

Newry High School



Fire Safety Policy 2021-22

Fire Safety Policy

Aim

At Newry High School we endeavor to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire.

This will be achieved by conducting, recording and acting upon fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place in line with the Fire and Rescue Services (NI) Order (2006) and the Fire and Safety Regulations NI (2010).

An emergency evacuation drill will be undertaken in each term, fire action notices are kept up to date and suitably qualified persons will maintain fire safety equipment.

All school staff are responsible for maintaining a high standard of fire precautions. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure. They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

Important information

- The signal for the fire alarm is a continuous ringing of the electric alarm. If out of order ringing of a hand bell will be used.
- When the fire alarm sounds, NEVER ASSUME that it is "only a drill" or that vandals have set off the system. The ringing of the alarm bell must ALWAYS be treated as indicating a potentially DANGEROUS SITUATION.
- The building must be vacated with the utmost urgency by staff and pupils.
- Telephone calls should not be made to the office to enquire what is happening.
- It is appreciated that no one can foresee exactly where a fire may originate, so in an emergency each member of staff must use his/her own initiative to remove a class as quickly as possible away from the building and source of outbreak without creating any sense of panic. The safety of all persons on the school premises may depend on your instant and efficient action.
- The member of staff who locates the fire will take action to call the fire brigade. Staff should tackle the fire with available fire extinguishers and appliances pending the arrival of the brigade. However, it can be dangerous to apply an extinguisher to a fire of a type for which it was not designed.
- In the case of gunfire, use your initiative to try to ensure everyone's safety. Stay away from the windows. Perhaps the safest place is to lie on the floor.

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO OPERATE THE NEAREST FIRE ALARM POINT

ACTION WHEN THE FIRE ALARM SOUNDS

<u>Role</u>	<u>Action / Responsibility</u>
<p>Class Teachers/ Tutors and Teaching Assistants</p>	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit. 2. Immediately evacuate the building taking all pupils in your charge through the nearest / most appropriate exit (see below). 3. If the alarm sounds during non-contact time, staff should also instruct pupils to vacate the buildings with them in an orderly manner. 4. Anyone not actually in class when the alarm sounds e.g. in the toilets, staff room, passage etc. will make their way <u>DIRECTLY</u> to the assembly point. 5. Staff and pupils with disabilities should be assisted to vacate the building safely. 6. Fire doors should be closed after pupils leave by the last remaining staff members. Fire escape doors should be left open in the case of stragglers. Designated staff will inspect the building to ensure that no one is left behind. 7. Lead all pupils to the designated assembly point via the quickest / safest route and line up. 8. In the event of a Gas Leak or Bomb Alert the assembly point will be as discussed with the staff. 9. As soon as the tutor groups are assembled each, tutor will take a roll call and report as soon as possible to the year head if anyone is missing/to inform if everyone is accounted for. It is very helpful if the tutor groups have learned to assemble in alphabetical order. (<u>Practice this during a tutor period</u>). 10. Wait for further instruction.
<p>Office Staff</p>	<ol style="list-style-type: none"> 1. Call the fire brigade (999) if required to do so giving your name and the school's name and address: Newry High School, 23 Ashgrove Road, Newry, BT34 1QN 2. Pick up registers, visitors book and mobile phone. These will be brought to the assembly point by Mrs. Dunne <u>or</u> another member of the office staff (in the case of Mrs. Dunne not being available). 3. Leave the building through the nearest / most appropriate exit and go to the assembly point – see below. 4. Distribute registers to the year heads. 5. Check visitors present against visitor's book. 6. Notify the Principal/Vice Principal immediately of any missing visitors so a search can be initiated.

7. The office staff are responsible for meeting, or ensuring that a member of staff is available to meet, the fire brigade on arrival.
8. Wait for further instruction.

Designated Staff

1. Designated staff will inspect the building to ensure that no one is left behind:
 - **Mrs Kennedy** - top corridors at front and bottom corridors at front.
 - **Mrs H Shields** - bottom corridors at back.
 - **Miss Patterson** - top corridors at back.
 - For location of fire **Mrs Kennedy** will check panel outside Lecture Theatre and the **Principal/Caretaker** will check panel outside the Office. The Caretaker may be called upon to use evacuation chair.
2. Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed.
3. If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one.
4. Never open a door if you suspect that there may be a fire beyond it.
5. Proceed to the assembly point and await further instruction.

Year Heads

1. Leave the building through the nearest / most appropriate exit and go to the assembly point.
2. Collect your year group's registers and distribute these to the appropriate tutors who should be with their tutor group. **SE to check LK's register and SY to check JP's.**
3. Check with tutors for missing pupils. Report to designated person if all pupils are present or if any are missing. **Years 8, 9 and 10 – report to IB. Years 11, 12, 13 and 14 – report to KF.** If anyone is found to be missing, the school premises must be searched (if it is safe to do so) by a selected staff member until that person is accounted for.
4. After the registers are checked, everyone is accounted for and it is safe to return to the school building, each Year Head must collect the registers and return to these to Mrs Dunne or another member of the office staff immediately before or on returning to the school building.
5. Dismiss classes to return to building in an orderly manner.

Kitchen Staff/Technicians	<ol style="list-style-type: none"> 1. Switch off the power. 2. Leave the building through the nearest / most appropriate exit and go to the assembly point. 3. Wait for further instruction.
First Aiders	<ol style="list-style-type: none"> 1. If injuries are suspected, all trained first aiders should bring FIRST AID equipment to assembly point.
Visitors	<ol style="list-style-type: none"> 1. Leave the building through the nearest / most appropriate exit and go to the assembly point. 2. Wait for further instruction.

NB: No person must leave the assembly point to recover clothing, books etc., until permission has been given. In the case of a drill by the Vice Principal. or the Principal. In the case of a fire by the officer in charge of the fire.

**EXIT ROUTES TO THE ASSEMBLY POINT:
NORTH HOCKEY PITCH**

Office, Principal's Study, V.P. Room, Medical Room, Room 1, Room 2	Main Door
Room 3, Room 4, Room 5,	Back Entrance
Room 6 Room 7 Room 8	Back door at boys' toilets
Room 9, Boys' Gym, Assembly Hall	Direct
Room 10, Room 11, Room 12	Front stairs and main door
Room 13	Middle stairs and main door
Room 14, Room 15	Back stairs and main door
Room 16	Direct by fire escape
Room 17, Room 18, Room 19, Preparation Rooms	Back stairs and back entrance
Reprographics, Staff Room, Library, Lecture Theatre, Room 21	Door opposite the Lecture Theatre

Careers Rooms, Room 23	Door at Chemistry Labs
Room 24, Room 25, Room 26	Back stairs and Basement door/Sixth Form Centre
Room 27, Room 28	Direct at Lab corridor door
Room 29, Room 30, Room 31	Stair and doors in Games' Hall corridor
Room 32, Room 33, Room 34	Fire escape
Room 35, Room 36, Room 37, Room 38	Back stairs and Basement door/Sixth Form Centre
Room 39, Room 40	Direct at fire escape
Room 41	Direct
Sixth Form Centre	Direct.
Games Hall	Direct
Music 1	Fire Door in Music 1
Music 2	Main Music Door

