

FIRE EMERGENCY PLAN & GUIDANCE

St Andrew's CE Primary School



September 2017

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1. General Policy information

- The fire risk assessment and the emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.
- Flammable substances will be kept stored in a locked flammable cabinet. Minimal amounts of flammable substances will be kept on site.
- The site is kept as a non-smoking site.
- Where possible, external storage of items or waste disposal will be kept at a distance from the buildings.
- Control measures for 'Hot Work' (incl. Contractors with a permit to work system.) are in place. This includes information / training on fire extinguishers, hot work is only conducted in areas cleared of combustible materials, and checks are made after work is complete to ensure there are no smouldering fires. Ducts / flues are cleaned and maintained regularly.
- Electrical wiring / equipment will be tested as detailed in the maintenance programme.
- A competent person will conduct maintenance and checks on fire fighting equipment; fire detection equipment and fire protection equipment (Annual Maintenance Contract). These will be conducted within the time frame required and recorded. Certificates will be obtained and kept in the Fire Log Book.
- Checks and maintenance will be carried out on the fire alarms and smoke/heat detectors etc. as identified by statutory requirements (Annual Maintenance Contract). Records will be kept in the Fire Log Book.
- Measures will be implemented for Staff and other personnel at increased risk from fire.
- A review of training in the use of fire fighting equipment and for fire marshals will be conducted on a regular basis.
- Personnel with specific responsibilities will be given appropriate instruction and training. (Incl. Procedures for the fire panel and how to decipher the information displayed.)
- Where there are any staff or pupils who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.
- Appropriate instruction & training for staff, pupils, disabled persons, visitors & contractors will be given and reviewed at regular intervals
- Regular fire drills will be held - this will include for out of normal hours occupation.
- A debrief session will be held after each exercise and will be recorded.

- The Fire Service will be informed of every fire outbreak even if it has been extinguished.
- The event will be logged even if it is a false alarm.

1.1 Training & training provision

Please refer to Section 10 in Health and Safety Policy.

Staff identified as trained in use of fire equipment

Mrs L Thompson	Mrs F Hannon	Miss S Jandu	Mrs K Korpai
Miss A Dell	Miss L Marcus	Miss C Grindley	Mrs M Cox

Staff identified as trained in the use of the fire panel

Mr B Dougliss	Mrs L Thompson	Mrs J Humphries	Mrs M Cox
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Staff identified as trained for Fire Marshall duties

Mrs L Thompson	Mrs F Hannon	Miss S Jandu	Mrs K Korpai
Miss A Dell	Miss L Marcus	Miss C Grindley	

Staff identified to register pupils at the assembly point

All staff with responsibility for a group of children.

Method of ensuring everyone understands how to operate the fire alarm

Annual update for all staff (September staff meeting).
Induction process for all new staff.

Method of ensuring everyone has sufficient instruction and training for fire evacuation

Annual update for all staff (September staff meeting).
Induction process for all new staff.
Feedback from Fire Drills if appropriate.
Specific instruction for those members of school community who have a Personal Emergency Evacuation Plan (PEEP). All staff will be made aware of those who have a PEEP.

Methods of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation

All visitors must sign in the Visitor's System on arrival at Reception.
All visitors are asked to take note of the fire evacuation procedures and to proceed to the assembly area on the front playground in the event of a fire or other emergency.
Contractors will also adhere to the above conditions in order to co-ordinate with school's emergency evacuation procedures.

1.2 Information distribution

All staff will be given a copy of the Emergency Evacuation Plan as it is updated or as part of their induction.
All classrooms and halls have Fire Evacuation Procedure notices. These notices indicate the nearest exit to use in the event of an emergency. The notices also state that should the nearest exit be blocked or inaccessible then the most appropriate exit should be used.

Emergency Evacuation Plan

2. Immediate Actions to take on discovering a fire

Raise the alarm.

Evacuate to a safe place.

Trained personnel to tackle the fire, only where appropriate.

Where appropriate, check toilets and close windows & doors on the way out.

Fire extinguishers and fire blankets are available in appropriate areas of the school. (See Section 10 of the Health and Safety Policy).

3. Methods of raising the alarm

In the event of an emergency, break the glass on the nearest alarm call point to activate the alarm.

Any hearing impaired persons will be alerted through their individual PEEP.

4. Contact emergency services

Headteacher (or Deputy Headteacher or Office staff) to contact Emergency Services.

School telephone (cordless) and a mobile phone will be taken with the class lists and Evacuation Report when the office is evacuated.

5. Processes, machines or power that must be shut down

If a cooker is in use, the member of staff responsible for the activity should turn it off before evacuating the room. If glue guns are being used the member of staff responsible should turn them off and leave them safely before evacuating the building.

6. Specific arrangements for any high-risk areas

No specific arrangements.

7. Arrangements for a safe evacuation

Evacuate the building via the nearest safest exit.

