



# Carr Green Primary School

## Fire and Emergency Evacuation Procedures

- 1 In the event of a fire being discovered, sound the alarm by using the nearest 'Break Glass' fire bell.
- 2 The fire alarm is a loud, electronic alarm sound with visible red strobe light.
- 3 Evacuate the building calmly by the shortest route available (see Fire Plan). Normally this would be the fire door of each classroom. Laminated Class registers should be removed from the classroom (if possible) to be taken by Teachers if in class room or distributed by office team once in the fire assembly area.
- 4 On hearing the alarm, the Site Manager/Pastoral Manager/Head teacher/Deputy Head teacher/SMT member in charge will check for the location of the alarm on the fire panel located in the main entrance area. One of these people will go to the area indicated and then call the fire service or switch the alarm off on the panel
- 5 Office Manager to call the Fire Brigade – 999 (in her absence another responsible adult directed by Head teacher/Senior Staff)
- 6 The Office Manager to take the dinner registers for all classes and also the Visitors' Book, Staff Signing-In Book and Emergency Grab Bag.
- 7 Identified staff (see below) to check all toilet and shared areas on central corridor and upper and lower corridors as evacuating the building.
- 8 On no account should anyone return to the building to rescue property.
- 9 The building should never be re-occupied without permission of Fire Officer/Head teacher.
- 10 At the Assembly Points, Teachers should take a roll call and the Office Manager should check staff and visitors. Identified staff for each area will ensure everyone is accounted for. In the event of missing person(s), this should be reported immediately to senior personnel and an appropriate search carried out.
- 11 Fire fighting (by trained personnel) is always secondary to ensuring safe evacuation of all personnel.
- 12 Assembly Points:

<b>Top Junior Playground</b>				
USA 1 D. Clark	Italy 2 J. Brookes	Singapore 3 K. Ward	Mexico 4 S. Mullen	Botswana 5 C. Tetlow
<b>Lower Junior Playground</b>				
Canada 6 E. Matthews	Australia 7 L. Brown	Brazil 8 C. Bailey	New Zealand 9 E. Lee & P.Mellor	
<b>Infant Playground</b>				
A Visitors, Support Staff & Kitchen Staff	Nursery 10 K. Knight & J. Bretton	Spain 11 R. Evans & S. Done	Egypt 12 J. Christie	

- 13 Children not with their class group (on a message, in the Library etc) should be advised to always take the shortest route to safety and join their class at their assembly point.

### Notes

- (a) **Fire Drills** - at each fire drill, one or more exit points will be inaccessible. Alternative safe routes will have to be taken.
- (b) **Fire Doors** – All fire doors in school are fitted with automatic closers which are activated with the fire alarm. These should remain closed until the all clear is given.
- (c) **Cooking etc** – before undertaking any such activity, ensure that the fire blanket and fire extinguisher are in their proper place.

### Identified Staff for each area (Teaching time)

Member of Staff	Area
Shelley Simpson	Nursery Toilets
Linzi Varnham	EYFS Egypt toilets, Shared Area, Spain Toilets & Nursery Entrance
Tracey Hawtin	KS1 Shared Area and Toilets
Jane Baldwin	KS2 Shared Area, Kids' Kitchen, Study, Art Studio and KS2 Toilets
Cath Whitwam	ICT Suite
SMT	Library, Halls, Central Corridor, Y6 Changing Rooms
Tracey Robertson	Kitchen Stores, Office, PPA Room, corridor and toilets

### Identified Staff for each area (Lunchtime)

Member of Staff	Area
Shelley Simpson	Nursery Toilets
First Aider on duty	EYFS Egypt toilets, Shared Area, Spain Toilets & Nursery Entrance
Cath Brown	KS1 Shared Area and Toilets
Liz Briggs	KS2 Shared Area, Kids' Kitchen, Study, Art Studio and KS2 Toilets
Cath Whitwam	ICT Suite
SMT	Library, Halls, Central Corridor, Y6 Changing Rooms
Tracey Robertson	Kitchen Stores, Office, PPA Room, corridor and toilets

### Instructions for Identified People

On hearing the Fire Alarm:

- 1) Quickly check each area, ensuring all Fire Doors are closed and the area is evacuated.
- 2) On exiting the building, Admin staff should check the signing in book and visitor's book and check their status.
- 3) Senior Leadership Team (or SMT member in their absence) check all classes and staff are accounted for.
- 4) If you are named on the above lists and you not going to be in school please, inform Jane Baldwin who will cover in the event of an evacuation at lunchtime.

## Location of Fire Alarm Points and Fire Extinguishers

### Fire alarm points located at:



1	Main Entrance	13	Girls' Changing Room	25	KS1 Cloakroom
2	Small Hall	14	Electric Meter Room	26	Canada Fire Exit
3	Main Hall	15	Art Studio Fire Exit	27	Australia Old Fire Exit
4	Nurture Space	16	Botswana Fire Exit	28	Australia New Fire Exit
5	ICT Suite	17	KS2 Cloakroom	29	Brazil Old Fire Exit
6	Reception/Staff Room Corridor	18	Mexico Fire Exit	30	Brazil New Fire Exit
7	Nursery Garden Entrance	19	Singapore Old Fire Exit	31	New Zealand Fire Exit
8	Nursery Entrance Left Hand Door	20	Singapore New Fire Exit	32	KS1 Shared Area
9	Nursery Entrance Right Hand Door	21	Italy Old Fire Exit	33	Kitchen Entrance Door
10	Spain Fire Exit Door	22	Italy New Fire Exit	34	Boiler Plant Room
11	Egypt Fire Exit Door	23	USA Fire Exit		
12	Boys' Changing Room	24	KS2 Shared Area		

### Fire extinguishers located at:



No.	Type	Location	No.	Type	Location
1	Foam	Office	16	Dry Powder	Kids' Kitchen
2	CO2	Office	17	Fire Blanket	Kids' Kitchen
3	Wet Chemical	Kitchen	18	Foam	Outside ICT Suite
4	Dry Powder	Kitchen	19	CO2	Outside ICT Suite
5	Fire Blanket	Kitchen	20	Fire Blanket	Staff Room
6	CO2	Library	21	Foam	EYFS Shared Area
7	Foam	Outside Leadership Office	22	CO2	EYFS Shared Area
8	CO2	Outside Leadership Office	23	Foam	Nursery
9	Foam	Main Hall	24	CO2	Nursery
10	CO2	Main Hall	25	Foam	Nursery
11	Dry Powder	Mains Room	26	CO2	Nursery
12	Foam	KS2 Shared Area	27	Fire Blanket	Nursery Kitchen
13	CO2	KS2 Shared Area	28	Dry Powder	Boiler Room
14	Foam	Outside Study	29	Dry Powder	Gas Meter Room
15	CO2	Outside Study	30	Foam	KS1 Shared Area
			31	CO2	KS1 Shared Area

A copy of this plan has been given to persons named in the document.

**This policy is reviewed annually and was approved by the Resources Committee in February 2018.**

Signed: \_\_\_\_\_ *Head teacher*

Date: \_\_\_\_\_

Due to be reviewed: February 2019 (earlier if necessary)