

BROOMFIELD HOUSE SCHOOL

FIRE EMERGENCY PLAN

The BHS fire emergency plan is as follows:

1. All teaching staff must ensure that all pupils in their classrooms and/or teaching rooms, wherever in the school they are at the time of a fire emergency, conform quickly and quietly to the Fire Evacuation Route directions and regulations as published in every classroom and other room used by staff and pupils.
2. The Headteacher ensures that all staff have a copy of the emergency plan and understand the fire evacuation route directions and regulations.
3. ADT is responsible for calling the emergency services (or the Headteacher if this fails). The Headteacher is responsible for ensuring that all children and adults are accounted for with the help of the teachers and other members of staff.
4. Lukasz or in his absence Miss Scorer is responsible for opening the front Visitor's Gate on Broomfield Road so that the emergency services can access the site.
5. If the Headteacher is not on site, the School Secretary or one of the Deputy Headteachers should call the emergency services and ensure that all children are accounted for.
6. No teacher is to put themselves or any of their pupils at risk of injury at any time by re-entering the school buildings once they have brought the children to the muster point and confirmed the pupils are present from a head count and check of the attendance register. All 'register folders' are kept in the school office. The School Secretary and other school office staff on duty bring the register folders to the muster point on leaving the building. The class teachers should bring their laminated class list of marked absentees to the muster point. Contained in the register folder is a current class list for reference only.
7. Class teachers are responsible for checking that all their children and their Classroom Assistant(s) are present – and indicating this is the case by raising their register folder and keeping it raised. The following members of staff are responsible for checking the presence of their colleagues/visitors using the lists provided by the office:
 - **SAIL Co-ordinator:** Drama, MFL, Music, Art, Sport and ICT
 - **School Secretary:** Office staff and visitors/peripatetic staff
 - **Chef (or in her absence School Office staff):** Caretaker and kitchen assistants
 - **Deputy Head(s):** Head of ILE, Broomfield Tutors/Press, Playground Assistants, ILE Teacher, volunteers, and must inform the Headteacher that everyone is present by raising their register folder and keeping it raised.
8. Teachers must not enter the buildings or allow children to do so during any alarm unless the Head Teacher or his deputy allows them to do so after giving the all clear.
9. All staff must always act as if an alarm is a genuine fire emergency and never assume it is a practice only.
10. On leaving the buildings, the following staff are responsible for ensuring that no-one remains in their area:

Broomfield House:	Ground Floor: Mrs Zammit (or Mr Kennedy) First floor: Ms Cash (or Mrs Woodley) Second Floor: Mr York (including the girls' loos) (or Ms Cash/Mrs Woodley if needed) Third Floor: Mr York (or Ms Cash/Mrs Woodley if needed)
Broomfield House Annexe:	Ground Floor: Mr Montague (or Miss Rowley-Jones) First Floor: Mr Hepper (or Mrs Munasinghe) Second Floor: Mrs Ravenscroft (or Mrs Ketel)
Harrow House:	Lower Ground Floor: Mrs Boyle (including boys' loos) (or Mrs Cunningham) First Floor (by gym): Mrs Hill (including EYs' loos) (or Miss Baird) First Floor (by library): Mrs Pache (or Mrs Byers) Second Floor: Mrs Pache (or Mrs Byers)

1. If the alarm sounds at drop off (08.30-09.00) or pick up (15.20-15.45) times and the top patch is occupied by parents, teachers should muster all the children in classes on the **bottom patch** as follows:

STEPS	Fence	
	Kindergarten	Pre-Kindergarten
	Year 1	Year 2
	Year 3	Year 4
	Year 5	Year 6

2. Once children are accounted for they may be dismissed to parents by their class teacher if the alarm is at pick up time, once the Head Teacher (or representative) has given the all clear.
3. During this time, the Head Teacher may ask parents to move onto the pavement outside the playground to enable the teachers to move the children to their normal positions for a fire drill in the event of the fire becoming any form of danger to them in their lower pitch positions.

***Staff may use the red fire noticeboard on Broomfield House to refer to any of these plans and policies when a fire alarm is happening.**