



*SZKOŁA PRZEDMIOTÓW OJCZYSTYCH
IM. MIKOŁAJA REJA
MIKOŁAJ REJ POLISH SCHOOL
P.O. BOX 57919, LONDON W4 3RW
REGISTERED CHARITY: 1181738*

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Fire & Emergency Evacuation Policy

(Adopted November 2019)

Aims

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

The main aim in any fire is to remove all children and other adults from the school building quickly and safely, ensuring, as far as possible, that doors are closed behind, as each class exits. No one is permitted to re-enter the building without the express permission of the Fire Brigade or Headteacher, or nominated deputy, in the event of a drill.

Bags, coats, books, personal belongings etc. should be left in the classrooms, in order to ensure a quick and orderly evacuation.

Responsibilities

- Every member of staff is ultimately responsible for the children in his/her care and any decision to deviate from the normal exit route.
- All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for parents or other helpers working with them.
- Designated Fire Wardens will 'sweep' their area ensuring all individuals have left their designated classrooms. The Fire Wardens will close all doors.

Raising the Alarm

On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm. The administrative staff or nearest adult to the telephone will contact the emergency services (999).

Assembly Points

- Teachers will supervise the evacuation of the children and any other adults to the emergency exits and to the assembly point, shown in the Appendices. Teachers will bring with them their record of pupil attendance.
- Classes will assemble in age order at the assembly point with the youngest nearest the sports hall the oldest classes near Burlington Lane
- The admin Dyżury will leave by the nearest designated emergency exit and will bring with them the list of parents on duty and the list of Trustees and Committee members present that day.

- Class teachers will count children initially by headcount and then by name, reporting any missing children to the Headteacher. The teacher will raise a hand to indicate that all children are present and safe.

Wardens for the school year 2019 - 20

- Katarzyna Oyrzanowska, Admin Parent Volunteers, will sweep corridor with classrooms: A1, A0, A2, A3 and check the dining room and toilets both ends of the corridor
- Agnieszka Wodecka, Finance, will sweep the corridor with classrooms A6, A7, A8, A9, A10 and check the toilets
- Małgorzata Herda, TA, will sweep the corridor with classrooms B4, B5, B6, B7, B8
- Pawel Wilczynski, TA, will sweep the corridor with classrooms B12, B13, B14, B15, B18, B19
- Sylwia Korniak, Admin, will sweep the corridor with classrooms B22, B33, B28, B27

Training

A minimum of two people within the school will have current Royal Society for the prevention of Accidents (ROSPA) Fire Warden training. Training is valid for three years

Annual checks carried out in September

- Allocate classes to rooms and provide all teachers with an evacuation map indicating which exit they are to use in case of emergency.
- Ensure all wardens are still employed by the school, if not, appoint new wardens as appropriate.
- Ensure Fire Warden Training is up to date.

Appendix I – Emergency Exits and Assembly Points

After an emergency evacuation all children, staff and any parents or helpers present must make their way to the sports field near the sports hall, using the south facing emergency exits.

The emergency exits and assembly point are circled in **red** in the picture below and in the diagram overleaf.

