



LIMPSFIELD GRANGE SCHOOL

*'together we make a difference'*

# Fire Safety Policy

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Governor's Committee Responsibility:**

**Resources**

**Date Approved:**

**Spring 2021**

**Review Period:**

**Annually**

**Next Review Date:**

**Spring 2022**

## The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

*July 2017*

# Limpsfield Grange School

## Fire Safety Policy

### Background and rationale

The school is legally obliged to comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards.

### Aims of the policy

The purpose of this policy is to ensure that Limpsfield Grange meets its responsibilities to all relevant people that use the premises with regard to fire safety. Limpsfield Grange takes the safety and wellbeing of all people on the premises very seriously and will take all reasonable and practicable steps to prevent the risk of injury from fire.

### Scope

This policy applies to all Limpsfield Grange staff; students; Governors; visitors; hirers of the premises and staff family members living on site.

### Evacuation Actions

- **ALARM** – raise the alarm using the nearest safe break glass alarm activation point (manual call point)
- **9-999** – get assistance from the Fire Brigade
- **Evacuate** – follow evacuation procedures and assemble at the fire assembly point outside the green art classroom (opposite the main entrance).

### Raising Assistance from the Fire Brigade

Anyone calling the emergency services should provide the following message:

- **There is a fire at Limpsfield Grange School, 89 Bluehouse Lane, Oxted, RH8 0RZ**
- **The fire is located in building (state location); floor (state location); room (state location)**

Wait for the emergency services to confirm the message.

### Alarm system

- The fire alarm system is a BS5839 part 1 L2 category. The system incorporates smoke/heat detectors and Break Glass Call Points which send a signal to the alarm panels.
- Automatic fire door closers are fitted that are linked to the fire alarm system; all doors fitted with these devices will close automatically when the alarm is triggered.
- The main alarm panel is situated at the bottom of the main stairs. There are 2 repeater panels, one on the first floor and one on the second floor.

- The Art and Outdoor Learning classrooms are not linked to the main alarm but have their own alarm linked to smoke/heat detectors and fire call points. The system has its own alarm panel sited to the right of the main door of the Art room.
- There are 12 alarm zones covering 12 different areas of the building, each panel has a zone chart next to the panel.
- The system is un-monitored meaning it is not linked to a call center therefore a 999 call needs to be made in the event of the alarm being triggered.

### **Emergency Lighting (including torches)**

- The emergency lighting at Limsfield Grange is of the non-maintained type which will only come on if there is a power failure.
- If the alarm sounds during the evening or night all bedroom and corridor lights should be switched on so that staff/students can see where they are going.
- In the event of a fire alarm being triggered at night students and staff should use the torches in the sleep in rooms to illuminate their way to the Fire Assembly Point in the car park.

### **Fire Fighting Equipment**

- **The Fire Extinguishers** should only be used by staff who have undergone training in the use of fire extinguishers who feel competent to do so and if their exit is blocked by fire. If the fire is small it may be possible to extinguish it using an extinguisher but only once the Fire Service has been called. There are currently 53 extinguishers of various types appropriate to the area they are situated. The extinguishers are inspected and serviced annually by an approved contractor.
- **Fire Blankets** are situated in kitchens and in specific rooms around the school following advice from S.C.C. Insurance. Only staff should use the fire blankets to smother a small fire following the alarm being raised.
- **A Fire Hydrant** is situated on the turning circle and is serviced annually by the Fire Service.
- The first floor has an external fire escape which is used to evacuate the Residential area in the event of a fire alarm being triggered. All occupants should use this escape route unless fire is blocking the way in which case one of the interior staircases should be used. The fire escape is inspected each week and results recorded in the fire escape log kept in the Premises Managers office.

### **Actions in the event of a fire alarm during the school day, 8.30am to 4.00pm.**

- In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest Fire Exit.
- The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person, in this case evacuation will take place immediately leaving the building by the nearest fire exit. In either event the following applies:
- **The Premises Manager** if on site will open the main alarm panel, locate which zone the alarm has been raised in and go to that zone to find the cause of the alarm. If the Premises Manager is not on site the Headteacher or in her absence the most senior member of staff will call the Fire Service for assistance.