Any Personal Emergency Evacuation Plans will go into operation.

7.1 Escape routes

See Appendix 1 – Fire Evacuation Procedure

See Appendix 2 – Location of fire extinguishers and glass break points

7.2 Assembly points

Assembly Point A

All children, staff and visitors should make their way to the Assembly Point A on the front playground. The Office Staff will take absence lists, Evacuation Report, the school telephone and the 'Fire wallet' to the Assembly Point. Staff will be given their class absence list to check pupil numbers. The Headteacher will check with all class teachers that all children are present. The Office Staff will check that all school staff, and visitors have evacuated and check with school cook that all kitchen staff have evacuated. The Headteacher will then be available to greet the emergency services.

Assembly Point D

When the Sports Hall is in use out of normal school hours, occupants should proceed via the Sports Hall entrance to Assembly Point D by the Hordern Road gates. A telephone is available in the Sports Hall reception area for contacting emergency services when the school office is closed.

7.3 Persons at Risk

The Fire Bell is audible in all areas of the school. Staff on PPA time should make their way to the Assembly Point on the front playground via the nearest, safest exit.

7.4 Safe Refuge

At the present time there are no designated safe refuge areas.

7.5 Visitors

- **Open Evenings**
Similar evacuation procedures will operate during Open Evenings when other staff will ensure that all parents / carers / visitors leave the classroom and make their way to Assembly Point A
- **School Plays or events in the school hall**
During such events access to some areas of school is restricted. Parents and visitors in the hall will evacuate the building via the fire exit doors under the supervision of the staff in charge of the event. The Headteacher and Deputy Headteacher will act as Fire Marshalls and undertake a head count.

7.6 Sleeping Accommodation

There is no sleeping accommodation.

8. Staff with specific responsibilities

Mrs K Humphries	Office Manager	Take class absence lists, Evacuation Report, telephone and 'Fire
Mrs L Napier	Office Support Administrator	Wallet' and make way to Assembly Point A

Year 1 staff	Teacher/TA	Pick up side gate key (located in Corridor next to doorframe of room 78) and unlock gates for access to Assembly Point A
Reception Staff	Teacher/TA	Pick up side gate key (located in RJ classroom next to door frame) and unlock gates for access to Assembly Point A
Year 3 staff Room 008	Teacher / TA	Pick up side gate key (located next door frame of fire exit door in room 008) and exit via classroom door directly to the outside of the building and unlock side gate for access to Assembly Point A
Emma Hever	Cook	Responsibility for ensuring kitchen staff exit building and proceed to Assembly Point A and inform HT / SBM

8.1 Overall control

Headteacher (or Deputy Headteacher) is in overall control.

- Makes sure everyone with a role to play is in place and secures substitutes if necessary.
- First point of contact with Emergency Services when they arrive.

8.2 Fire Marshals

Mrs L Thompson (Headteacher)	Overall control
Miss I Marcus (Teaching Assistant)	Ensure Reception toilets and Blue Sky Room area are evacuated
Mrs K Korpai (Teaching Assistant)	Ensure Library corridor is evacuated
Miss S Jandu (Teaching Assistant)	Ensure top KS1 corridor and toilets are evacuated
Miss A Dell (Teaching Assistant)	Ensures Year 6 corridor and Sports Hall area are evacuated
Mrs F Hannon (Teaching Assistant)	Ensures Year 3/4 corridor and toilets are evacuated
Miss C Grindley (Teaching Assistant)	Ensures Art and Music Rooms are evacuated

If evacuation takes place when classes are not in their usual rooms, priority will be to ensure children evacuate safely.

8.3 Fire fighting

Mrs Thompson	Miss Marcus	Mrs Korpál	Miss Jandu
Miss Dell	Mrs Hannon	Miss Grindley	Mrs Cox

The above staff are trained in the use of fire fighting equipment, if necessary. However, main priorities are:

- To evacuate building
- Avoid personal injury
- Minimise damage by using suitable fire fighting equipment if appropriate.

8.4 Fire Control Panel

The Headteacher / Deputy Headteacher / Site Manager will check the fire panel to locate the call point used. They will then proceed to the area to check whether it is a false alarm or an actual fire. In the event of a fire, the emergency services will be called. Information regarding the location of the fire will be given initially by telephone and again when the emergency services arrive on site. If it is found to be a false alarm, the information from the fire panel will be used to silence the alarm.

8.5 Responsibilities for persons at special risk

The individual's PEEP will identify any persons at special risk and the actions detailed in the plan will be carried out.

9. Emergency Services

9.1 Liaison Procedures

Headteacher will liaise with the emergency services on arrival. She will provide information about the location of the fire (from the information from the fire panel) and the layout of the building. The Headteacher will be at the school gate in order to direct the emergency services to the emergency.

