



# Margaret McMillan Nursery School and Children's Centre

Hornsey Rise

Islington

N19 3SF

020 7281 2745

[www.margaretmcmillan.islington.sch.uk](http://www.margaretmcmillan.islington.sch.uk)

## Fire Safety Policy

### Section 1: Policy Statement

The safety of children, staff and visitors is of paramount importance and will be given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire occurs our staff are well trained in procedures for safe evacuation and mitigation of damage.

Islington Council ('the Council') recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable, to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

This policy document sets out the overall responsibility for fire safety as follows:

- For maintained nursery schools the employer is the local authority (LA) who delegates responsibility to the Head teacher for the day to day safety management of the school.

The Council is committed to ensuring that all education establishments are complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, the Council recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum by providing competent advice and model policies to assist education establishments meet such requirements.

The Council will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

- establishing and managing a fire risk assessment framework;
- assisting education establishments in managing and maintaining premises so as to adequately control the risk from fire;
- maintaining adequate fire precautions, with reference to:
  - means of detection and giving warning of fire
  - provision of means of escape
  - means of fighting fire, and
  - training of staff
- providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
- making adequate provision for the control of fire in work processes, including the control of hot working;
- keeping suitable and sufficient records;
- providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- making adequate resources available to meet the requirements of this policy.

## Policy Aims

The aims of this policy are:

- i. to establish and maintain consistency across the Council's Borough in the management of fire safety and fire precautions;
- ii. to set minimum standards of fire safety, to control the risk from fire;
- iii. to describe the Council's arrangements for managing fire safety in the workplace.

To achieve our aims, the Council will implement a system through the issue of a 'Fire Safety and Emergency Risk Management Folder' involving:

- i. policies and procedures that are clear and safe;
- ii. allocation of responsibilities;
- iii. fire safety audit;
- iv. fire risk assessment;
- v. communication of safe procedures to staff;
- vi. establishment, operation and maintenance of effective monitoring and review systems;
- vii. provision of appropriate information, instruction and training.

This policy and fire safety folder will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

## Section 2: Organisation

Duties and responsibilities for Health and Safety are assigned to Staff and Governors based upon the following suggested roles.

<b>Policy-makers</b>	Overall responsibility for strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
<b>Planners</b>	Responsible for developing and maintaining policies/procedures to achieve stated objectives. Further, Heads of Council are responsible for putting in place management arrangements for the control of fire risk within their area of concern.
<b>Implementers</b>	Responsible for implementing policy and procedures at local level. Making sure that fire risk assessments are carried out and that workplace precautions developed in order to control the risks arising from fire are implemented.
<b>Assisters</b>	Assistance comes from those who are competent and trained to provide advice, information and support, with regard to the management of fire safety, and to the requirements of associated legislation.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	Policy-makers	Planners	Implementers	Assisters	Employees
<b>School Governors</b>					It is recognised that some governors are LA employees
<b>Head teacher</b>					
<b>Senior Leadership Team</b>					
<b>Senior Management Team</b>					
<b>Educators</b>					
<b>Premises Management Team</b>					
<b>LA Officers e.g. Corporate Health and Safety Staff</b>					
<b>Other users , e.g. ACL, health</b>					

### Section 3: Responsibilities of Fire Safety Policy Makers

3.1 The Head teacher and Chair of Governors have overall responsibility for:

- i. strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- ii. specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. establishing strategies to implement policy and integrating these into general business activity.
- iv. ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. ensuring that, there is full consideration of the resource provision necessary for the implementation of the Education 'Fire Safety and Emergency Risk Management Manual' Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employee representatives/Trade Union appointed Health and Safety Representatives in the workplace and management/ supervisory employees.
- viii. ensuring that the performance of the school in the field of fire safety management is audited and taking whatever action may be required.
- ix. overseeing the implementation of the 'Fire Safety and Emergency Risk Management documents' developed as a result of this Policy.
- x. seeking advice from the Corporate Health and Safety Advisors and making the Education Health and Safety Manager aware of relevant fire safety matters as and when necessary.
- xi. receiving safety alerts, briefings or instructions from the Education Health and Safety Manager as appropriate, and taking action as necessary.
- xii. ensuring that the premises have sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