- **The Head of Residential Provision or senior on duty** will ensure that any staff, students or visitors are evacuated from the residential area via the fire escape or back stairs to the fire assembly point in a calm and orderly fashion.
- **The person in charge of each class** must indicate the escape route to be used and everyone must be directed to the predetermined Assembly Point on the car park outside the art room where they should line up in classes ready for roll call. If there are adverse weather conditions the art room in the car park may be accessed via the key in the key safe next to the door.
- Personal Emergency Evacuation Plans will specify evacuation arrangements for any student, member of staff or visitor with a physical disability to ensure that they are assisted during the evacuation. If in the main building disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby.
- Student's staff and visitors will exit the building in a calm and orderly fashion. Running is not permitted.
- Student's staff and visitors will descend the stairs in single file.
- Student's staff and visitors who are not in a classroom when the alarm sounds must go immediately to the Assembly Point.
- **The Headteacher** or in her absence the **Deputy Headteacher** will pick up the emergency evacuation pack and go to the Fire Assembly Point to co-ordinate the evacuation and carry out a roll call to ensure everyone is accounted for.
- **The Deputy Headteacher** or in her absence the **Assistant Headteacher** will oversee evacuation of the School block and staffroom area ensuring all students and staff are out of the building, once everyone is out go to the Fire Assembly Point. A member of staff will be instructed to go to the swimming pool if occupied to ensure all swimmers are out of the pool on poolside ready to be evacuated in the event of a fire.
- **The Business Manager** will collect the staff signing in book on the way to the Fire Assembly Point to help the Headteacher with roll call.
- **Members of the admin team** will collect registers and visitors books and help with the roll call at the assembly point. They will also erect the portable ramp located in the lobby.
- **In the event of a fire being found** the Premises Manager (or in his absence a member of the Senior Leadership Team) will report back to the Headteacher (or Deputy Headteacher) who will call the Fire Service for assistance. If the fire is only small it may be possible to extinguish it using the correct fire extinguisher following discussion but only if there is no risk of injury or of staff becoming trapped.
- Once the Fire Service are on site they will take charge and will be handed the plans of the school which show where all the mains services and any hazardous substances are located.
- If the fire is sufficiently large enough to require evacuation from the site staff and students will re-locate to Oxted School via Water Lane and Park Road, the Headteacher will phone Oxted School before leaving to warn of arrival.
- No one is allowed to re-enter the building until told to do so by the fire service in attendance or in the case of a fire evacuation drill, the senior member of staff in charge.

### **Actions in the event of a fire alarm outside the school day, 4.00pm onwards.**

- In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest fire exit.
- The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person in this case evacuation will take place immediately leaving the building by the nearest fire exit. In either event the following applies:
- On hearing the alarm students must be instructed to leave the building in single file and in a calm, orderly manner.
- **Members of residential staff** will ensure all students staff and visitors are evacuated from the building collecting the evening plan and duty keys on the way and leave by the nearest fire exit proceeding calmly and quietly to the Fire Assembly Point where a roll call will be carried out.
- If the **Premises Manager** is on site he will check which zone is activated and make his way to that zone to find the cause of the alarm. If the Premises Manager is not on site it will be the duty of the **senior member of staff in charge** to call the fire brigade once all students have been evacuated from the building and also contact the member of the Senior Leadership Team on call.
- Once out of the building a member of staff will go to the swimming pool (if in use) to notify swimmers of the alarm and to make sure everyone is out of the water on poolside ready to evacuate.
- Once the Fire Service are on site they will take charge and will be handed the plans of the school which show where all the mains services and any hazardous substances are located.
- If the fire is sufficiently large enough to require evacuation from the site staff and students will re-locate to the Church Hall in Limpsfield Village via Bluehouse Lane and Limpsfield High Street.
- **In the event of a fire not being found** things such as detectors and call points will be checked to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm cannot be re-set the Fire Service will investigate further.
- No one is allowed to re-enter the building until told to do so by the fire service in attendance, or in the case of a fire evacuation drill, the senior member of staff in charge.

