

FIRE SAFETY INSTRUCTIONS

What to do in emergency (detailed procedure)

Any person discovering a fire must:

Operate the nearest alarm

Call the fire brigade dialling 999

a) Locations of fire alarms

Floor	Alarm nb	Location
Ground floor	2	Next to scooters, prams cupboard, Door B
Ground floor	3	In the garderie, next to Door D
Ground floor	4	Next to staff toilets, next to Door c
1 st floor	5	In staircase C, next to fire door
1 st floor	6	Next to the library entrance
2 nd floor	7	At the top of Staircase B
2 nd floor	8	In the corridor, next to the stationery cupboard

Evacuation of the premises

b) On hearing the fire alarm

Pupils must calmly line up and exit the classroom after the order to evacuate is given by the teacher and according to the various evacuation routes planned

Evacuation routes to be used

Room	Staircase	Fire exit	Instructions
GROUND FLOOR			<p>On hearing the fire alarm:</p> <ul style="list-style-type: none"> • Take the register and at least one phone • Line up the pupils • Direct them towards the closest escape route (i.e charts beside) • One adult walks in front to open the doors • One adult walks last to check the premises (no one left behind) and to close all fire doors • At the assembly point, check the register and that all the members of staff are present: report to the fire warden • Wait for the fire brigade • Wait for the all clear to re-enter the premises
Office	NA	Door A	
Ps/nursery	NA	Door A	
Russian classroom	NA	Door A	
Garderie	NA	Door D	
Dining-hall	NA	Door D	
Kitchen	NA	Door C	
Staff kitchen	NA	Door C	
FIRST FLOOR			
Library	Staircase B	Door B	
Miss Winter's room	Staircase B	Door B	
Mrs Chatterley's room	Staircase C	Door C	
Ballet room	Staircase C	Door C	
Miss Massin's room	Staircase C	Door C	
Staff room	Staircase C	Door C	
Toilets	Staircase C	Door C	
SECOND FLOOR			
Toilets	Staircase B	Door B	
Staff room	Staircase B	Door B	
Me Louesdon's room	Staircase B	Door B	
Mrs Crimmin's room	Staircase B	Door B	
Me Bonaz's room	Staircase C	Door C	

The Head or Deputy head of administration must take the registers in the office; if they are not in the office, teachers must take the pupils register from the classrooms

One teacher must walk in front of the line to open the doors

Teacher must shut all fire doors on the evacuation route

All the classes must calmly go downstairs

On the ground floor

Adults open fire exit doors A, B, C and D

On each floor, the responsible fire marshal must make sure no one stayed behind (check every room: classrooms, toilets, staff toilets, kitchen and room, art room, library, school kitchen, dining-hall, garderie, office)

All classes must calmly go downstairs and meet at the assembly point (on the pavement opposite school, along the church)

All staff members must help discipline pupils but also reassure them to avoid panic issues.

The school fire warden (i.e the Head) takes the plan of the school to give to the fire brigade.

Reminder

Priority must be given to safeguarding people (no attempt to pick up belongings or doudous should be made)

Every time a new term starts, pupils and staff must be reminded the evacuation procedure

A fake fire drill will take place each term.

SAFETY INSTRUCTIONS

- Fire doors must be closed at all times
- Turn off any electrical appliances when not in use
- Only appliances which have been tested and approved are to be used
- Do not keep inflammable materials in the classrooms (paper, cardboard, art materials...)
- Do not hang objects near heating sources
- Do not obstruct the glass of fire doors
- No use of halogen lamps, cooking devices or kettle in classrooms
- Do not put anything on the heaters
- Do not block fire exits, corridors or staircases

FIRE WARDEN DUTIES 2015/2016	
Ground floor	Charlotte BEYAZIAN
1 st floor	Anne CHATTERLEY
2 nd floor	Julie BONAZ

NB: Fire warden are the last to leave each floor in case of a drill making sure no one is left behind and all the fire doors are shut.

WHAT TO DO IN CASE OF EMERGENCY

Stay calm

Call 999 (emergency)

Give the following informations:

- Give one phone number (in case the phone landline is cut off, emergency services will be able to contact you)
- Give the exact location of the incident with physical details
- Give as many indications as possible on the incident (seriousness, type: fire, gas odour, accident...)
- Give the numbers and age of casualties (if possible, nature of injuries)
- Go to a place of safety and wait for emergency services

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

At La Petite Ecole Bilingue Kentish Town, we ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Head and the staff are familiar with the current legal requirements.

All staff is trained regarding fire safety either during dedicated staff meetings or inset days, or during external trainings.

Where necessary, we seek advice of a competent person such as a Fire safety consultant.

PROCEDURES

The basis of fire safety is risk assessment. It is carried out every year by the Head of Administration (trained as a fire warden).

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting equipment complying with BSEN standards, are fitted in appropriate high risk areas of the premises

They are checked once a year by the manufacturer and regularly by the head according to the fire RA

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed around the premises
- Explained to staff members, volunteers and parents
- Practised regularly (once per term)

Fire drills and checking/servicing of firefighting equipment records are logged and kept

Emergency evacuation procedure

The evacuation procedure covers procedures for practising drills including:

- How children are familiar with the sound of the fire alarm
- How the children, staff and parents know where the fire exits are located
- How the children are led from the building to the assembly point
- How they will be accounted for and who by
- How long it takes to get all occupants safely out
- Who calls the emergency services and when in the vent of a real fire
- How parents are contacted
- The fire drill record contains
- Date and time of the drill
- How long it took
- Whether they were any problems that delayed the evacuation
- Any action taken to improve the procedures

Legal framework

Regulatory framework (Fire Safety) order 2005

<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

Further guidance

Fire safety risk assessment educational premises

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf