



Churchdown School Academy
Fire Procedures Policy
(Sep 2022)

Churchdown School Fire Procedure

There are two fire assembly points at Churchdown School depending on the time of year. In Winter the playground is used and in Summer we line up on the field. The changeover point between Summer and Winter will be broadly in line with when the field is in use at break and lunch. The exact change over day will be clearly given by LT and displayed on reception.

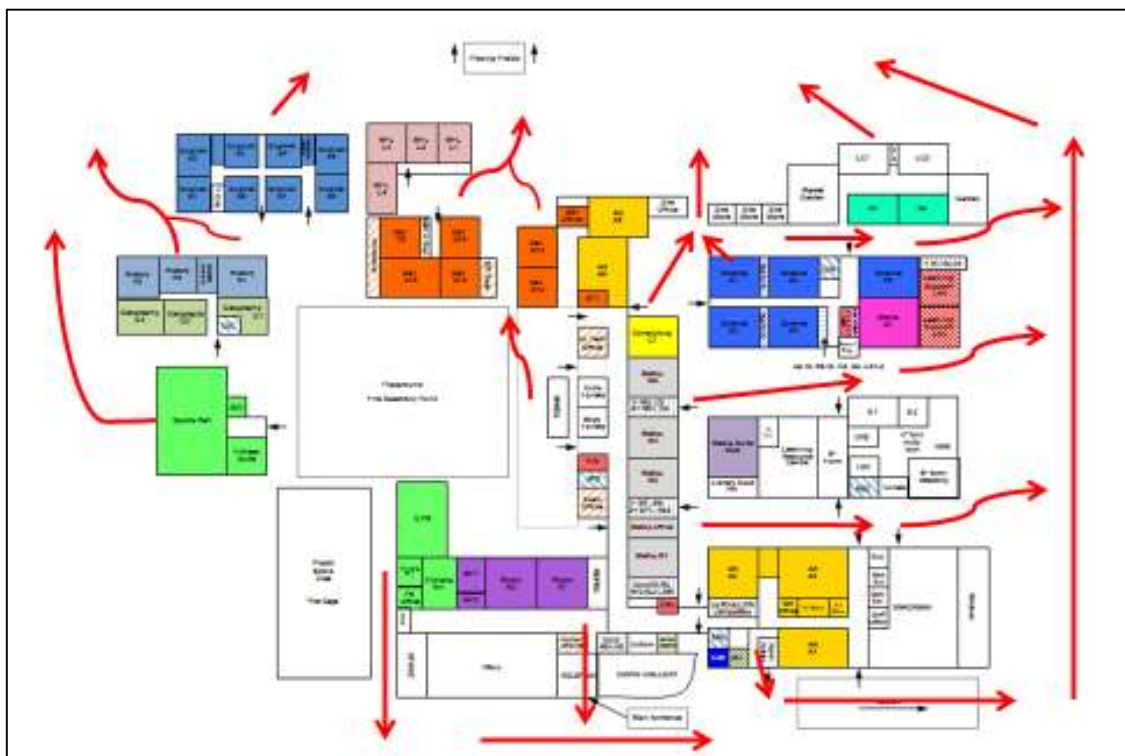
Summer Overview:

- On hearing the fire alarm pupils line up on the field in tutor groups. They should leave via the quickest route avoiding bottle necks and should under no circumstances re-enter any building once outside.
- Tutors should complete a register (from HoY) and pass names of those missing to HoY (not the names of pupils with a known absence, only those whose whereabouts is unaccounted for)
- Blue Batons, to indicate an area has been confirmed as clear, should be shown to DJC (roughly in line with the MFL block)
- Non-tutors should spread out amongst the tutor groups to help monitor pupils.
- Visitors should be roughly in line with the MFL block
- Pupils and Staff should listen to directions from JPO

Summer Detail:

The fire alarm is signalled by the continuous ringing of the school bell, with a distinctive alternating high to low frequency. The backup for the school bell is the Site Staff and LT circulating with whistles telling people to evacuate. Regular fire practices will be carried out so that staff and pupils are familiar with the sound of the fire alarm. Sound files of the *Fire and Bomb Alarms* and the *Lockdown Alarm* can be found on the R drive – staff should be familiar with the difference between the two of these.