**After 4.00 pm evacuation is the responsibility of the residential team.**

### **Actions in the event of a fire alarm during the weekends/holidays**

- In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest fire exit.
- The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person in this case evacuation will take place immediately leaving the building by the nearest fire exit. In the event of a fire not being found by an occupant smoke detection will raise the alarm instead. In either event the following applies:
- If on site the **Premises Manager** will go to the Fire Alarm panel to check which zone has been activated then proceed to that zone to find the cause of the alarm. All other occupants will evacuate the building calmly and quietly by the nearest fire exit and proceed to the Fire Assembly Point ensuring everyone is out of the building. If there are adverse weather conditions the Portakabin in the car park may be accessed via the key in the key safe next to the door. If the

Premises Manager is not on site the person finding the fire alarm should call the Fire Service on 999 immediately and then call the Premises Manager or Headteacher.

- **In the event of a fire not being found** detectors and call points will be checked to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm will not re-set or there is any doubt of fire the Fire Service will investigate further.
- **If it is found that there is a fire the Premises Manager or person finding the fire** will call the Fire Service by **999** and establish a safe evacuation of everyone in the building. When the building has been safely evacuated and all people accounted for the **Headteacher should be informed**.
- Once the Fire Service is on site they will take charge and will be handed the plans of the school which show where all the mains services and any hazardous substances are located.
- Once satisfied there is no danger occupants can return to the building.  
Once it is evident that occupants will not be able to re-enter the building for some time the **Premises Manager** will follow emergency evacuation procedures.

Responsibilities in the event of a **FIRE ALARM** during the school day 8.30 am – 4.00 pm

Headteacher or Deputy Head	Deputy Head or Assistant Head	Head of Residential, Deputy Assistant or Senior in charge	Business Manager	Premises Manager	All other staff
<p>Pick up Emergency Evacuation Pack and go to the Fire Assembly Point to co-ordinate evacuation and carry out head count to ensure everyone is accounted for.</p>	<p>Oversee evacuation of the school block and staffroom area ensuring all students and staff are out of the building.</p>	<p>Oversee evacuation of main building, once everyone is out return to panel to await return of Premises Manager.</p>	<p>Collect staff signing in book and take to Fire Assembly point to assist Headteacher with roll call. Once everyone is out send a member of staff to the Pool if occupied ensure all swimmers are out of pool and on poolside ready for evacuation in the event of a real fire. <b>In the Business Manager's absence these responsibilities will pass to the Finance Assistant or Admin. Assistant.</b></p>	<p>Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where he is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established go to Headteacher and report findings. <b>In the Premises Manager's absence the Headteacher or Deputy Headteacher will call the Fire Service.</b></p>	<p>Receptionist to take SIMS registration print out and walkie talkie and go to Fire Assembly Point. Kitchen and FDT staff to ensure cookers and gas are turned off and evacuate by the nearest exit. All other staff to evacuate by the nearest fire exit ensuring students are all evacuated calmly and quietly to the Fire Assembly Point. <b>The Finance or Admin. Assistant will erect the portable ramp on their way out of the building. In their absence the ramp will be erected by the member of staff responsible for the student/visitor in a wheelchair.</b></p>



Responsibilities In the event of a **FALSE ALARM** being found during the school day 8.30 am – 4.00 pm

<b>Headteacher or Deputy Head</b>	<b>Deputy Head or Assistant Head</b>	<b>Head of Residential, Deputy Assistant or Senior in charge</b>	<b>Business Manager</b>	<b>Premises Manager</b>	<b>All other staff</b>
After ensuring all occupants are present instruct staff to return to where they were and students to return to class.	Once it is safe to do so return to post.	Oversee staff and students to returning to the school building.	Allow swimmers to re-enter the water and return to post.	Once it is established there is not a fire return to panel and report findings to the Headteacher. Return to post. <b>In the Premises Manager’s absence the Headteacher or Deputy Headteacher will call the Fire Service.</b>	Once they are told there is not a fire Staff can return to posts.

Responsibilities In the event of a **FIRE** being found during the school day 8.30am- 4.00pm

Headteacher or Deputy Head	Deputy Head or Assistant Head	Head of Residential, Deputy Assistant or Senior in charge	Business Manager	Premises Manager	All other staff
<p>Once Premises Manager has reported a real fire Head/Deputy will call Fire Service and await arrival. Upon their arrival the Head / Deputy will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over. Once it is evident that occupants will not be able to re-enter the building for some time Head will follow Emergency Evacuation Plan and re-locate to Oxted School via Water Lane and Park Road phoning Oxted before leaving.</p>	<p>Once a real fire has been established the Deputy Head/Assistant Head will instruct evacuation of swimmers to the Fire Assembly Point via the Emergency Exit taking the Emergency Blankets with them. Help with evacuation to Oxted School</p>	<p>Help with evacuation to Oxted School.</p>	<p>Will help keeping everybody calm and quiet at the Fire Assembly Point. Help with evacuation to Oxted School  <b>In the Business Manager's absence these responsibilities will pass to the Finance Assistant or Admin. Assistant.</b></p>	<p>Report to Headteacher that there is a real fire and that the Fire Service is needed. If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped. Help with evacuation to Oxted School.  <b>In the Premises Manager's absence the Headteacher or Deputy Headteacher will call the Fire Service.</b></p>	<p>Stay calm and ensure students are calm and safe while awaiting the Emergency Services.                       Help with evacuation to Oxted School</p>

Responsibilities in the event of a **FIRE ALARM** outside the school day 4.00 pm – 8.30 am

<b>Headteacher or Deputy Head</b>	<b>Deputy Head or Assistant Head</b>	<b>Head of Residential, Deputy Assistant or Senior in charge</b>	<b>Premises Manager</b>	<b>All other staff</b>
<p><b>If still on site/duty.</b> She will take the Emergency Evacuation Pack and go to the Fire Assembly Point and carry out a roll call when everyone arrives.</p>	<p><b>If still on site/duty.</b> She will ensure the school block and staffroom area are evacuated to the Fire Assembly Point then instruct a member of staff to go and ensure all swimmers are out of the water and on poolside ready to be evacuated. If she is not on duty this will fall to either the Deputy Head of Residential or Senior on duty.</p>	<p>Ensure that all staff and students are evacuated calmly and quietly and carry out roll call in the absence of the Headteacher or Deputy Head. <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b></p>	<p>Go to main alarm panel, check which alarm zone is activated. Proceed to the identified zone ensuring a member of staff knows his whereabouts. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established report findings to Headteacher. <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b></p>	<p>Kitchen and FDT staff to ensure cookers and gas are turned off and evacuate by the nearest exit. All other staff to evacuate by the nearest fire exit ensuring students are evacuated calmly and quietly to the Fire Assembly Point.</p>

In the event of a **FALSE ALARM** outside the school day 4.00 pm – 8.30 am

<b>Headteacher or Deputy Head</b>	<b>Deputy Head or Assistant Head</b>	<b>Head of Residential, Deputy Assistant or Senior in charge</b>	<b>Premises Manager</b>	<b>All other staff</b>
<b>If still on site/duty.</b> After ensuring all occupants are present instruct staff and students to return to class or supervised activity	<b>If still on site/duty.</b> Allow swimmers to re-enter the water and return to post.	Oversee staff and students returning to school building. <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b>	Once it is established there is not a fire return to panel and report findings to Head of Residential and Headteacher. Return to post. <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b>	Once they are told there is not a fire Staff and students to return to the building.

In the event of a **FIRE** being found outside the school day 4.00 pm – 8.30 am

<b>Headteacher or Deputy Head</b>	<b>Deputy Head or Assistant Head</b>	<b>Head of Residential, Deputy Assistant or Senior in charge</b>	<b>Premises Manager</b>	<b>All other staff</b>
<b>If still on site/duty.</b> If Premises Manager/Head of Residential report a real fire the Head/Deputy will call Fire Service and await arrival. Upon their arrival the Head will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over. Once it is evident that occupants will not be	<b>If still on site/duty.</b> Once a real fire has been established the Deputy Head/Assistant Head will instruct evacuation of swimmers to the Fire Assembly Point via the Emergency Exit taking the Emergency Blankets with them. Help with evacuation to Village Hall	Help with evacuation to Village Hall. <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b>	Report to Headteacher that there is a real fire and that the Fire Service is needed. If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.	Stay calm and ensure students are calm and safe while awaiting the Emergency Services  Help with evacuation to Village Hall

