



Fire Regulations



Approved by Governors on: 24.1.24.

Signed by Chair of Governors:

A handwritten signature in black ink, appearing to be 'A. P. Hill'.

Head Teacher: Elizabeth Hopewell

Date of Review: January 2026

Vision Statement

We aim to create a safe, happy and nurturing environment for all our children!

Mission Statement

The Orchard School strives to provide the best quality teaching and learning with an inclusive and personalised curriculum, where all achievements are celebrated.

FIRE PROCEDURES

The primary objective in the event of fire is to ensure the safety of all pupils, staff and visitors. At the same time, we need to recognise the vulnerability of some of the children within the school and try and ensure that they are not evacuated unnecessarily. In order to do this the school has introduced a phased alarm system. This has been done following consultation with the Fire Enforcement officers.

The school has a very sophisticated fire safety system and therefore were a fire to start anywhere in the building, because of the detectors and the sprinkler system this should be isolated to a small area of the school.

On Discovering a Fire

On discovering a fire:

- sound the alarm by activating the alarm by using the key which can be found immediately above the alarm boxes.
- Get everyone out the room and close the door.
- The alarm can also be activated automatically by smoke and heat detectors.

The fire alarm automatically (via Direct Dial) alerts the fire alarm monitoring company.

On Hearing the Fire Alarm

- The alarm will sound with a two-tone ring **only** in the zone affected by the activation. The zones adjacent to the affected zone will sound alert which is a pulsing sound. Zones are shown on attached map of the school and are determined by the siting of the fire doors in the corridors.
- When the alarm sounds within your zone (not an intermittent sound), evacuate the children and staff into an adjacent zone. If that zone is also sounding continuously, the school should be totally evacuated as the school will be in full evacuation mode.
- The Administrator on reception will state over the intercom the zone affected by the alarm. This is to alert the fire marshalls, and the site manager who will need to determine if the threat is real, or whether it is a false alarm in which case the alarm can be silenced. The Administrator will state the Zones affected and the area of the school involved e.g., Zone 3 Lower school. Each Zone is displayed in every room.
- Staff, children and visitors in the affected zone i.e., the zone ringing a constant alarm signal should move to one of the adjacent zones. Which zone you move to will be determined by the site of the fire.
- There is no necessity to move if you are in the zone with the intermittent ring.

- On the alarm being sounded the site team will go to the activated zone to investigate whether it is a false alarm and ensure that all staff, pupils and visitors have been evacuated safely.
- Once the alarm has rung for 3 minutes if it has not been silenced the alarm will sound throughout the whole school. The admin team will alert all staff via the intercom that it is a full evacuation. If this happens, the school will evacuate to the assembly point at the back of the school building.
- The site manager will notify the Administrator on reception if they are sure it is a false alarm. The administrator will then silence the alarm. In the event of a false alarm, the site manager will reset the alarm. Only when this has happened will staff, pupils and visitors be allowed to return to the affected zone. If it is a false alarm, the senior member of staff in charge (usually the head teacher) will decide after checks and re-setting the alarm to allow people back in the zone. The fire service will NOT attend in these circumstances.
- In the event that it is not clear whether it is a false alarm, it will be treated as a confirmed alarm. This will result in fire service intervention. The silencing and resetting of the alarm would only be done after instruction/clearance from the fire service.

Procedures for full evacuation

- When the alarm goes to full evacuation the alarm will ring with a constant sound throughout the school. Reception will notify staff via intercom 'FULL EVACUATION'. At this point all staff, pupils and visitors should be evacuated via the nearest fire exit.
- All staff and pupils on vacating the building should make their way to the orchard at the back of the school. Those vacating the building to the front will need to make their way through the gates to the Early Years playground or through the gates near the dining room whichever is the nearest. The code for the padlocks is 4321
- Fire marshalls should sweep all school areas of the main building where safe to do so to check areas that may be obscured from initial view.
- The admin team have been assigned roles during a fire evacuation, one member will take the registers and offsite forms and one will collect the visitor's book and staff register. The admin team will take the "Emergency and Business Continuity Plan" in case there is a significant fire, and this process needs to be followed.
- No one should re-enter the buildings until told it's safe to do so by the fire officer/head teacher. There may be a rare circumstance where someone is instructed to re-enter, but this must never be do alone and 2 people will be

directed. (For example, to investigate a missing person, if risk assessed appropriately).

- The Office Manager will man the front outside area to meet the Fire Brigade and to prevent anyone from entering the school premises.

Procedures at Assembly Points

- Class signs (1 – 17) are erected on the fence to indicate where classes should congregate.
- The admin team will distribute the relevant registers to all class teachers.
- Teachers/HLTAS should check all pupils are present using the school registers and report any pupils missing to the senior member of staff present.
- The admin team should check all visitors in school are accounted for using the visitor's book.
- The admin team will notify the senior member of staff present of any classes that are offsite.
- The fire marshalls will report outside to the senior member of staff to state the zone is clear and present the fire sweep cards.
- The Senior Manager on site will check all are present and liaise with the Emergency services.