### Section 4: Responsibilities of Fire Safety Policy Planners

4.1 The school leadership team will:

- i. bring to the attention of the Council, any aspect of the policy that is not achievable together with the reason(s), in order that appropriate action can be determined.
- ii. include the management of fire safety in their Education Health and Safety Improvement plan that links to with the Council's corporate strategy for management of risk within Islington.
- iii. arrange for employees to be provided with adequate information, instruction and training that will be:
  - a. given at regular intervals adapted to be take account any significant changes in the type of work carried out or methods of work used;
  - b. appropriate to their role, as identified by training needs analysis.
- iv. provide adequate resources from allocated budgets to meet their responsibilities under this policy.
- v. maintain a register of statutory testing required for all premises under their control.

### Section 5: Responsibilities of Fire Safety Policy Implementers

5.1 The Head Teacher will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.

5.2 The Responsible Person will ensure that a Fire Risk Assessment is completed.

5.3 The Fire Risk Assessment must be reviewed annually, or sooner if there are significant changes to the premises, occupancy or work practices, that could impact upon fire safety and the means of escape.

5.4 An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person and the Chair of Governors (where applicable). Reasonable target dates must be set, for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.

5.5 The Fire Risk Assessment must be completed overall, by the compilation of information required in the Fire Risk Assessment folder.

5.6 The Responsible Person will:

- manage (including fire safety arrangements) the premise(s) for which they have responsibility.
- seek assistance from Building Control, Corporate Health and Safety when necessary.
- maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required. Record this in the Fire Log.
- implement the guidance contained within the Premise Manager's Guide and the Fire Risk Assessment Folder.
- develop and maintain the premise Fire Log which will contain:
  - details of the fire alarm and record of testing & maintenance
  - records of routine fire safety monitoring checks
  - records of fire drills and staff training
  - records of testing and maintenance of fire fighting equipment
  - records of testing and maintenance of emergency lighting
- develop a fire emergency action plan specific to their premise(s), test the effectiveness of that plan and ensure staff are made aware of its contents.
- make sure that both stages of the Fire Risk Assessment process have been carried out and that:
  - the significant findings are recorded appropriately
  - an action plan is produced, as required, to improve control measures
- be accountable for the implementation of this Policy, and arrangements made under it.
- make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control.
- provide employees and non-employees with the necessary information to ensure their safety from fire.
- make sure that there is communication and participation at all levels in fire safety matters.
- ensure that a fire safety audit is carried out annually, with results being acted upon appropriately.
- monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- ensure that the Fire and Rescue service are called to all outbreaks of fire, in or near to the premise(s).
- provide information to corporate health and safety service in relation to hazardous materials or processes on site, as appropriate.
- receive reports of fire incidents and near misses; investigate and report findings to Governing Body as required.
- inform Governing Body & Fire Safety Planners of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

## **Section 6: Responsibilities of those Providing Assistance Relating to Fire Safety**

6.1 Islington Councils – Asset Management Team:

- Ensure a competent person carry out a fire risk assessment in conjunction with Premise Managers, and provide information and guidance, as required.
- Provide inspection reports identifying further measures required to adequately control risk from fire.
- Carry out repair and improvement work identified in the fire risk assessment, for those areas of responsibility within the terms of the Property maintenance/ Schools Repair Account, as appropriate.
- Review performance and audit the Fire Safety Risk Assessors.
- Alert the Policy Makers and Planners to new or impending legislation/ practices on fire safety, and assist them in assessing the impact upon this policy and the Council's activities.
- Interpret the law in the context of the Council and provide pertinent and meaningful guidance, information and advice on fire safety issues.
- Liaise with the Fire and Rescue Council and other appropriate bodies as necessary.
- Report to Directors, as necessary, on fire safety matters.

## Section 7: Responsibilities of Employees

### Employees will:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- co-operate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire fighting equipment; signage etc.
- have a particular duty to other persons (pupils, staff, visitors etc.) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
- draw the attention of their Head Teacher without delay, to any work situation which might present a serious and imminent danger to themselves or others.
- ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premise(s).
- conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- report via Islington Reporting and Incident System (IRIS) all incidents and any near misses, which result in the potential outbreak of fire.
- assist fully in the reporting and investigation of any incident/near misses in connection with the potential outbreak of fire.
- attend as requested, all training courses/briefings covering fire safety.
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Head Teacher, trade union appointed Health and Safety representative/employee representative and/or the Central Health and Safety Section where appropriate.
- wear/use protective clothing and equipment as specified.