<p>able to re-enter the building for some time Head will follow Emergency Evacuation Plan and re-locate to Limpsfield Village Hall Via Bluehouse Lane and Limpsfield High Street.</p>			<p>Help with evacuation to Village Hall <b>In the Premises Manager's absence the Senior in charge will call the Fire Service.</b></p>	
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### Responsibilities in the event of a **FIRE ALARM** at weekends/holidays

Head of Residential or Deputy	Premises Manager
<p>If on site go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows your whereabouts. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established return to panel.</p>	<p>If on site go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows your whereabouts. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established return to panel. <b>In the Premises Manager's absence the Person finding the fire alarm will call the Fire Service.</b></p>

### In the event of a **FALSE ALARM** at weekends/holidays

Head of Residential or Deputy	Premises Manager
<p>Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will be re-set. Record findings in alarm record book.</p>	<p>Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will be re-set. Record findings in alarm record book. <b>In the Premises Manager's absence the Person finding the fire alarm will call the Fire Service.</b></p>

### In the event of a **FIRE** at weekends/holidays

Head of Residential or Deputy	Premises Manager
<p>In the event of a real fire the Head of Residential will first call Fire Service then call Premises Manager and Headteacher and await arrival of the Fire Service. Upon their arrival the Head of Residential/Deputy will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.</p> <p>If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.</p> <p>Once it is evident that occupants will not be able to re-enter the building for some time Head of Residential will follow Emergency Evacuation procedures.</p>	<p>In the event of a real fire the Premises Manager will first call Fire Service then call Head of Residential and Headteacher and await arrival of the Fire Service. Upon their arrival the Premises Manager will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.</p> <p>If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.</p> <p>Once it is evident that occupants will not be able to re-enter the building for some time Premises Manager will follow Emergency Evacuation procedures. <b>In the Premises Manager's absence the Person finding the fire will call the Fire Service.</b></p>

## **Evacuation of visitors**

Any visitors or contractors on the premises at the time must be included. All visitors must sign in at the main office.

Visitors remain the responsibility of the person they are visiting who must ensure their safe evacuation to the designated assembly point.

It is the responsibility of staff living on site to ensure that any family members or personal visitors are evacuated safely.

If in the main building disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby.

## **Escape routes**

Escape routes are clearly signposted and are shown in the fire evacuation plans which are placed within the main building.

All fire doors allow half an hour fire resistance.

Mag-lock release systems which are fitted to main entrance/exit doors, where these are not fitted there is a door release catch.

If in the main building disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby.

## **Assembly point**

The designated assembly point is located outside the green demountable classroom (Art Room) on the car park. It is clearly marked with a sign and easily identified by anyone who may be on the school premises. It is far enough away from the school premises to give protection from the heat and smoke given off by fire.

## **Roll call**

During the day the Headteacher or Deputy Headteacher will have overall responsibility to ensure that a roll call is conducted in the event of a fire alarm. If neither the Headteacher nor Deputy is on site outside the school day then the responsibility will fall to either a member of the Senior Leadership Team on site, or if the roll call takes place during the evening a senior member of the residential team.

The following instructions should be followed:

- Immediately after everyone has assembled at the Assembly point a roll call will be made to check that everyone is accounted for.
- Attendance registers and visitors books must be brought to the assembly point by the office staff when the alarm sounds.
- In the event of a real fire then swimming club instructors would be responsible for ensuring all of their clients are accounted for.

## **Meeting the fire service**

The person in charge of the roll call will make themselves known to the fire service on their arrival. Typical information that the fire service will want to know is:

- Is everyone accounted for?
- If anyone is missing: how many? What is their usual location? Where were they last seen?

- Where is the fire? What is on fire?
- Are there any hazardous substances involved in the fire or stored in the building (e.g. chemicals, solvents, petrol)

### **Assisted evacuations (visitors)**

When persons require assistance with evacuation from the building in the event of alarm activation, the host member of staff is responsible for ensuring their safe evacuation from the building. If in the main building disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby.

