

Fire and Emergency Evacuation Plan



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

General Evacuation Procedures

Fire action/instruction notices

All rooms in the school have a written fire instruction notice giving instruction of action to take and the location of the assembly point. This ensures that anyone unfamiliar with the building follows the most appropriate route to the assembly point.

As part of their Health and Safety responsibility the School Manager and the Premises Manager check the notices regularly to ensure they remain visible and have not been removed or damaged.

Action on discovering a fire

Staff Instructions

The action on discovering a fire is detailed in the staff handbook and staff are reminded about fire procedures at the beginning of each new school year. The procedure is:-

1. Raise the alarm by operating the nearest fire alarm call point and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in your care have evacuated to the school playground to the designated assembly points. The fire alarm will activate, the sound is a high pitched continuous siren.
2. Staff with responsibility for pupils and/or visitors to site must evacuate immediately to the assembly point on the KS2 playground and line up at their designated number.
3. A member of the admin team (Becks Cooper or Charlotte Codd) will go to the annex building to press a call point and set off the alarm in the other building. This must also be evacuated so a head count can be carried out. If the alarm has been started in the annex the teacher leaving that building will press the call point inside the exit doors to the main building to set the fire alarm off in the main building.

Calling the fire service

A 999 call should be made by the Headteacher or the Deputy Headteacher from a mobile phone on the way to the evacuation point.

Action on hearing the fire alarm

Staff Instructions

1. The fire alarm will sound. The sound is a high continuous siren.
2. Evacuate by nearest fire exit. If you have direct responsibility for pupils ensure they evacuate quietly and calmly. Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff should close the door behind them on leaving the room.
3. Everyone must walk down the stairs and across the playground. Double doors on the stairs should be opened to speed up this process. If the designated exit is blocked by the fire, you will need to use the nearest exit.
4. Teaching Assistants will check toilets, cloakrooms, library and ICT suite on their way out of the building.

5. **DO NOT** stop to pick up personal belongings.
6. **DO NOT** try to fight a fire.
7. **DO NOT** return to the building for any reason unless authorised to do so.
8. Report to the KS2 playground where admin staff will have the registers and visitors signing in register, all pupils, staff and visitors have to be accounted for.
9. If you have a specific role in fire safety, fulfil this provided it is safe to do so, bearing in mind your own personal safety. This is reiterated to all staff at training sessions.

Fire Evacuation Plan – Lunchtimes

- For health and safety reasons, it is imperative that children are never left alone in the classroom, IT suite or library during lunchtime. All staff including the Play Workers should be extremely vigilant during lunchtimes in ensuring children are not unsupervised.
- If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, ring a bell and call 'Emergency Evacuation!' Upon which the Play Workers will assemble the classes at the designated assembly points. In the absence of any individual teaching staff, Play Workers should take responsibility for the roll call and counting the children.
- If a member of staff is going to leave the premises at lunchtime they need to let someone in their phase team or the office staff know so they are not presumed missing at roll call.

Dry Lunchtimes

Play Workers to assemble the classes at designated assembly points on the playground and supervise until their teacher arrives. If there are children in the halls or art room, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits (side door to playground and main entrance.) Staff in the building or classrooms will check toilets, computer suite / library, cloakrooms and classrooms on their way out of the building.

Wet Lunchtimes

Play Workers and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

Teachers will meet their classes outside; TAs will check toilets etc. on their way out.

Assemblies – There will be two adults in the hall with the children at all times. Adults working in classrooms in assembly times will leave via nearest exit taking any children from intervention groups with them. They will supervise children crossing over the playground and make sure children know which number to line up at. Class teachers will stand at their designated

Visitor Instructions

When visitors who are new to school sign in they will be advised to leave the building by the nearest exit if the fire alarm sounds and assemble on the KS2 playground. If anyone requires help because they have a disability when evacuating the building this would be noted in the office and office staff would ensure that in event of a fire they would be safely evacuated.