## Section 8: General Fire Safety Management Procedures to be adopted in Schools

8.1 The Fire Risk Assessment must be completed overall, by the compilation of information required in the Fire Safety and Emergency Risk Management folder.

8.2 Appendices within the Fire Safety and Emergency Risk Management folder, give guidance on the following issues:

8.2.1 Testing and Maintenance of fire safety systems (Appendix 0)

8.2.2 Table of required fire safety checks; maintenance; actions (Appendix 0)

8.2.3 Fire fighting equipment (Appendix 0)

8.2.4 Fire signage (Appendix 0)

8.2.5 Commissioning of works in premises and Hot Working (Appendix 0)

8.2.6 Extended Schools and fire safety (Appendix 0)

8.2.7 Significant hazards on site (e.g. Hazardous materials) and information to be provided to the Fire and Rescue Council (Appendix 0)

8.2.8 Fire Risk Assessment Review - Agenda/Checklist for review meeting (Appendix 0)

8.3 All incidents of fire must be reported to the Corporate Health and Safety service, using IRIS.

8.4 Schools must conduct an audit of fire safety arrangements on an annual basis. The results of the audit process will be monitored and collated centrally by Corporate Health and Safety.

8.5 School staff must attend the fire safety awareness training appropriate to their role. Newly appointed staff must do this as part of their induction training.

## **STAFF FIRE INSTRUCTIONS**

(updated September 2022)

This policy is written in accordance with the Fire Precautions (Workplace) Regulations 1997.

### **REQUIREMENTS**

In the event of fire the safety of everyone depends heavily upon the ability of staff to respond promptly. It is the responsibility of all staff to ensure that they are aware of, understand and comply with the fire precautions applicable to the building and the action to be taken in the event of fire.

*Practice fire drills should be carried out at least twice a year. These should assume conditions in which one or more of the escape routes are obstructed by smoke. The fire routine should be rehearsed as fully as circumstances allow.*

### **FIRE REGISTERS**

- All school areas shall keep accurate fire registers for both children and adults (this includes all activities, class, babyroom, Homebase, office, visitors, kitchen).
- Individual staff are responsible for ensuring their section of the fire register is completed correctly.
- All visitors to the school will be asked to sign in and out at the main reception area. This includes visitors, therapists etc. who may be working in many school areas, as well as students etc. who may be based in a specific school area.
- Agency or supply staff on long-term placements should be added to the fire register for their school area.
- The adult responsible for marking the children's fire registers should add up the number of children present. This will enable a quick headcount to be made at the assembly point to ascertain if any child is missing
- At the assembly point it is essential that anyone missing is identified as quickly as possible. The team leader/class teacher should call out the names and the other adults should respond with the child's name when they see them. Do not shout out as this may confuse staff taking registers in other areas.
- Any staff or children missing should be reported immediately to the fire marshals.

**Trained fire marshals are: Wendy Myers, Michelle Walker and Hannah Fitzgibbons, Barry Turner**

### **EMERGENCY EXITS AND ESCAPE ROUTES**

- Emergency escape routes and exits shall be kept clear at all times.
- Emergency doors shall not be locked or fastened so they cannot be easily and immediately opened by any person who may require to use them in an emergency.
- Fire resisting doors are self-closing doors and should not be wedged open; the purpose of fire resisting doors is to prevent the spread of smoke and fire throughout the building.
- Emergency exits and routes must be identified by signs (regulation signage 1996).
- In the event of a fire the team leader should identify a member of staff to 'sweep' the area to ensure everyone has heard the alarm and has evacuated the area. This will involve looking in toilets, walk-in cupboards, cloakrooms etc. As they 'sweep' this person will also close any windows and doors to stop the fire spreading.
- At the assembly point the 'sweeper' will inform the team leader if anyone is still in the building and their location. The team leader will pass this information on to the fire marshal.
- The school kitchen has its own fire marshal who is responsible for the safe evacuation of the kitchen.

