

## FIRE EVACUATION POLICY

### DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:  
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:  
Provide a broad and varied range of experiences and learning opportunities; help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:  
Become responsible and confident citizens; make a positive difference; commit to charitable endeavours; become effective contributors towards Britain's future.

Reviewed by	Position	Signature
Afsana Khanam	Deputy Head / DSL	<i>A.Khanam</i>
Saira Karim	Assistant Head	<i>S.Karim</i>
Sabina Yesmin	Safeguarding Governor	<i>S.Yesmin</i>

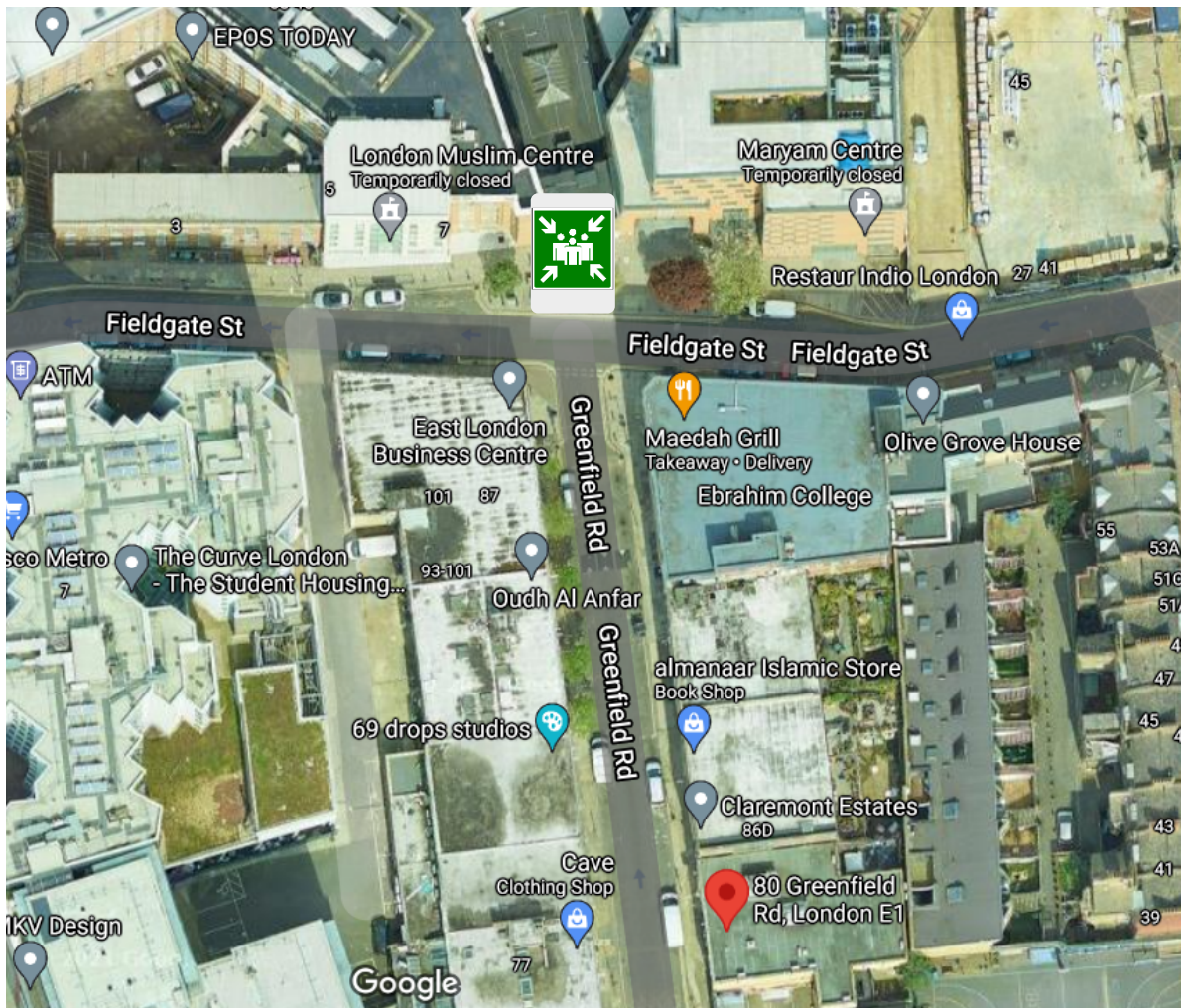
<b>Reviewed:</b> Feb 2024
---------------------------

<b>Next review date:</b> Feb 2025
-----------------------------------

# Fire Evacuation Policy

## Fire Evacuation Procedure

- Line up the children
- Keep calm. Do not reach for bags and coats unless at a close distance
- Carefully lead the children to the assembly point through the nearest exit
- The fire marshal will take the register and check the building before meeting you at the check point
- Check the number of children and make sure that all children have been safely evacuated.



- Meeting point icon marks the assembly point.
- Once all children have been counted and the building is safe carefully bring the children back to the school
- Date Palm expects to evacuate the building within 2 mins 30 seconds.



Building foundations for life

- A record will be kept in the logbook

## Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The Fire Marshal is responsible for calling the fire brigade when the alarm is sounded and is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival.

**Alarm Signal:** Continuous ringing of an electric bell.

**Action:** Children should leave the building by the safest possible route. The first responsibility of teachers is to the children who are nearest at the time. Ensure that all children leave the building and are supervised to the assembly point.

**Assembly Point:** Maryam Centre, East London Mosque

## Notices

All fire exit routes will be signposted with clear signs and directional arrows.

## Records

Maintenance of fire doors, fire exit doors, fire equipment and systems fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, Chameleons systems LTD will carry out the following tests on the systems and precautions between maintenance visits.

**The following records will be kept by Head Teacher**

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call point each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates

<b>Fire extinguishers and fire blanket</b>	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
<b>Fire doors</b>	Weekly	Check that doors are closing fully and, where fitted, latches are operating
<b>Stairwells and stairwell enclosures</b>	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures
<b>Corridors, escape routes and fire exit doors</b>	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
<b>Fire exit doors</b>	Daily	Check that doors are opening freely and that emergency exit fittings are operating correctly

Please note:

- Entering a smoke-filled building to search for missing persons should never be attempted.
- Searching for missing children should never be tackled alone or without the knowledge of someone who is to remain outside the building during the search.
- The decision of whether or not to search a building may only be taken by the most senior member of staff on duty.