Zone Areas

Zones have been allocated and are clearly sign posted throughout the school. The areas are as follows:

Zone 1: Pool and staffroom

Zone 2: Reception and Corridor

Zone 3; Lower school

Zone 4: Middle School

Zone 5: Upper School

Zone 6: Far end work room

Zone 7: Multi-Agency Corridor

Zone 8: Sports Hall

Zone 9: Kitchen/Dining Room

Zone 10: Garages

Zone 11: Upper school Extension

Role of the Admin Team

There is a team of staff who work in the admin office. Please note the following:

- The Administrator on reception on hearing the fire system buzzing will look to see the zone and room affected. She will announce this over the intercom. e.g., 'Fire alarm Zone 5 Class 12 please go to your adjacent zone.' The Administrator will wait by the fire panel for any message from the fire marshalls and site manager, as long as it is safe to do so.
- False alarms will be relayed via the emergency assistance buttons or by the site manager by Radio.
- On receiving a confirmed false alarm message, a member of Administration will silence and reset the alarm.
- She will notify staff of the false alarm over the intercom.
- Fire Service do not attend false alarm activations.

When the alarm goes into full evacuation mode one Administrator should take out the registers and the offsite forms and give the registers out to class groups. They must also ascertain from each class teacher whether all children and staff are present and correct for each class group.

Another Administrator will take out the visitors' book and do a roll call of all visitors she will also check whether all non-class-based staff, including kitchen staff, have been evacuated using the staff register.

A member of the admin team will notify the senior member of staff present if anyone is missing.

Role of the Fire Marshalls

There are a team of trained Fire Marshalls across school. Their role when a full alarm sounds is to:

- Undertake a 'fire sweep' of all areas of the main building where safe to do so and they are not in charge of a child.
- The Fire Marshalls will collect the 'Fire Sweep Cards' which are mounted on the wall at either end of the fire zones (by the fire break double doors).
- The rooms to be checked are not normally locked or governed by restricted access and are the most likely areas that the children could possibly occupy.

- The specific rooms to be checked are detailed on the back of the fire sweep cards for each zone (doors of these areas will be denoted by a red dot at the top of the door).
- Once the fire marshals have completed the sweep, they will go to the assembly point where the 'Designated Person' (usually the Headteacher or nominee) will receive the fire sweep cards.
- The designated person will confirm all relevant areas have been swept and in turn along with a roll call that everyone has been accounted for.

Although the zones will have two cards, only one is needed to confirm that the zone has been swept. Any discrepancies in the fire sweep will be reported to the fire service. Under no circumstances should anyone re-enter the building to restart a search.

The fire zones covered by the fire sweep cards are 1, 2, 3, 4, 5, 6, 7, 8 and 11. Fire zone 9 is the dining room and has been incorporated into the card for zone 8. Fire zone 10 is an outside garage which is not part of this procedure.

Only fire marshals will have been trained for the fire sweep process and all non-trained staff should refrain from gathering the fire sweep cards.

Lunchtime

If the alarm goes off in any zone when pupils are outside midday supervisors should collect the pupils in the playground near to the fence and await a message via the walkie-talkies as to whether the activation is a false alarm. Only when the alarm goes to full activation will classroom staff evacuate the building and make their way around to the playgrounds where they will help to move the children to the Orchard. Midday supervisors should not attempt unless absolutely necessary to move the children to the Orchard without the support of the classroom staff.

The procedures for those children kept in school during dinnertime is the same as during the rest of the school day.

Staff available should assist the Midday supervisors to remove all children from the activated zone to the adjacent zones safely.

If the alarm goes into full activation all staff will help to evacuate the children to the assembly point if the site of the fire allows them to do so. No one should cross the zone affected by the fire to access other areas of the school. If necessary, zones can normally be accessed via an outside route.

Place of Refuge

The senior member of staff will decide if it is advisable to move to the place of refuge. The fence at the far end of the car park is the designated area. This would only be undertaken if necessary for health and safety reasons.

Personal Emergency Evacuation Plan (PEEP)

There is a 'generic' risk assessment that covers the pupils in school. However, for those pupils who are unable to exit the building unaided and have specific needs a personalized PEEP will be kept within their files and within the classroom that they are located.

Out of hours use

When the fire alarm sounds either constantly or intermittently after school hours, all staff and outside groups need to evacuate the building. The assembly point for all people outside of school hours is the fence at the far end of the car park.

It is the responsibility of the outside groups during out of hours activities to keep a register of attendees and to call the register in the event of fire alarm activation.

The Site Manager will act as Fire Marshall. All groups will report to the Site Manager whether all people have been evacuated safely.

The following is taken from our Health and Safety Policy:

In the event of a fire

- If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher.
- Power supplies should be switched off from the mains, and lighting switched off
- The location of gas cylinders must be known, and the Senior Fire Officer informed on his/her arrival. (There are none on site unless contractors are on site and using these)
- Fires must be reported to the Sandwell MBC Health and Safety Unit and the HSE. (See accident reporting in the H&S policy)
- An investigation must be carried out.