



FIRE EMERGENCY PLAN FRAMEWORK

FIRE AND EMERGENCY EVACUATION PROCEDURES

PUBLIC PREMISES

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

Leave the building with the children in an orderly fashion, ensuring that you are the last out of the class. Use the fire exits that we have rehearsed and take with you the absence sheets on doors. If possible, close classroom doors and external doors.

DISABLED PERSONS - *Escort out of the building. Where there is a one to one stay with the child. If we have a temporary disablement i.e. a wheelchair for a broken leg, push that child out last with you.*

2. ACTION ON DISCOVERING A FIRE

Activate the nearest alarm point and alert the office and Headteacher of the location of the fire. Do NOT put yourself at risk by re-entering the building.

3. SUMMONING THE FIRE & RESCUE SERVICE

The office manager will summon the fire brigade by telephone. If she is absent, this will be done by another member of the office staff.

4. ROLL-CALL

Mrs Colwell will collect the staff absence cards and teachers will collect their own cards from classroom doors. Lunchtime supervisors will do this if they are in classrooms at lunchtime. The office staff will collect visitor sign in books

Initially head count the children. Therefore, ALWAYS have an accurate head number following SIMs registration.

5. FIRE DRILLS

A fire drill will be carried out at least once a term. More frequent if there are builders on site. At least once a year there will be a fire drill at lunchtime.

6. FIRE MARSHAL PERSONNEL

The Headteacher, Deputy, Assistant Headteacher and EYFS Coord /,SENCO for Nursery are the fire marshals. The Head will sweep the admin end of school, the Dining hall, LRA, the Hall and the toilets at the back of the hall.

The Deputy will sweep all KS1 classes except Nursery, plus the lower toilets

THE EYFS Coord / SENCO will sweep The Nursery.

The Assistant Headteacher will sweep all KS2 classes and computer room.

7. STAFF ABSENCES

It is vital that staff cards are correctly altered if you leave the premises during the day. The office will know of staff absences and those on courses.

8. VISITORS AND CONTRACTORS

All visitors (not members of the public) and contractors must report to the front office, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -

- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

We will notify Farleas and sports Active of fire arrangement as well as third party Lettings.

10. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

11. FIRE ALARM TEST

The Site supervisor will regularly test fire alarm points and emergency lighting. This will be recorded in his manual. He will also ensure that the automatic door closures are deactivated when the alarm sounds

12. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer. This is contracted out.

13. BOMB ALERTS

The fire alarm will **NOT** be activated. The admin staff and Headteacher will issue a special card with a blue background and red and yellow exclamation mark on it. No panic must occur, nor tell the children of the nature of the warning. Collect bags, coats and pump bags and assembly as you would for a fire. The clearing of bags ensures easy access for the police to check for hidden devices. If deemed necessary by the police we will walk the children to Five Ways Primary School, where we have a reciprocal arrangement. Parents will be informed by text if the danger is deemed necessary.

Please sign in your Policy files that you have read and understood this action plan.