## ASSISTING PEOPLE WITH DISABILITIES

### See Appendix A

- In order to ensure swift evacuation of the building team leaders will need to ensure all staff members are aware of children and adults who will need extra assistance. These people will have a PEEP (Personal Emergency Evacuation Plan) in place.
- Each school area should keep an up-to-date list of the people in their area who have a disability. This list should be attached to their fire register.
- If members of staff have a disability the evacuation plan should be developed in conjunction with the members of staff involved.

## FIRE-FIGHTING AND FIRE DETECTION

- The workplace shall, to the extent that is appropriate, be equipped with appropriate fire-fighting equipment and with fire detectors and alarms.
- Any non-automatic fire-fighting equipment shall be easily accessible, simple to use and identified by signs.
- There are fire marshals that have been trained to use the fire-fighting equipment provided.
- Any equipment provided shall be suitably maintained in an efficient state and working order.

## TELEPHONE LOCATION AND USE

Telephones are located in all areas of the school, all telephones have emergency 999 dial out.

### Emergency exits

All fire exit doors are to remain unlocked while the premises are in use, the only exceptions being main exit to the street. Fire resisting doors are self-closing doors and should not be wedged open; the purpose of fire resisting doors is to prevent the spread of smoke and fire throughout the building. In the event of the fire alarm sounding all electronic doors will automatically switch to open.

<b><u>Main Hallway/Dell:</u></b>	Leave by main doors to street
<b><u>Kitchen:</u></b>	Leave by main door from kitchen to car park or through reception then main door to street
<b><u>Reception and associated offices</u></b>	Leave by computer room or Homebase dining room exit to garden
<b><u>Head and Deputy Offices</u></b>	Leave by computer room or Homebase dining room exit to garden
<b><u>Loft (outside users)</u></b>	Leave by main doors to street
<b><u>Dell (outside users)</u></b>	Leave by main doors to street
<b><u>Computer Room</u></b>	Leave by computer room to garden
<b><u>Meeting Room Bottom site</u></b>	Leave by emergency exit in link area to the garden
<b><u>Library</u></b>	Leave by emergency exit in link area to the garden
<b><u>Homebase</u></b>	Leave via babyroom exit to garden
<b><u>Babyroom</u></b>	Leave via Homebase exits to main garden
<b><u>Staffroom</u></b>	Leave via class exits to garden
<b><u>Upstairs meeting room</u></b>	Leave via class exits to garden
<b><u>Classes</u></b>	Leave via class exits to garden
<b><u>Upstairs Hallway</u></b>	Leave via class exits to garden

## FIRE FIGHTING APPLIANCES AND USE

EU regulations dictate that fire extinguishers can be of any overall colour but should have a specific percentage of the surface area colour coded to represent the type of extinguisher.

### **Blue (powder) extinguisher**

Safe on live electrical equipment although does not readily penetrate spaces inside equipment, fire may re-ignite.

### **(H2O) extinguishers**

Class A fires: involving combustible wood, paper, fabrics or similar combustible materials.

DO NOT USE ON LIVE ELECTRICAL EQUIPMENT OR BURNING OIL.

### **(CO2) extinguishers**

Class B fires: involving flammable liquid or liquefiable solids (petrol, paraffin, paints, oils, grease, fats, etc.).

Safe and clean to use on live electrical equipment.

**NB** Care should be taken when using CO2 extinguishers as the fumes and products of combustion may be hazardous in confined spaces.

### **Fire blankets**

Class A and B fires involving wood, paper, fabrics, or similar combustible materials. Flammable liquids or liquefiable solids ( petrol, paraffin, paints, oils, greases, fats etc.) Particularly useful for smothering burning liquids and wrapping round a person whose clothing is on fire.

## **GAS/ELECTRICITY CUT OFF POINTS/WATER STOPCOCKS**

### **Bottom Site**

**Water-** Mains in downstairs boiler room by double doors R/H

**Gas-** Main meter and cut off housed in garden adjacent to deputy head's office by boundary fence (FB padlocked).

Each boiler has its own cut off on the left hand side of each boiler.

