: none"> Wood, Paper and Textiles Live Electrical Equipment Flammable Liquids </div> <div style="width: 45%;"> <p>DO NOT USE ON:</p> <ul style="list-style-type: none"> Flammable Metal Fires Flammable Liquids Live Electrical Equipment </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FOR USE ON:</p> <ul style="list-style-type: none"> Wood, Paper and Textiles Flammable Liquids Gasous Fires Live Electrical Equipment </div> <div style="width: 45%;"> <p>DO NOT USE ON:</p> <ul style="list-style-type: none"> Live Electrical Equipment </div> </div>