On hearing the alarm, the teacher should ensure that pupils leave the classroom in a calm and orderly manner in silence, leaving their bags and equipment behind. The class teacher should lead them to the field taking a route that leads them away from any potential fire or bottle necks. The nearest fire exit should be used to leave the building and once outside no one should re-enter a building. See evacuation plan below:



Tutor groups should line up on the field a third of the way between the school buildings and the tree stump in the middle of the field. As indicated on the diagram below. They should line up in tutor group order with 7C1 nearest the A40, through to KS5 at the far side. Each tutor group should stand alphabetically with their tutor (or, in the case of tutor absence, the staff member who took the tutor group for morning registration). See below:



The tutor will be given a register from their HoY and should let the HoY know any missing pupils. (HoY will get the registers brought out by either NBH or RAM)

Any staff without a tutor group should be actively monitoring pupils on the field. Visitors should be roughly in line with the MFL block, a sign informing visitors of this should be clearly on display in reception.

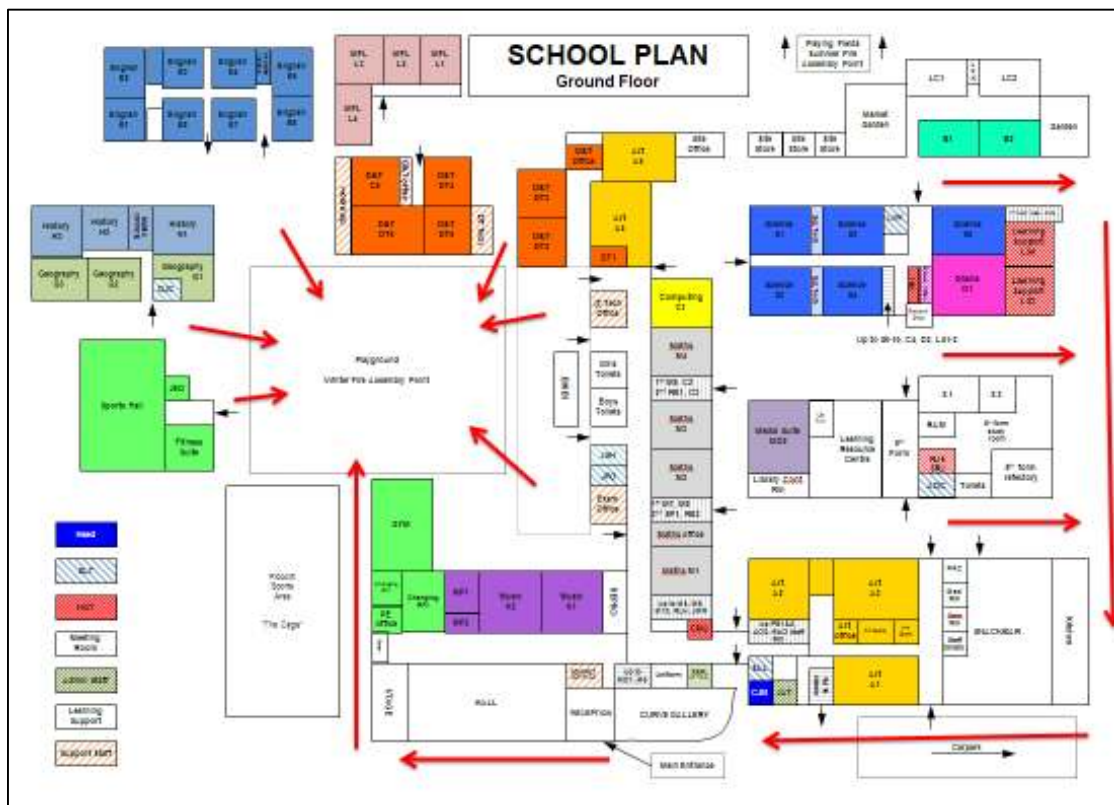
Winter Overview:

- On hearing the fire alarm pupils line up in the playground in tutor groups. They should leave via the quickest route avoiding bottle necks and should under no circumstances re-enter any building once outside.
- Tutors should complete a register (from HoY) and pass names of those missing to HoY
- Blue Batons, to indicate an area has been confirmed as clear, should be shown to DJC
- Non-tutors should spread out amongst the tutor groups to help monitor pupils.
- Visitors should be in the area on the playground next to the gym
- Pupils and Staff should listen to directions from JPO

Winter Detail:

The fire alarm is signalled by the continuous ringing of the school bell, with a distinctive alternating high to low frequency. The backup for the school bell is the Site Staff and LT circulating with whistles telling people to evacuate. Regular fire practices will be carried out so that staff and pupils are familiar with the sound of the fire alarm.

