



## Fire and Emergency Evacuation Plan

<b>Date Adopted:</b>	<b>February 2025</b>
<b>Next Review Date:</b>	<b>February 2026</b>
<b>Signature of Chair of Governors:</b>	
<b>Signature of Headteacher:</b>	

# Emergency instructions

1	<p><b>The action employees should take if they discover a fire:</b></p> <p>Immediately operate the nearest alarm call-point.</p> <p>If the fire is small (no larger than a waste paper bin) and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.</p>
2	<p><b>How people will be warned if there is a fire:</b></p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p> <p>Smoke detector alarms will activate.</p> <p>Operate manual call point.</p>
3.	<p><b>How the evacuation of the building will be carried out:</b></p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the rear of the Playground, adjacent to the school field.</p> <p>Fire exit signs can be followed until the labelled muster point is reached.</p> <p>Visitors should be escorted from the building and accounted for at the assembly point.</p>
4.	<p><b>Identification of escape routes:</b></p> <p>All exit doors can be used as escape routes.</p> <p>The exists are clearly marked with appropriate labelling.</p> <p>Signage around school indicates the escape route to follow.</p>
5.	<p><b>Fire fighting equipment provided:</b></p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p> <p>Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.</p>

6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b>On hearing the alarm:</b></p> <p>All staff will usher visitors out of the building and assemble at the muster point. Teachers and TA's will usher children out of the building and assemble at the muster point. Teachers must ensure a class list is taken outside to check children are present. Kitchen staff to exit and meet at muster point. Visitors will be ushered by their named host out of the buildings and assemble at the muster point.</p> <p>Fire wardens will ensure:</p> <ul style="list-style-type: none"> <li>• Their areas are cleared of people</li> <li>• Signing in IPAD is collected on the way out and that a fire evacuation register is downloaded</li> <li>• Ensure the fire grab bag is taken out</li> <li>• The Fire Service is called on discovery and confirmation of fire.</li> </ul> <p>Teachers will ensure:</p> <ul style="list-style-type: none"> <li>• The classroom is exited taking a class list on exit</li> <li>• Lights are switched off</li> <li>• Doors are closed behind the last person leaving the classroom</li> <li>• If possible, windows are to be shut. IF THIS IS NOT POSSIBLE EXIT LEAVING WINDOWS OPEN.</li> <li>• A roll call is made to ensure everyone is out.</li> </ul>
7.	<p><b>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors:</b></p> <ul style="list-style-type: none"> <li>• <b>Children:</b> The class teacher/TA must take responsibility for the children in their class and ensure they leave the building by the nearest exit.</li> <li>• <b>Visitors:</b> The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</li> <li>• <b>Contractors:</b> must be given information about fire procedures and leave the building at the nearest exit.</li> <li>• <b>People with disabilities:</b> Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Personal Evacuation Plans:</b> Are in place where appropriate.</li> <li>• <b>Visitors will be advised of any fire drills and procedures to follow should the fire alarm sound.</b></li> </ul>
8.	<p><b>How the Fire Service and any necessary emergency services will be called and who will be responsible for doing this:</b></p> <ul style="list-style-type: none"> <li>• On confirmation of the fire/smoke the School Secretary will Dial 999 and ask for the Fire Service or other emergency service as appropriate.</li> <li>• Fire Wardens will call the Fire Service in the absence of the School Secretary (this may be best achieved using a mobile phone).</li> </ul>
9.	<p><b>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials:</b></p> <ul style="list-style-type: none"> <li>• The Headteacher or School secretary will liaise with the Fire Service on their arrival.</li> </ul>
10.	<p><b>The following arrangements and training are given to staff:</b></p> <ul style="list-style-type: none"> <li>• All staff: Fire Drills three times a year</li> <li>• All staff: Fire briefing once a year (may be in conjunction with fire drill).</li> <li>• Fire Warden training: for designated Fire Wardens</li> <li>• Record of training to be kept within Health and Safety file.</li> <li>• Training to be reviewed on a yearly basis and planned into budget.</li> </ul>