### **Assisted evacuation of students (Personal Emergency Evacuation Plan)**

- Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. It is the responsibility of the teacher to assist the evacuation of a student in accordance with the PEEP (see last page of this policy).
- People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone who is heavily pregnant.
- If in the main building disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby.

### **Instruction, training and recording**

- All staff are given fire safety training as part of their induction. They must read and sign the Schools Fire and Evacuation Routine Record Book and are given copies of the Fire Safety and Health and Safety policies.
- All staff have annual fire safety refresher training.
- All hirers of the school facilities are given copies of the Fire Safety and Health and Safety policies and are made aware of evacuation procedures and escape routes.
- It is the responsibility of live in staff to ensure that their family/visitors are aware of evacuation procedures.
- New year 7 students are briefed on fire procedures.
- At least two fire drills are carried out each half term, one during the day and one out of hours, these are monitored and recorded and action taken as necessary.

### **Emergency Evacuation Plan**

In the event of a fire if occupants are unable to return immediately to the school building the following Evacuation Plan is put into action:

- During the school day the occupants would re-locate to Oxted School on foot via Water Lane and Park Road. The Headteacher or a senior member of staff would call Oxted School prior to leaving. Staff would supervise students to ensure safety. Deputy Headteacher (or in her absence Assistant Headteacher) will liaise with Headteacher regarding contact with parents.
- During the evening/night the occupants would re-locate to Limpsfield Village Hall on foot via Bluehouse Lane and Limpsfield High Street. The Hall has a coded keypad for entry and the school is notified of any change of code when it changes. Staff would supervise students to ensure safety. Lists



of parents/carers contact numbers would be taken. When / if it is clear that the occupants will not be returning to the school that night parents/carers would be called to arrange collection of students from the Village Hall.

- All necessary phone numbers etc. are in the Emergency Evacuation packs copies of which are held by the:
    - Headteacher
    - Deputy Headteacher
    - Head of Residential
    - Deputy Heads of Residential
    - Business Manager
- A further copy is located in the front office

**This policy is monitored through:**

- Regular fire drills
- Termly checks by the resources committee

**Related policies and documents**

- Equalities policy
- Fire risk assessment
- Health and Safety policy
- Personal Emergency Evacuation Plans
- Safeguarding and Child Protection policy
- Staff Behaviour policy

This policy will be reviewed annually and additionally in the case of the following:

- Changes in legislation
- Advice from the Surrey County Council Fire Officer
- Actions identified from fire drills
- Breaches of policy

**Related links**

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans>

**Review**

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated

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## Personal Emergency Evacuation Procedure

<b>REQUIREMENT.</b>
Wheelchair user/Mobility impaired visitor/Visually impaired visitor
<b>PREMISES ACCESS LIMITATIONS.</b>
Access is limited to the ground floor areas of the main building, classroom block, gym and swimming pool. Assistance will be needed to open doors etc. <b>The member of staff meeting with the visitor is responsible for ensuring their safe evacuation.</b> <b>In all instances the wheelchair user must leave the room last to avoid blocking the fire exit.</b>
<b>ESCAPE PROCEDURES.</b>
<b>Main building:</b> disabled persons should be helped to exit via the main entrance using the portable ramp located in the lobby. Once out proceed to the Fire Assembly Point. <b>Classroom block:</b> the visitor should leave the building by the nearest Fire Exit and proceed to the Fire Assembly Point in the car park. Help will be needed to open doors. <b>Gym:</b> the visitor should leave the building via the Fire Exit onto the playground and proceed to the Fire Assembly Point in the car park. If the way out is blocked by fire the visitor should travel to the Fire Exit at the rear of the gym where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point. <b>Swimming pool:</b> the visitor should exit the building via the Fire Exit at the far end of the pool, follow the path round and proceed to the Fire Assembly Point.
<b>SPECIALIST EQUIPMENT REQUIRED TO ASSIST THE ESCAPE.</b>
Wheelchair may be needed to expedite escape.