Assembly Points

All classes should assemble on the **KS2 playground at the back of the school.**

In event of an evacuation due to other incidents such as security alert, bomb threat etc the decision would be taken by the Headteacher to move all persons as far away from the building as possible. The school has an agreement with Hillsborough Primary School in event of a full evacuation.

WHOLE SITE EVACUATION

Upon instruction from the Fire Service or at the direction of the Headteacher a full site evacuation will be conducted to Hillsborough Primary School. A copy of the Emergency Plan will be taken to the school by the Headteacher, Deputy Headteacher or a member of the office staff. This holds all contact details for the children and staff of the school. Also held in the Emergency Plan file are full emergency instructions with all the contact numbers of the correct services and people to contact.

Evacuation control and management

The school site operates a simultaneous evacuation strategy whereby as soon as the fire alarm sounds **all** persons in **all** areas evacuate the building immediately.

It is the duty of all occupants to leave the building immediately by the nearest available fire exit. The only exception is that the Headteacher will carry out a sweep of the building and the office staff collect the registers and visitor's book.

Headteacher

- Ensures that Administrative Assistant passes registers immediately to class teachers for checking
- Ensures all pupils are accounted for, aided by communication from fire marshalls (class teachers)
- Ensures visitors are all accounted for
- Ensure all occupants leave the building immediately by nearest exit avoiding the area of the incident
- Brief fire-fighters on arrival ensuring them that the building has been fully evacuated

Once the all-clear has been given staff should ensure that everyone re-enters the building in a calm, safe organised way with no crowding occurring at key entrances

Persons with Specific Roles and Responsibilities

Specific roles as designated under the Fire Safety Order and by

The **Responsible Person** for the school site is the **Headteacher – Mrs Alison Mann**

Mrs Mann is legally responsible for all activities, maintenance, staff training, general fire precautions and procedures relating to Fire Safety. Mrs Mann retains legal responsibility for the site and its occupants and must sign off the Risk Assessment each year ensuring all details are accurate and making decisions on the actions required to improve fire safety. In her absence this responsibility passes to the Deputy then to the Assistant Deputy Headteachers.

The School Business Manager and the Premises Manager have designated roles in supporting the Headteacher in the review and updating the Fire Risk Assessment for the site in conjunction with Health and Safety advisor from Sheffield City Council and in the day-to-day management of the site.

Specific roles identified in the School Fire and Emergency Evacuation Plan

Headteacher – Mrs Alison Mann

Additional duties undertaken by the Headteacher include:

- Account for occupants at the assembly point
- Communicate with the Premises Manager
- Issue instruction to vacate the site if directed by the Fire Officer in charge
- Provide instruction to re-enter the building once the Fire Officer has indicated that it is safe to do so in conjunction
- Ensure actions that need to be taken after an incident are recorded and implemented
- Organise feed back session to staff
- Ensure that staff training is carried out at the start of each school year and to new staff on arrival

All Staff

It is the duty of all staff to make themselves fully aware of all evacuation procedures, how to sound the alarm, any specific fire duties both they and others have during an evacuation and to familiarise themselves with all the general exit routes and alternative routes in the building.

They have a duty to abide by the Fire and Emergency Evacuation Plan and to follow agreed procedures such that they do not put themselves, pupils, or any other occupants at risk.

They must ensure that they are aware of –

- The Fire and Emergency Evacuation Plan.
- The importance of any meetings, training or feedback sessions in respect of Fire Safety Awareness and procedures.
- Their duties and those of other staff who have specific roles in fire safety.
- How to raise the alarm i.e. where the call points are located
- Documented evacuation procedures, location of final exit doors and escape routes
- They need to ensure that fire doors and exit routes are not obstructed or locked
- They need to ensure fire doors are not propped open and door closers are functioning
- Any defects or deficiencies in the building or failure of any of its equipment should be reported immediately to the School Business Manager and the Premises Manager.
- The need to provide constructive feedback on fire drills to ensure highest levels of safety for all occupants
- The School Policy is that only trained and nominated staff (SH/JSP) should attempt to tackle a fire with fire fighting equipment if it is safe to do so
- The need to report any concerns relating to fire directly to the Headteacher.