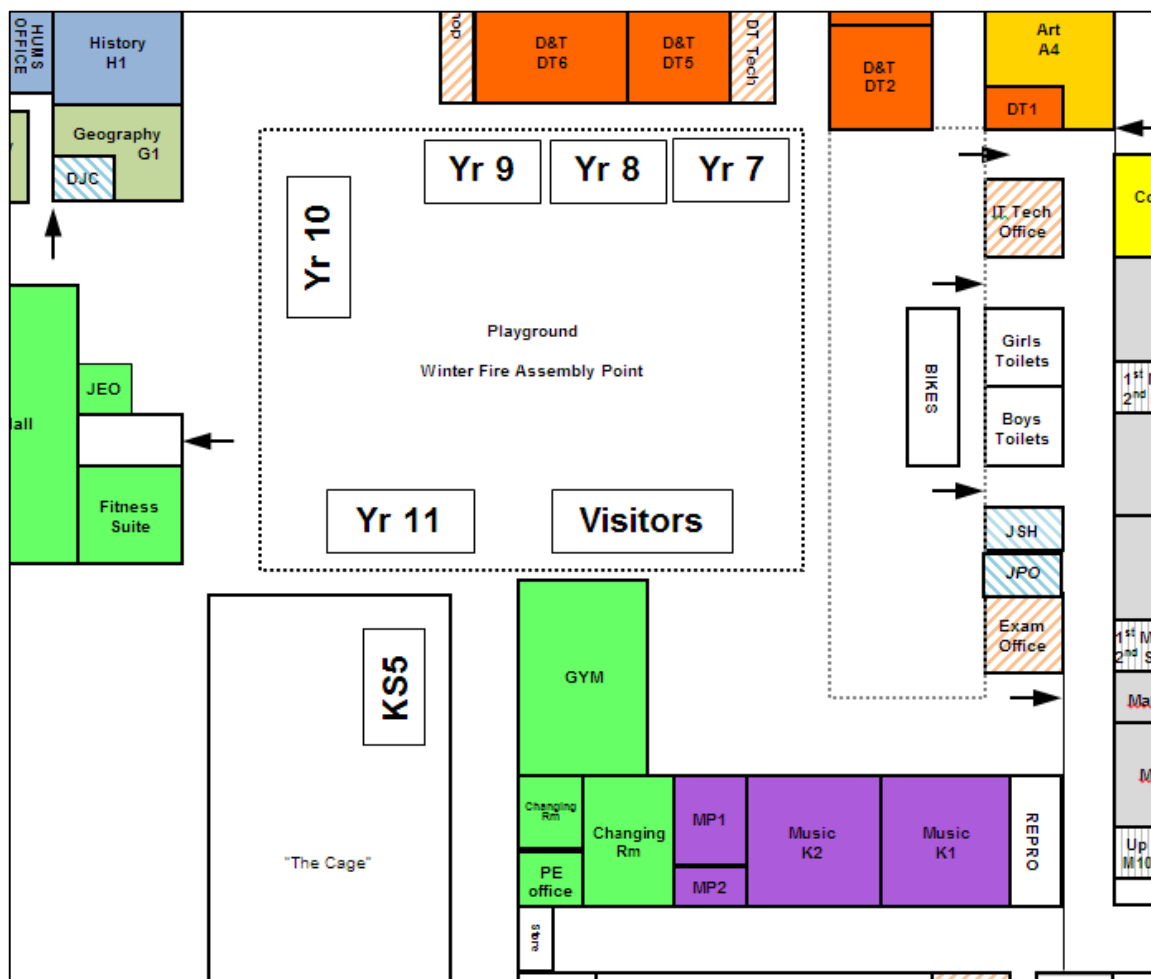
On hearing the alarm the teacher should ensure that pupils leave the classroom in a calm and orderly manner in silence, leaving their bags and equipment behind. The class teacher should lead them to the playground taking a route that leads them away from any potential fire or bottle necks. The nearest fire exit should be used to leave the building and once outside no one should re-enter a building. If there is an actual fire and it is near the playground, LT will redirect pupils to line up on the field as per the summer fire procedure. See evacuation plan below:



Tutor groups should line up in the playground as indicated in the bullet points and on the map below:

- Yr 7 – In front of DT, nearest the main block
- Yr 8 – in front of DT, next to Yr 7
- Yr 9 – In front of DT, Humanities block side
- Yr 10 – In front of Humanities block
- Yr 11 – In front of the cage
- KS5 – In the cage
- Visitors and Other Staff – In front of the Gym

Each tutor group should stand alphabetically with their tutor (or, in the case of tutor absence, the staff member who took the tutor group for morning registration).



