



*Fire Alarm
Procedures
2025/2026*

Fire alarm procedures

Fire Alarm System

Frome Vale Academy is covered by a Fire Alarm System with sensors and call points maintained by APE Fire & Security Ltd. The alarm when triggered sends a signal to Southern Monitoring Services who, unless advised otherwise, will contact the emergency services. The system covers both the Academy, The Nest and Children's Centre and a warning will sound throughout the building. However, tests are undertaken, every Friday by the premises manager.

The Fire Alarm Control Panel for the Academy is located on the wall in the premises manager's room, which is the main reception area to the school.

There are call points throughout the building identified by number and physical location (the points are shown on a plan adjacent to the Control Panel).

A range of Fire Extinguishers are provided throughout the Academy maintained by First Attendance. These are checked on a regular basis by a fire warden trained member of staff, together with some children.

Fire Alarm Tests

The Fire Alarm is tested every Friday morning at 7.30am using different call points. Results are recorded in the register.

Three times per academic year a full Fire Drill is conducted and results recorded in the fire log. Where there has been a false activation of the alarm this may count as the termly fire drill.

Instructions for Fire Evacuation

1. Visitors will be advised of fire procedures on arrival at the Academy
2. On the sound of the alarm pupils need to:
 - a. Take instruction from their teacher or responsible adult.
 - b. The adult will escort the class from the room through the nearest safe exit, **which may be not the main entrance into the classroom**. If there is a second adult in the class one will leave first and the second follow the last pupil from the room. **During a fire alarm the lift must not be used**. Where possible the safest exit should be chosen to avoid the need to walk beside exterior walls of the building.
 - c. There are 4 assembly points:
 - Emergency point 1: This is the key stage 2 playground and is where FVA pupils and staff will muster if they leave the building from the classrooms or dinner hall.
 - Emergency point 2: This is at the front of the school (where the trees and grass are) and where people will muster if they leave by the front door or hall fire exit.
 - Emergency point 3: This is the muster point for The Nest
 - Emergency point 4: This is the muster point for the Children's Centre.

All pupils will be escorted to the appropriate muster point where they will line up in their registration groups. If the building is deemed unsafe to be near, the children will be escorted to the offsite muster point (The Vassal's Centre). Children with disabilities will have an individual care plan. Currently FVA has no children with disabilities or Personal Emergency Evacuation Plan (PEEP).

- d. At the assembly point the responsible adult will do an immediate headcount whilst waiting for the register. Children will line-up in single file on the far side of the playground, facing away from the school.
- e. On hearing the fire alarm SLT and the administrators will grab the 2 way radios.
- f. On hearing the fire alarm, the receptionist will take the Ipad that records all staff and all visitors that have signed in, to the assembly point.
- g. The principal or Vice Principal (in their absence) will take the grab bag which contains the pupil registers, critical incident plan, site floor plans, high viz jackets, maps, COSHH and Asbestos registers, fire hydrant locations, first aid kits and pens, .
- h. Once they have the register the class teacher will visibly identify each pupil in their class and then raise their green card to the Senior Leadership Team Manager in charge. A red card should be raised if you when taking the register, you are unable to account for a child. This will alert SLT to a possible missing child and SLT will investigate this situation further.
- i. No one must re-enter the building until the fire alarm has been silenced and the SLT Manager in charge has confirmed it is safe to re-enter.
- j. Once there has been clearance, the office will call the Nest and the children's centre to advise that it is safe to return. Two way radios or mobile devices will be used in these circumstances.

3. Actions by staff.

- The MAIN grab bag is held outside the KS2 toilets adjacent to the main KS2 exit to the playground and the office grab bag is on the office door which contains class registers, clipboards etc. The Principal will normally collect the bag and take it to the assembly point on the KS2 playground. In the absence of the Principal, the Vice Principal will carry out this task.
- The Administrator will act as point of contact with the Monitoring Service and Fire Brigade
- Administrators will also take the second grab bag from the main office so we have registers at Assembly Point 2 also
- They will ensure that the vehicle gate is open for emergency vehicles
- They will not allow additional visitors to enter the building

Fire Monitors

Task	1 st Person	2 nd Person
Receive monitoring station call	Sonia Pateman	Nichola Graham
Retrieve the Ipad containing staff and all visitor registers	Sonia Pateman	Nichola Graham
Check alarm panel	Ricki Petchey	Heather Marshall
Retrieve grab bag	Jan Saunders	Maria Cerepanova
Sweep building EYFS	Sophie Warsop/Cath Grady	Mollie Hawkins
Sweep building bottom corridor	Maria Cerepanova	Lynn Ovens
Sweep building top corridor	Ross Fossard	Chrissie Williams
Sweep building as you leave en-route	All Teachers	All TAs

Actions for alarm panel

- On arrival check if anyone has stated it is a false alarm. If it is false then check the fire panel to see which zone this is.
- Press the silence button whilst going to the zone.
- At the call point there should be a permanent red light, rather than flashing. With the plastic key, push it up the call point until the yellow band disappears.
- Return to the panel and press reset.
- However you will now need to return to the call point and ensure the red light has gone out. If it hasn't use, Key again. If the light stays on the alarm will sound again and you will once more be contacted by the monitoring station.
- If the alarm has been set by the smoke/heat detectors, but is still a false alarm, the source of the activation will need to be cleared, such as smoke.
- This will then need to be silenced/reset but the plastic key is not required.
- If necessary, the panel can be muted.

IF YOU ARE NOT SURE IT IS A FALSE ALARM, DO NOT DEACTIVATE BUT LET IT SOUND UNTIL IT HAS BEEN CONFIRMED

Actions to be taken for False Alarms

The fire alarm will be sounded if someone deliberately raises the protective cover on the call point and presses the alarm button. A false alarm may also be caused by excessive dust or fumes around a sensor. On these occasions we will not want the Fire Brigade to attend site as

there may be a considerable cost for wasted time and emergency services may be diverted from a genuine incident.

On hearing the alarm

- One of the office staff must remain in the main foyer (if safe to do so), with access through the reception visitor window to enable the phone to be answered. The monitoring system react to the fire alarm by calling the school to check if it is a false alarm. The call must be answered in 30 seconds or else the Fire Brigade will be called.
- On receiving the call, advise the monitoring station if there is a genuine fire. Unless you know it is not definitely not a fire, please advise them to call the fire brigade.

Actions after a fire alarm

Every fire alarm evacuation must be recorded in the fire book regardless of whether it is a false alarm. In addition, the premises manager should write a fire drill report (whether a planned or unplanned evacuation), using the fire drill debrief template document.

The fire drill debrief document must be emailed to all staff to enable lessons learnt during the evacuation to be actioned.

CONTACTS:

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Southern Monitoring Service

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1st Attendance (Fire Extinguishers)

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(Barry Hurkett)

Relyon Security

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