



Covid-19 Amended Fire Evacuation Procedure.

These Fire Safety arrangements outline our commitment and strategy on how we protect all users of the premises from the consequences of fire during these unprecedented times.

We proactively manage Fire Safety within the building by both structural fire precaution methods and a proactive fire safety management culture.

The aim of this fire safety document is to ensure that due to reduced staffing and pupil numbers the fire evacuation procedures required temporarily are adjustment to ensure safe and adequate procedures are in place.

All occupants and visitors are protected by our safe working practices and fire safety management procedures which ensure all staff are appropriately trained in their responsibilities relating to fire safety and responding to a fire emergency and full evacuation process.

Roles and Responsibilities

Headteacher: Phil Rawlings:

Overall Responsibility to ensure that the Fire Safety Policy is adequate and sufficient. Responsibility to ensure that the appropriate management support is available to maintain the Statement of Intent.

Responsible for ensuring correct writing and implementation of Fire Safety Protocols including the writing of standard and individual "Personal Emergency Evacuation Plans" (PEEPS) for disabled persons and those requiring assistance. Providing support and guidance for those with roles outlined below.

Fire Safety Manager / Response Team Leader / Incident Controller:

This will be the member of SLT who is designated lead for each school day. Their role will be:

- Call the emergency services
- Attend the assembly point with current registers and staff rota and visitor log
- Complete roll call
- Liaise with emergency services
- Establish when is safe to re-enter the building
- Contact estates to reset alarm panel

LLMAT is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all of our children and adults are kept safe and well cared for

'improving the life chances of all children and creating a family of outstanding academies where world class leaders place children at the heart of everything'

Class Teachers:

- Ensure fire registers are completed daily and kept in class

When the fire alarm sounds:

- Line the children up (2m distance) at the exit indicated for your area in the Fire Procedures site map.
- Take the class register (this should be by the fire exit door).
- Walk the children quietly to the designated assembly point.
- Wait for a senior member of staff to liaise.
- When the all clear is given, walk the children back to the class via the same route.

Class/Key Stage TA

- Sweep the immediate area the class are using including toilets, cupboards etc.
- Do not attempt to sweep the entire key stage
- Move as quickly as possible to the assembly point

Fire Doors – Classroom and Corridor doors

- Corridor fire doors are being left open to prevent COVID 19 infection – Staff leaving the building **MUST** make sure that you close these doors behind you to prevent the spread of fire.

Lunch Time Supervisors

- Move pupils calmly to the nearest assembly point

Admin Staff

- If admin staff are in attendance they should sweep office and staff toilet areas and then move quickly to the assembly point to assist with roll call.

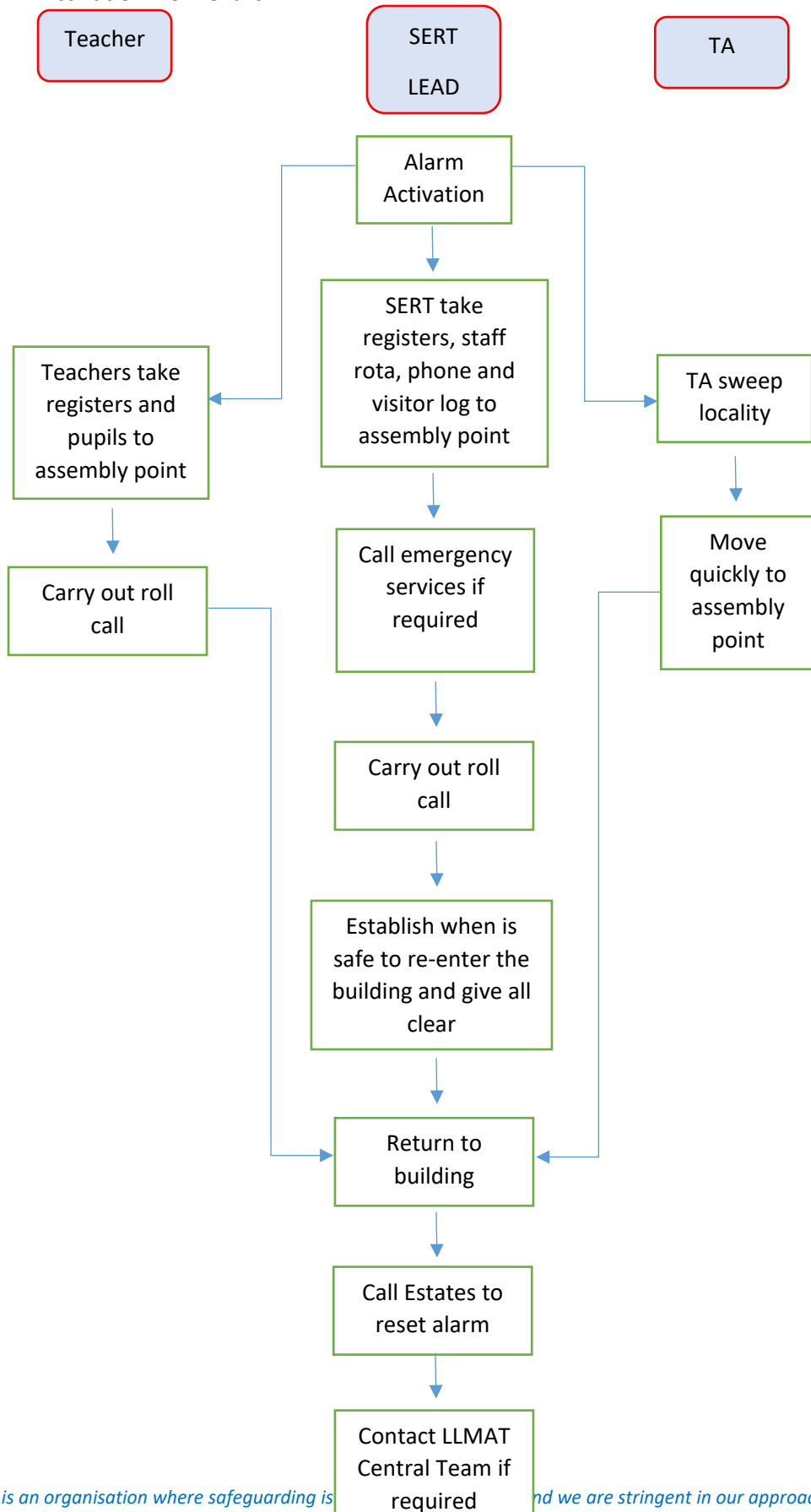
Lockdown Procedures

- All existing Lockdown procedures still apply. Staff should observe social distancing once back in classes IF POSSIBLE.
- However, **pupils immediate safety in these circumstances should take priority.**
- Staff should re-familiarise themselves with this procedure.

LLMAT is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all of our children and adults are kept safe and well cared for

'improving the life chances of all children and creating a family of outstanding academies where world class leaders place children at the heart of everything'

Fire Alarm Activation Flow Chart



LLMAT is an organisation where safeguarding is a priority and we are stringent in our approaches to making sure all of our children are secure, happy, safe and well cared for

'improving the life chances of all children and creating a family of outstanding academies where world class leaders place children at the heart of everything'