The tutor will be given a register from their HoY and should let the HoY know any missing pupils. (HoY will get the registers brought out by either NBH or RAM)

Any staff without a tutor group should be actively monitoring pupils. Visitors should be roughly in line with the Gym, a sign informing visitors of this should be clearly on display in reception.

JPO is in charge of the fire evacuation. In his absence DJC and then JSH will take charge.

Blue Fire Batons.

The Blue Batons are used in order to speed up the search of buildings by fire crews if there are any missing pupils. Staff should be familiar with the location of the Blue Fire Batons in the area that they teach/work. On evacuation of the area, once the last member of staff is satisfied the area is empty, the blue fire baton should be taken to the field and the number given to DJC to tick off. DJC to liaise with fire crews on their arrival over the details of the fire and areas not yet searched. In DJC's absence this is taken over by JSH and then SWH. Location of the fire batons are shown on the attached page.

Alarms during exams:

If the fire alarm sounds **at the start** of an exam, students who are already in the room remain in the room, students outside line up with the rest of the school as per the usual fire procedures.

If the fire alarm sounds **during** an exam, students wait in the room and follow the directions of the invigilators. The exams officer will come and advise what is happening and if an evacuation is needed. If an evacuation takes place, students are to be evacuated to the field opposite the sixth form block where they should remain silent. Available LT members should support this.

Students taking exams in smaller rooms are evacuated to the field opposite the sixth form block by the person invigilating their room. These students should also remain in silence at all times.

Churchdown School Academy – Fire Batons

Tick when you have been shown the blue baton. Member of staff who shows you the baton is saying that the area has been checked and is clear. Member of staff keeps the baton and returns it afterwards. Any non-ticked locations must be shared with the Fire Service when they arrive so that these areas can be searched first.

Location	Exit	Baton No.
Sport Hall, changing rooms, fitness suite, office	Direct to playground or field	1
Humanities Block	Main doors or fire exit doors	2
English Block	Main doors or fire exit doors	3
DT Block	Direct to the field	4
A4, A5, DT1, DT2, DT3	Fire exit doors	5
Site Team and Workshops	Via fire exit to field	6
LC1, LC2	Via fire exit to field	7
S6, S7, S8, S9 and Technicians Room	Stairs and behind site office	8
S1, S2, S3, S4 and Technicians Room	Fire exit (S1/S4) or main door	9
D1, S5, Business Office, Drama Office, Dram Store	Science exit by lockers, or fire doors	10
LS1, LS2, LS Office, JAS Office	Rear staircase to field	11
D2, C4, S10, Science Office, Toilets, PAC/SEB Office	Main staircase to car park and via field	12
LS3, LS4, Garden	Via fire exit exits to field	13
6th Form Block including toilets, offices	Fire Exit to car park and then to field	14
Learning Resource Centre, Lib Annex, MD2, ACO Office	Nearest door to courtyard then to field	15
A1, A2, A3, Art Office	A1 via front of school; Rest via fire exits	16
Kitchen, Snack Bar	Front exit doors then to field	17
Offices DDP, AJH, JAT	Front exit doors then to field	18
PE1, PE2, Admin Offices	Front exit doors then to field	19
Staffroom, Toilets, Offices (ALT, CMJ, LAW, GEW)	Office suite stairs and via front of school to field	20
NAB Office, RE & Soc Sci Office, Uniform Room, PSHE Store	Link corridor door then to field	21
Hall, Reception, Student Services, Curve Gallery, SWH Office , Meeting Room	Via front of school to field	22
K1, K2, Music Practice Rooms, Reprographics	Music room fire doors direct to the field	23
PE Office, Stage, Gym, Gym Changing Rooms	Fire doors to field	24
MD1, M5, AAM office, RLH Office	Staircase and via front of school or main corridor	25
RE1, C3	Fire exit in C3 or main stairs	26
RE2, SP1, M10	Staircase and exit off main corridor	27
C2, M9	Fire exit in C2 or main stairs	28
M6, M7, M8	Staircase and exit off main corridor	29
M1, Maths Office, Exams Office, RLJ & JPO Offices	Exit main corridor	30
B1, B2	Direct to field	31
M2, M3, M4, Boys Toilets	Exit main corridor	32
C1, IT Technicians, Girls Toilets, JSH Office Meeting Rm 2	Exit main corridor	33
MFL Block	Exit main door	34
Medical Room, ESC Office, Seminar Room	Exit	35
Curriculum Hub	Fire Exit Stairs	36
Exam Bag Store, External PE Changing Rooms	Direct Exit	37