



FIRE EMERGENCY PLAN FORMAT



Barningham CEVC Primary School

Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The Fire Emergency Plan must be known, and a written copy made available to all staff and employees. Please also refer to the annotated plan of the school, attached to this emergency plan for the site of break glass call points, position and type of fire extinguishers, emergency lighting, smoke detectors and fire exits.

NB: in the event of an unplanned fire evacuation the following will still apply to all staff, pupils, visitors and the kitchen staff.

A fire drill is carried out at least once a term; including a simulated evacuation drill with the assumption that one escape route is not available. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year.

1. Action on discovering a fire:

The following action should be taken by anyone discovering a fire.

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

2. What to do if the fire alarm sounds:

The following action should be taken on hearing the fire alarm:

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- Immediately proceed to the exits as detailed below and leave the building.
- For each area the teacher will lead the pupils out of school, followed by the TA, who will check the toilets in their area and close doors.
- The Headteacher will check the group room, staff room and adult toilets.
- Keys needed for the evacuation and persons responsible are as follows:
 - *Information for the Village Hall, registers and contact details are carried out by Dawn Pipe or Stephany Hunter.*



ROUTE DETAILS:

Rabbit class will be led out of school by the rear emergency exit door through the cloakroom area.

Squirrel class will be led out of the classroom through the cloakroom area.

Badger class will leave by the external door; walk through the play area into the playground.

Owl class will leave by the fire door; walk across the playground to the assembly point.

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher or Mid-day Supervisor and line up in the **top playground which is the assembly point**.

NB No attempt should be made to collect coats, valuables etc on the way out.

If necessary pupils will be taken through the gate in the playground and led to the recreation ground, next to the school.

- *Switching off any machine/work equipment where possible, on the exit route. All electrical equipment is capable of being isolated locally by turning it off at a wall or floor socket*
- *Kitchen gas and water supplies are shut off*
- *Extinguishing candles*
- *Ensuring that children and adults are conducted from an area*
- *The person responsible overall, for timing the duration of the instruction*
- *Lunch time drill procedure and responsibilities.*

3. Evacuation of the school of those particularly at risk

The school is accessible for all the pupils attending the school at present.

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary a one to one arrangement will be implemented.

4. Procedure for roll call:

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration.
- Dawn Pipe takes the class registers, children off site register and teacher/visitor/contractor registers. In the event of registers still in the classrooms, the Class Teacher is responsible for taking the registers out for the roll call.
- Registers are then called and if a child or person is missing, the fact should be reported to the Headteacher immediately.
- No person must re-enter the building until told that it is safe to do so by the Senior Fire Officer. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Governors).

5. Liaison with the Emergency Services:

Barningham CEVC Primary School Fire Evacuation and Fire Safety Plan January 2022
Finance and Premises Committee



A fire risk assessment was completed on 08.11.16 and showed that the risk from a fire starting to be low. There are no significant hazards and no chemicals or other items that will present problems for persons escaping from the building apart from a lack of emergency lighting in all areas, which has been addressed. A new Fire Alarm System was installed in July/ August 2010 and staff have received appropriate training.

A high visibility jacket will be made available for the designated person who liaises with the emergency services.

Access for emergency vehicles is via the school car park which is kept clear, and there are well defined double yellow lines and signed areas for non parking along this stretch of road. This width of this front entrance would make it very tight for a fire appliance, but the local Fire Authority are aware of access to the site and consider the access sufficient.

6. Escape Routes and Fire Exits:

Fire escape routes are checked daily to ensure that these have not become blocked by materials or items being stored.

The school caretaker tests the Fire Alarm on a regular basis and reports any problems to the school office.

A bag containing fluorescent jackets, a torch, keys to the gate and registers is hanging in the office for ease of access.

The Fire Plans are written in the staff handbook and shared with all staff, including students and supply staff.

Each area has been marked for exit, including maps.

7. Instruction and training:

Whole general fire awareness training, including "hands on" extinguisher training, took place on 12.09.12 which gave sufficient training for the safe evacuation of the building to occur in the event of a fire and included the following:

1. How fires are caused
2. The three elements required
3. Why fires spread
4. Action to take on discovering a fire
5. How to extinguish a fire
6. The use of fire extinguishers.

Refresher training will be undertaken according to the SCC guidance on training contained in the appendices of the fire risk assessment.

Pupils will be instructed at the start of their attendance at the school to enable them to:

1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point
4. Know what to do in the unlikely event of not in a supervised group.

8. Review of Plan:



The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum, this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

Monitoring is carried out through the Finance and Premises Committee.