9.2 Specific Information for the emergency Services.

The Headteacher will verbally detail:

Location of the fire

Missing persons

Flammable material stores

Location of Asbestos (Survey report)

Any unusual activities such as building works or temporary structures

9.3 Location of information

The following information is located in the school office:

- Maps of the school
- Health and Safety file
- Asbestos File
- Fire Log Book

The Fire Panel is located in the Main entrance lobby

10. Assembly points

10.1 Location of Assembly Points.

See Appendix 3

10.2. Accounting for personnel

Pupils – Class teachers using absence lists

Staff – SBM using Evacuation Report

Kitchen Staff – Cook to check

Visitors / contractors – Office Manager using Evacuation Report

The Headteacher will then check with class teachers and Office Staff that all personnel are accounted for. In the event that someone is missing, the Headteacher will then inform the Emergency services on arrival.

11. Re-entering the building

Staff will only be allowed to re-enter the building once the all clear has been given by the Headteacher.

If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building.

12. Procedures to follow if the building cannot be re-entered.

If it is not possible to re-enter the building then the Action in an Emergency Plan will be put into action (Appendix 4)

Site Manager / Deputy Headteacher will remain in the assembly area to inform parents should they arrive on site.

All remaining staff will escort the pupils during this time to West Park Primary School.

The Headteacher will contact the LA (Service Group Co-ordinator 01902 555101) to inform them of the situation. If appropriate, a news item will be broadcast via local radio station. Parents will be redirected from main school site by Site Manager and Deputy Headteacher. All pupils will remain at the relocation point until parents are contacted.

Appendix 1 – Example of Fire Evacuation Procedure Notice

Appendix 2 – Location of fire fighting equipment

Appendix 2a – Location of Break Glass Points

Appendix 3 – Location of Assembly Points

Appendix 4 – Action in an Emergency Plan

FIRE EVACUATION PROCEDURE

In the event of fire, raise the alarm to alert the rest of school.

When the fire bell rings:

- Children to line up quickly and quietly
- Staff to lead class out of the school building by the nearest exit (see route illustrated below) to Assembly Point A on front playground
- Should the nearest exit be blocked, then the most appropriate exit should be used
- Classroom door to be closed on leaving
- When Assembly Point is reached, Teacher to call the register to check all children are present

PLAN OF SCHOOL TO BE ATTACHED
SAFEST EXIT ROUTE MARKED

ST ANDREW'S CHURCH OF ENGLAND PRIMARY SCHOOL

ACTION IN AN EMERGENCY 2017-18

These guidelines are written to minimise injury and to reduce risk to others.

A. Priorities

In an emergency, the priorities are:

1. To save life
2. To avoid personal injury
3. To minimise damage
4. To resume normal activities as soon as it is safe to do so
5. To keep people informed

B. Action

1. First member of staff on the scene should take immediate action
 - a. To minimise further injury or risk of injury
 - b. To call for further assistance personally or by sending a 'runner' to seek help.
2. Action should then be taken under the direction of a member of staff
 - a. to call a school first aider
 - b. to alert the emergency services
 - c. to evacuate the area
 - d. to call the Headteacher and/or the Deputy Headteacher
 - e. to direct the rest of the school
 - f. to receive the emergency services on site
 - g. to contact parents or next of kin
 - h. to receive enquiries, both in person and on the telephone

3. Evacuation

If the danger is confined to a particular area, the rest of the school should be directed to proceed to classrooms or other areas of the school, depending on the time of day.

If there is uncertainty about the damage, or risk of fire, or wider hazards then the alarm system should be activated and the **whole site** evacuated. In this case the procedures for evacuation as stated in the Fire Regulations should be followed.

In the event of the whole site being affected then all staff and pupils will be evacuated to West Park Primary School. The Headteacher will then contact the LA and keep people informed of the situation.

In the event of the accident causing blockage to any fire exit route, the evacuation procedure is the same as in the Fire Emergency Plan. In practice it is possible that an adult will be in a position to warn others of the obstruction.

C. Who Does What

Headteacher	In charge Makes sure everyone with a role to play is in place Contact with Local Authority / Governing Body / parents Arrangements for managing the media
Deputy Headteacher	Fire Emergency Plan (if in operation) Ensuring all pupils and staff are accounted for
Support Staff	Keeping staff informed To oversee resumption of normal activities
First Aiders	Care of pupils, staff and parents involved directly in the emergency
All class teachers and support staff	Care of the rest of the pupils and staff not directly involved in the emergency
	Non-class based staff to i) cover Deputy ii) Assist with pupils directly involved in incident

Office Staff

Contact Site Manager
Gather registers and emergency
contact numbers

Site Manager (if on duty)

Greeting / directing emergency
services
Action in relation to the care of
the site
Action to minimise damage
Informing LA Health and Safety
representatives

D. Review

Following an accident / incident, a debrief and review of procedures should take place within a week to effect improvement to these guidelines for the future.

September 2017