**Electricity:** Main meters and junction boxes in electric cupboard in Deputy Head's office (Master Key) and in stationery cupboard (Master Key)

**GAS for the main kitchen can also be turned off by switches in the kitchen left hand of door**

### **Top Site**

**Water-** Mains in light well area outside upstairs boiler house opposite door (Master Key)

**Gas** – Housed at front inside wooden fenced enclosure by buggy shelter in CC activity garden (FB padlocked). Boilers have a cut off under each boiler

**Electricity** – Meters and junction boxes in electric cupboard in class craftroom (Master Key).

Date reviewed	October 2024
Date of next review	October 2026
Ratified by Governing Body	November 2024

**APPENDIX A****FIRE APPLIANCES AND LOCATIONS**

<b>APPLIANCES</b>		
<b>ROOM No</b>	<b>BOTTOM SITE LOCATIONS OF APPLIANCES</b>	<b>APPLIANCE TYPE</b>
AG01	RECEPTION BY MAIN DOOR	H <sub>2</sub> O
AG10	COMPUTER ROOM BY FIRE EXIT DOOR	Co <sub>2</sub>
AG03	MAIN KITCHEN OPPOSITE COOKER	FOAM
AG03	MAIN KITCHEN BY MIXER	WET CHEMICAL
AG03	MAIN KITCHEN DOOR TO RESOURCES ROOM	Co <sub>2</sub>
AG03	MAIN KITCHEN OVER MAIN SINK	FIRE BLANKET
AG15	HOMEBASE PREP AREA	FIRE BLANKET
AG20	HOMEBASE CLOAK ROOM BY ENTRANCE DOOR	H <sub>2</sub> O
AG25	HOMEBASE CRAFTROOM GARDEN DOOR	H <sub>2</sub> O
AG19	HOMEBASE DINING ROOM BY DBL DOOR TO GARDEN	H <sub>2</sub> O
AG58	HEAD AND DEPUTY OFFICES OUTSIDE PLANTROOM DOOR	DRY POWDER
AG49	DOWNSTAIRS CORRIDOR OUTSIDE LIBRARY DOOR	H <sub>2</sub> O
AG49	DOWNSTAIRS CORRIDOR OUTSIDE LIBRARY DOOR	Co <sub>2</sub>
AG46	LAUNDRY BY DOOR	Co <sub>2</sub>
AG39	UPSTAIRS BOILER HOUSE OUTSIDE DOOR	Co <sub>2</sub>
L1	LOFT	Co <sub>2</sub>
<b>ROOM No</b>	<b>TOP SITE LOCATIONS OF APPLIANCES</b>	<b>APPLIANCE TYPE</b>
A112	CLASS BRICKROOM DOORS TO GARDEN	H <sub>2</sub> O
A114	CLASS DOORS TO CONSERVATORY	H <sub>2</sub> O
A114	CLASS DOORS TO CONSERVATORY	Co <sub>2</sub>
A118	CLASS KITCHEN BY REAR DOOR	FIRE BLANKET
A127	MAIN ENTRANCE DOOR TO ACCESSIBLE TOILET	Co <sub>2</sub>
A131	STAFFROOM DOOR TO TERM TIME TWOS GARDEN	Co <sub>2</sub>
A131	STAFFROOM OVER SINK	FIRE BLANKET

## **APPENDIX B**

### **OPERATION OF FIRE ALARM AND LOCATION OF CALL POINTS**

The fire alarm can be activated at any call point. Call points are located at all final exits doors to building.

<b>Number</b>	<b>Location</b>
1011	Main entrance
1094	Loft area (top of stairs)
1032	Computer room doors to garden (Resources room)
1048	Dining Room doors to garden
1049	Homebase main entrance
1050	Homebase craft doors to garden
1054	Homebase construction (Mobilo etc) area doors to garden
1055	Homebase homecorner
1059	Homebase construction room doors to garden
1061	Babyroom doors to garden
2010	Link exit
1078	Staffroom (outside top of stairs)
1074	Staffroom to CC activity room garden
1010	CC activity room doors to garden
1016	Main entrance to class
1024	Class cloakroom exit to front of school
1029	Class prep area
1044	Conservatory doors to garden
1047	Games area doors to garden
1052	Brick room doors to garden
1058	Garden room doors to garden
<b>Kitchen</b>	
1025	Kitchen to car park
1017	Kitchen to main office
<b>Miscellaneous</b>	
1038	Kiln Room
1032	Sand and water shed class
2025	Upstairs boiler room
2026	Store under garden room
2039	Downstairs boiler room

## **APPENDIX C**

### **PERSONAL EMERGENCY EVACUATION PLANS (PEEPS) FIRE EVACUATION FOR DISABLED PERSONS**

#### **Aim**

To have adequate arrangements in place to enable disabled persons to safely evacuate buildings in the event of fire.

