



# **Fire Emergency Plan**

**Reviewed September 2019**  
**Reviewed September 2020**

# **FIRE EMERGENCY PLAN**

Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005

The Fire Emergency Plan must be known, and a written copy made available, to all staff and employees. Please also refer to the annotated plan of the school, attached to this emergency plan for the site of break glass call points, position and type of fire extinguishers, emergency lighting, smoke detectors and fire exits.

NB, in the event of an unplanned fire evacuation the following will still apply to all staff, pupils, visitors and the kitchen staff.

A fire drill is carried out at least once a term. These will include a simulated evacuation drill with the assumption that one escape route is not available. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year.

Vicky Hogg (headteacher) is the Responsible Person should an emergency arise.

## **1. Action on discovering a fire**

The following action should be taken by anyone discovering a fire.

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

## **2. What to do if the fire alarm sounds**

The following action should be taken on hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- Immediately proceed to the exits as detailed below and leave the building.
- For each class the teacher will lead the pupils out of school, an adult will check the toilets where they are in the classroom and close doors.
- Stacey/Karina (office staff) will take registers and sign in book to the FAP.
- Lisa (Office Manager) or Michelle (Office Staff) will look at the Alarm Panel and establish if it is a Call Point. If it is a call point Lisa will silence the alarm, locate the call point, reset the call point and the alarm. If the alarm resets staff and children may enter the building. If the alarm goes off again 999 will be called. If the panel does NOT say call point Lisa will call 999.

## **ROUTE DETAILS,**

**All classes will leave the classrooms by the external door in their classroom.**

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher or Mid-day Supervisor and line up on the Ball Court.

**The assembly point is on the Ball Court with 2 metres between classes-See Map**

**NB No attempt should be made to collect coats, valuables etc on the way out.**

- *Office staff will inform visitors of the nearest fire exit point and procedures on arrival.*
- *The headteacher is the person responsible overall and will time the duration of the instruction*
- *Lunch time drill procedure and responsibilities – Children who are outside should line up in their classes as indicated above. Children who are in the hall should exit the school through the hall doors and line up as indicated above. MDSA's should remain with their allocated class.*

### **3. Evacuation of the school of those particularly at risk-See appendix 1**

The school is accessible for all the pupils attending the school at present.

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary a one to one arrangement will be implemented.

### **4. Procedure for roll call**

With pupils lined up for roll call with 2 metre spaces between the classes the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration.
- The Office Staff take the class registers and teacher/visitor registers. Class registers are then given to the class teacher for checking. The Office Staff will check the staff/visitor register. In the event of registers still in the classrooms, the class teacher is responsible for taking the registers out for the roll call.
- The Office Staff must return to the Office to collect the registers.
- The Headteacher will check both sets of toilets for any remaining children. In the absence of the Headteacher the Office Staff will check the toilets.
- Registers are then called and if a child or person is missing, the fact should be reported to the Headteacher immediately.

- The Office Manager (or in her absence the Administrative Officer) will return to the front of the building to meet the Fire Brigade
- No person must re-enter the building until told that it is safe to do so by the Senior Fire Officer. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Governors).

## **5. Liaison with the Emergency Services**

Access for emergency vehicles is via the front main gate which is kept clear.

The gas controls and the sprinkler stop valve controls are located in the external plant room. The electrical controls are located in the electrical intake cupboard.

## **6. Escape Routes and Fire Exits**

Fire escape routes are checked regularly to ensure that these have not become blocked by materials or items being stored.

Due to building work, there is currently no secondary route from the front facing classrooms.

## **7. Instruction and training.**

No fire wardens have been appointed. All staff on induction are made aware of Fire procedures.

Pupils will be instructed at the start of their attendance at the school to enable them to:

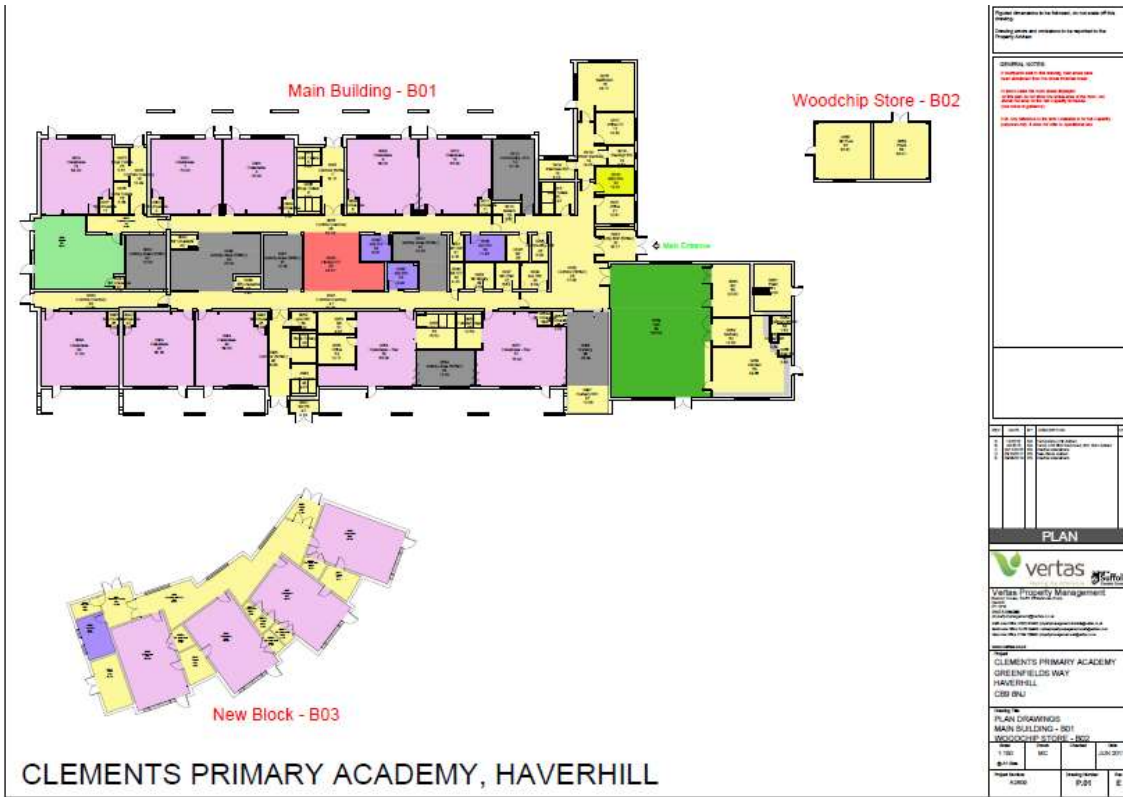
1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point
4. Know what to do in the unlikely event of not being in a supervised group.

## **8. Review of Plan**

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current regulations and that evacuation procedures are correct. As a minimum, this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

# School Plan



Fire  
Assembly  
Point

(Ball Court)

Appendix 1

**PERSONAL EMERGENCY EVACUATION PLAN FOR:**

Name	
Dates from/to	

Awareness of the alarm signal, response to it, and evacuation or other planned action will be as detailed in the Fire Emergency Plan

**Persons Designated to Assist**

The following have been designated to provide evacuation assistance:

Name/function	
Type of assistance	

**Assistance Methods and Cautions** (transfer methods, contra-indications, etc.)

--

**Equipment** (including communication)

--

**Action to take on Alarm Signal**

--

**Safe Route(s)**

--

Signed:  
Print names & date