



Policy:	Fire Emergency Evacuation Plan
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Review Cycle:	2 years
Reviewer:	Resources
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1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

Staff will ensure that it is safe for children to cross the road by leading the children out of the gate and standing at either side of the crossing line.

On hearing the fire alarm the Admin Officer or Admin Assistant will call the Fire and Rescue Service.

Office Staff will bring class registers, staff attendance board, visitor book and the 'red fire bag' to the assembly point.

2 ASSEMBLY POINTS

The assembly point is across the road, opposite the school, on grass.

3 EVACUATION MANAGEMENT

EVACUATION MANAGER

The Headteacher, or in their absence the Assistant Head Teacher, will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER

Class teachers will be responsible for ensuring the roll call is undertaken, using class registers from the office staff, and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

Office Staff to check visitor book and the staff attendance board

'Let all that you do, be done in love.' 1 Corinthians 16:14

*'Be strong and **courageous**; do not be frightened or dismayed, for the Lord your God is with you wherever you go.'* Joshua 1: 5-9

*'If we walk in the light as He himself is in the light, we have **fellowship** with one another...'* 1 John 1-7

FIRE SERVICE RECEPTION MARSHAL

The Admin Officer or Admin Assistant will meet the Fire and Rescue Service on their arrival and provide details of the fire; any persons unaccounted for and present them with the "Fire Service Emergency Pack". This is in a red fire bag held in the main office. They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons.

FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Learning Support Assistants will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so)
- Checking each room/space in the school to ensure it has been vacated
- Reporting their findings to the Evacuation Manager (HT/AHT)
- Remain available at the assembly point to assist as necessary.

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed of the sound that the fire alarm makes; the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm. Procedures are outlined in the 'Safeguarding and Safety Information for Visitors' which all visitors are given by the Admin team on their arrival.

Staff and children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support. The Admin Officer and Admin Assistant and SENCo will ensure these are in place.

5 FIRE FIGHTING ARRANGEMENTS

Generally with the exception of reactive fire-fighting to secure means of escape, priority will be given to evacuation.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it is obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 FIRST AID ARRANGEMENTS

There is a first aid kit kept inside the Fire Service Emergency Pack and this will be taken to the assembly point by a member of the Admin team; a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This is the 'red fire bag' which includes as a minimum the following information:

The asbestos register (or copy).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

8 SAFE RETURN TO BUILDING

Staff and children are only authorised to return to the school building to do so by the attending members of the Fire Brigade or by the Evacuation Manager.