Premises Officer Duties – Stuart Heslington

- Undertakes the annual Fire Risk Assessment reviews (with the assistance of a Health and Safety Advisor arranged through Sheffield City Council) reporting any issues, changes required, works required etc. direct to the Headteacher. He arranges a meeting with Mrs Mann to discuss his initial findings before finalising the documents and including a list of agreed actions, documenting when these will happen, and who will undertake them. Any alterations to fire procedure documents will be carried out by Mrs Mann and amended copies given to all staff and any relevant persons.
- Carries out all maintenance where possible or delegates this to an outside provider
- Ensures that all tests are carried out on fire alarms, fire equipment and fire doors. This information must be recorded
- Reports any defects to the Headteacher and to the School Business Manager
- Undertake a half termly fire drill, record the time of evacuation, discuss this with the Headteacher
- A termly check of all Fire notices around school to ensure they are still in place and replace any notices that are not fit for purpose.

Other duties include:-

- Locate the incident area via the alarm panel checking to see if call point activation
- Shut down any necessary equipment
- Meet the fire service, provide the necessary information and any key risk areas
- Follow communication with the Headteacher from the assembly point
- Prevents any visitors from entering the building until the all clear is given.
- Ensures the alarm is turned off and the security system is back on line

Supply Cover

Supply cover staff are given information on fire evacuation procedures; their duties in the evacuation of pupils are discussed before they commence work.

Designated Persons

All teachers/teaching assistants are in effect fire wardens as they are responsible for evacuating pupils safely –

Kitchen Staff

The Kitchen Staff must comply with site procedures to ensure their own safety and follow the fire procedures of the school.

Duties include:

- On hearing the alarm, turn off all appliances by the emergency cut off switches
- Leave the building immediately by the nearest exit
- Make their way to assembly point and report to the office staff for registration purposes and await instruction as to whether to re-enter the building or leave the site.

If the incident is in the kitchen, follow Health & Safety training; activate the fire alarm, if deemed safe to do so use the fire blanket to try to contain the fire. Evacuate the building with all staff.

Lunchtime Procedures

If evacuation occurs during lunchtime, Lunchtime Play Workers will act as Fire Wardens and ensure that all pupils leave the building by the nearest fire exits and escort them to the main assembly point. Pupils should line up in their usual locations. Staff nominated should sweep areas near to their location if they feel it is safe to do so and then proceed to the assembly point. Lunchtime Play Workers will take the register and ensure all children are accounted for. In the absence of the Headteacher, the Deputy Headteacher will take overall charge of the evacuation.

Evacuation strategies for persons with disabilities and use of refuges

Pupils

If a pupil requires assistance to evacuate the building a Personal Emergency Evacuation Plan (PEEP) will be put in place. Copies of these documents will be held with the latest Fire Risk Assessment in the fire log book.

Staff

When staff take up their appointment at the school they are asked whether or not they need any assistance to evacuate the building. Any information regarding this will be held in their personal file and copies with the latest Fire Risk Assessment in the fire log book. A named member of staff will be appointed to assist them from the building with a deputy in case of absence.

Visitors

All visitors are asked if they need any assistance to evacuate in an emergency. If they do require help a plan is discussed and put in place. A member of staff in the class that the person is working is made aware of the plan.

Communication Strategy

Following evacuation of the building, communication between all key members of staff is essential. The Headteacher should have all the up to date information readily available to pass onto the Fire Service on arrival.

Information to be taken to assembly point

It must be assumed that there may be a time when an incident is such that the building cannot be re-entered and Fire Service advice is that occupants must leave the site. Accordingly, key information shown below must be available at the assembly point:-

- Pupil registers (evacuation report)
- Visitors book
- Emergency Plan File
- Fire log book

Specific staff responsible for ensuring the above information arrives at the assembly point are detailed in the above section covering staff roles.

Special Events in Main Hall

It is vital that the maximum capacity of our hall spaces is adhered to in the case of our school. It is important for the Health and Safety of all occupants especially during the

Christmas and Summer concerts. Staff will be reminded of the evacuation procedures prior to any public event being held in school.

