



NEWPORT CE (AIDED) PRIMARY SCHOOL

**Fire Evacuation
Plan
February 2016**

Review date:

1. Fire or Other Emergency Regulations

TO BE DISPLAYED IN EVERY CLASSROOM AND OFFICE

1.1. Responsible Person

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and **ONLY** the Responsible Person will decide when it is safe to re-enter the building and inform the caretaker to switch off the alarm.

Responsible Person Head Teacher

(and overall co-ordination) **If absent**

Deputy Head Teacher

If absent

School Business Manager

The Responsible Person on site will be in contact by mobile phone to check the effectiveness and safety of the overall evacuation.

1.2. Raising the alarm

- i) The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.
- ii) On hearing the fire alarm, staff and others will leave the building in the predetermined manner and proceed to the assembly point.
- iii) The alarm can be recognised in that it is the continuous ringing of the normal school bell.
- iv) Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency the office staff should immediately call the Fire Brigade/Police. They should then proceed to the assembly point with form lists/form folders (refer to registration process document).

1.3. Assembly Point

The assembly point for all students and staff is **in the main playground**. Annex A shows the emergency exit for each class and the Fire Marshalls.

- i) Staff and students must make their way to the assembly point as quickly as possible. When this is reached students should go to their Year Group location and should get into form groups in single file and alphabetical order for registration. Class LSA should get a register from the admin staff and when all children and staff are accounted for in their area hold their arm up in the air.

Admin and premise staff should report to the School Business Manager.

- ii) Throughout the emergency students must remain SILENT so that the organisation and registration of the school can be conducted quickly.

1.4. Alarm during registration and lessons

- i) The teacher in charge of a group will direct students to stand by desks and to remain silent throughout the emergency. Bags and coats must be left in the classroom. The teacher will then escort the group, in single file, to the assembly point.

1.5. Alarm during breaks, lunchtime or movement from registration to lessons

- i) Unsupervised students should immediately make their own way quickly and in silence, to the assembly point. Do not run; walk quickly and leave the building by the nearest exit.

- ii) Students on playing fields or playgrounds may not be immediately aware of the emergency. As soon as they realise, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**

- iii) Students in the dining halls will leave under the direction of duty staff.

1.6. Return to the buildings

- i) No-one may re-enter the buildings until permission has been given by the Responsible Person.

- ii) If the emergency has taken place during registration or lessons, students will return to the buildings in Year order. This operation will take place regardless of any subsequent bell for lesson change, i.e. students return to classrooms for belongings and will not move on until instructed. This procedure is to avoid congestion and to aid a smooth return to normal activities.

If the emergency has taken place during breaks or lunchtime, students will be returned to the building or released to use playing fields. Again, if the emergency has extended across a break or lunchtime, students should not proceed to classes until a further bell has rung.

1.7. Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours:

Term-time: 16:15 hours until 08:30 hours

Weekends and holiday time: 24 hours

In the event of an alarm (indicated by a continuous ringing bell)

- **Alarms must not be silenced** before the cause has been identified
- **Everyone** must evacuate the buildings
- The **out of hours assembly point are** as follows:
 - **front car-park**
- After 16:15 hours students should only be in the building if they are taking part in after school activities, under the supervision of a member staff. The members of staff supervising such activities are responsible for ensuring that students leave the building in an orderly manner and proceed to the assembly points listed above.
- The Site Team Member on duty will investigate the reasons for the alarm.
- In the event of a genuine emergency they will use their mobile phone to contact the emergency services. No-one must re-enter the building until informed that it is safe to do so by the emergency services.
- In the event of a false alarm, the Site Team Member on duty will inform people at the assembly point that it is safe to re-enter the building.

1.8. EVACUATION MANAGEMENT

EVACUATION MANAGER

The Responsible Person 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

The SBM will be responsible for ensuring the roll call is undertaken and passing relevant information to the Responsible Person.

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

The fire safety controller or other designated responsible person 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).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

1.9. VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound 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.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a **PEEP** “personal emergency evacuation plan”, which will identify the needs and support actions necessary and details of that support.

1.10. FIRE FIGHTING ARRANGEMENTS

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

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional ‘hands-on’ training in the use of extinguishers.

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's 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 are 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.

1.11. FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point by the school office and 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.

1.12. 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 will include 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 gases 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.

Newport C.E. (VA) Primary School

Fire Evacuation Plan

Site user	Time Period	Fire Evacuation procedures
<p>Children</p> <p>Teaching Staff</p> <p>Teaching assistants</p>	<p>Timetabled lesson times</p>	<p>All classes have a designated exit route:</p> <ul style="list-style-type: none"> • Year R - to exit via conservatory doors (RNJ left door and RDD right door), walk through gates to assembly point on the school playground. Year R TAs to wait at conservatory doors to see all of Class R pupils out. • Year 1 - to exit via Year 1 doors (1LK fire door and 1GP/SC front door), to walk through gates to assembly point on the school playground. • Year 2 - to exit via Year 2 doors (2JR fire door and 2VF front door), to walk through gates to assembly point on the school playground. • Year 3 - to exit via Year 3 classroom doors onto corridor, exit through Year 3 / 4 entrance doors and walk to assembly point on the school playground. • Year 4 - to exit via Year 4 classroom doors onto corridor, exit through Year 3 / 4 entrance doors and walk to assembly point on the school playground. • Year 5 - to exit via Year 5 classroom doors onto corridor, exit through Year 5 / 6 entrance doors and walk to assembly point on the school playground. • Year 6 - to exit via Year 6 classroom doors onto corridor, exit through Year 5 / 6 entrance doors and walk to assembly point on the school playground. • Fire Marshalls to check designated areas and shut doors: C. Rackett/Caroline Alexander - Reception year areas and toilets, studio, staffroom, toilet near studio, ICT cupboard in studio D. Hadden/Sam McQueen - Year 1 areas and toilets

		<p>E.Tavener/V. Fletcher - Year 2 areas and toilets</p> <p>D.Dixcey/ T.Tuckwell - Year 3 and 4 areas and toilets, staff workroom, blue room, art area, toilet</p> <p>V.Eagle/J.Garner - Year 5 and 6 areas and toilets, ICT suite/Library, study room between Year 4 and 5</p> <p>A. Martin/Sue Elmore - Offices, uniform room, caretaker's office, courtyard and chalet, entrance corridors, hall, toilets near offices and accessible toilet.</p> <p>Sue Elmore/Alison Martin - Kitchen and Hall.</p>
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