#### **General**

The Headteacher with senior staff will co-ordinate the assessment of the needs of disabled persons in the event of an emergency evacuation of a building and the preparation of Emergency Evacuation Plans where required.

PEEPs for staff and pupils with a disability will be attached to relevant fire registers.

#### **Preparation of Emergency Evacuation Plans**

- An Emergency Evacuation Plan will be provided for each disabled person who may need additional support or guidance for safe evacuation.
- Wherever it is practicable to do so, the plans will be Personal Evacuation Plans (PEEPS) i.e. tailored to the individual's needs and circumstances.
- In areas where disabled visitors are likely to arrive at short notice or where information may not always be obtainable in advance, then a Generic Emergency Evacuation Plan will be in place, with final minor adjustments made when the individual arrives.
- Where an offer of appointment has been made to a disabled person, the appropriate person responsible is informed so that a PEEP can be prepared prior to the commencement of employment.
- The Headteacher will ensure that PEEPS are periodically reviewed to ensure that they remain up to date.
- When the school offers its facilities to partner agencies and groups, e.g. ACL, it will require these groups to provide advance information about any disabled persons attending.

### **GENERIC EMERGENCY EVACUATION PLAN (GEEP) FIRE EVACUATION FOR DISABLED PERSONS**

#### **Organisation and Premises Issues**

Where practicable the school will make all reasonable organizational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.

- Wherever practicable, disabled persons will be located on or as near as possible to ground floor level and fire exits.
- All school areas have emergency exits at ground floor level. For users with a disability the person in charge of the group will assign a buddy to accompany and support where needed the person with a disability from the premises to the muster point via the nearest identified exit.
- The arrangements for disabled persons enable evacuations to be carried out successfully by the building occupiers without dependence on assistance from any Fire Crew that may subsequently be in attendance.

#### **Definitions**

Disabled persons:

- Physical or Mobility Impairment which affects a person's ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.
- Hearing Impairment which affects a person's ability to hear or react to emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures).
- Visual Impairment which affects a person's ability to identify escape routes, directional information, instructions, objects or hazards that reduce the evacuation time of these persons
- Developmental/Learning Skill Problems which affect a person's ability to understand the danger of an alarm situation or the need to evacuate when requested by Fire Marshals.

## **FIRE ACTION**

### **IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU:**

1. Operate the fire alarm immediately.
2. Attack the fire, if possible, with the equipment provided but do not take any personal risks.

### **ON HEARING THE ALARM:**

1. Escort the children and adults from the building to the relevant assembly point:

**BABIES and HOMEBASE**

**ASSEMBLY POINT D**  
**TOP GARDEN AT JUNCTION**  
**OF PATHS, ON THE GRASS**

**CLASSES**

**ASSEMBLY POINT E**  
**TOP END OF TOP GARDEN BY**  
**BRICK BUILD SHED**

**DELL**  
**KITCHEN STAFF**  
**LOFT ROOM**

**ASSEMBLY POINT B**  
**IN COURTYARD BY BIN AREA**  
**IN GARDEN AT FRONT OF MAIN ENTRANCE**

**DOWNSTAIRS MEETING ROOM**  
**OFFICE AND OTHER STAFF**  
**UPSTAIRS MEETING ROOM**

**ASSEMBLY POINT C**  
**TOP GARDEN BY WOODEN SHED**

2. The person in charge will detail a member of staff to call the Fire Brigade immediately by telephone.
  - a) Dial 999
  - b) Give operator the telephone number (020 7281 2745) and ask for FIRE.
  - c) When Fire Brigade replies give this message distinctly:

**"FIRE AT MARGARET MCMILLAN NURSERY SCHOOL,  
HORNSEY RISE  
ISLINGTON N19 3SF"**

Do not replace the receiver until address has been repeated by the Fire Brigade.

Call the Fire Brigade immediately to every fire or on suspicion of fire.

Call the register at the assembly point and report missing persons to a fire marshal.

- \* **USE NEAREST AVAILABLE EXIT**
- \* **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- \* **DO NOT RE-ENTER BUILDING**
- \* **DO NOT LEAVE CHILDREN UNATTENDED AT THE ASSEMBLY POINT**