School Lock Down/Out of Hours Procedures

The school closes at 6:30 p.m. by the Premises Manager Stuart Heslington. Staff are aware of the time the school will be closed and everyone vacates the building before the agreed time. Open Evenings, Parents Evenings and Governors meetings are planned in advance. Other staff with Keys to the building are Alison Mann (Headteacher) and Steph Hanson. Staff inform the Premises Manager when they are likely to be in school during the school holidays and sign in and out at the front desk.

Visitor Procedures

All visitors to the site must enter via the main entrance and before allowing them entry via the inner doors to the main school the following procedures are carried out:-

- The visitor is asked for photographic identification, asked to sign in and given a visitor badge with door fob.
- All visitors who are going to be working with children will be asked if they hold a current DBS.
- The visitor is informed of the fire procedures.
- The visitor is asked if they need any assistance to leave the building in event of a fire
- The visitor is taken to the member of staff they have come to see.

All visitors are made aware of how to raise the alarm in event of a fire and the evacuation procedures that they should follow.

Contractor Procedures

Contractors working on site are assessed carefully by the Premises Manager. There are three categories each with important documentation in place to ensure that contractors are fully aware and follow agreed policy and procedures while working on the school premises.

1. There are permits for use when contractors are on site to assist in controlling health, safety and fire incidents effectively. These documents are shown in Appendix H and issued to contractors as required
2. The school has a strict no smoking policy in place and the policy states that the whole site is a no smoking area. Signs are up all round the building.
3. Fire evacuation procedures for contractors are detailed in Appendix J. If the contractors are to be on site for longer than a few weeks a fire drill will be carried out to make sure that the presence of the contractor does not compromise the current evacuation procedures.

Fire Fighting and Use of Extinguishers

School Policy

It is the policy of the school that only trained staff (Stuart Heslington and Joe Sweetnam-Powell) should attempt to use a fire extinguisher to put out a fire. The main priority is the safety of pupils and themselves.

It is important that the responsible staff know when to tackle a fire and when to leave it to the professionals and evacuate the area.

Procedures

- Raise the alarm first to set general evacuation procedures and calling of fire service in hand
- Only use equipment if :-
 - (a) you are trained to do so
 - (b) it is safe to do so and you will not put yourself at risk
 - (c) such action would contain or extinguish a fire or have an effect in protecting life
- If fire fighting is unsuccessful quickly leave, close doors, leave by nearest exit and report the position to the Headteacher or the Premises Manager to ensure the fire fighters are given the up to date information on the situation of the fire.

Overview of Monitoring and Recording Procedures

Risk Assessments

In accordance with guidance from South Yorkshire Fire Service the main Fire Risk Assessment is reviewed on an annual basis, unless circumstances/changes on site are likely to affect current procedures.

During major changes to the building, temporary amendments may have to be made to the Fire Risk Assessment whilst the changes take place.

Fire Drills

In accordance with legal requirements at least one Fire Evacuation Drill is conducted each half term and the outcomes recorded.

An announced fire drill should be carried out at the start of the autumn term followed a few weeks later by an unannounced fire drill. The announced Fire Drill will give staff a chance to prepare new pupils and reassure them of the procedures so that they remain calm and are not worried or upset by the drill.

Fire drills should be carried out at all different times of the school day to ensure that staff are aware of the procedures for evacuation from different parts of the school building. This should include a fire drill over the lunchtime period.

Separate Fire Drills are carried out for Dragon's Den after-school club.

Maintenance and testing of fire systems, fire equipment and means of escape

The fire alarm is tested weekly by the Premises Manager and recorded in the Fire Manual, which is kept in the school office.

FIRE SAFETY NOTICES FOR CLASSROOMS

Fire action notices are displayed in every classroom. A floor plan detailing the quickest exit route and alternative route from that room is also displayed at the same location.

IT IS THE DUTY OF EACH MEMBER OF STAFF TO BE AWARE OF THE CORRECT ACTION TO TAKE IN THE EVENT OF FIRE