

FIRE EMERGENCY PLAN: (October 2024)

ASSEMBLY POINT: SCHOOL FIELD

ACTION ON DISCOVERING FIRE

- When school is in session every pupil and member of staff is regarded as an independent mobile fire detection system
- Report fire, smoke, smell of burning or gas to the nearest adult and press alarm bell
- Leave the building by the nearest accessible exit

WHEN THE ALARM SOUNDS

- Continuous bell signals the evacuation bell.
- On the instruction of the teacher / adult, pupils leave the classroom QUIETLY in an orderly line by the nearest accessible exit. Chairs under tables to minimise risk of anyone falling over chairs. If there is only one adult in the room, they should remain until all children have left.
- All possessions are left in the room.
- Teacher checks the room and toilets are vacant and closes internal and external doors behind them.
- Everyone not in a classroom leaves the building by the nearest available exit

EVACUATION OF THE WORKPLACE INCLUDING THOSE PARTICULARLY AT RISK

- Everyone **WALKS QUIETLY** to the **ASSEMBLY POINT** on the field.
- Classes stand in their zone on the field.
- Children reply to the register
Any adults not with a class assemble on the field opposite the front entrance.
- Office Admin to check staff toilet is vacant, bring out all registers, staff / visitor registers, mobile phone and school keys.
- TAs will tend to sick / injured persons if necessary
- Class teachers **MUST** take radios with them and turn to channel 1. Use radios report to HT that all pupils are present or names of missing pupils
- Office Admin to check all adults are present and report to HT
- **NO** pupils should be sent back into school if feeling ill etc. Once registered by class teacher they can be cared for by TAs
- Headteacher to speak to school at end of an evacuation, prior to dismissing pupils from the field.
- Staff escort pupils back to class.

LUNCHTIME EVACUATION:

- Hall: LOs direct pupils to leave by nearest exits to line up at the ASSEMBLY POINT:
- Back half of hall exit by Fire Exit door, front half ~by main exit point.
- 1 LO supervises each exit point.
- Staff / pupils in school leave by the nearest exit point and walk to the ASSEMBLY POINT. Staff check toilets are vacant if passed on route to nearest exit.
- LOs on outside duty direct all pupils to line up at Assembly Point
- First adult to exit school via Reception to collect all registers, mobile phone and school keys and check visitor toilet is vacant.

ESCAPE ROUTES AND FIRE EXIT USE: see Map

Obvious fire: Immediate evacuation of building and 999 phone call

- HT authorises call to emergency services using mobile phone as soon as staff safely outside.
- HT calls Chair of Governors

No obvious fire: following evacuation of building

- Walk round outside of school first prior to entering school to identify obvious signs of fire (Smoke, smell, heat, flames)
- HT plus Site Manager to check control panel for source of alarm. Must have mobile phone with them at all times
- Check identified area for fire or gas leak etc.
- Walk through school to check for other fire indicators ensuring a clear exit route if needed.
- Headteacher authorises phone call if required e.g. potential gas leak or smoke seen / smelt.

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POWER AND PROCESS ISOLATION

If safe to do so (i.e. no smell of gas or fuel) power supplies will be isolated by Headteacher accompanied by School Administrator or Site Manager. Main switches in Boiler room, Gas: side of Hall

LIAISON WITH THE EMERGENCY SERVICES

1. Head consults with emergency professionals on site and follows their directives.
2. HT or School Administrator liaises with emergency services re isolation points etc.

EVACUATION OF SITE

- Leave site by gate and walk pupils to Church hall/Car park.
- Alternative venues: Church hall or Wilmslow Academy

RESPONSIBILITIES AND DUTIES TO ASSIST IN CASE OF FIRE

Action	Responsibility
Sounds alarm	First adult /pupil to identify the fire
Classrooms evacuated	Every class teacher checks room is vacant and closes doors
Toilets evacuated	Class teachers en route to exit Office Admin checks visitor toilet & Hall Toilet (if not lunchtime) LOs check hall toilet
First Aid Bag	Office admin/SBM
Register of all persons	Office Administrator
	All present / missing: reported to Headteacher
Isolation of power: electricity / gas	Headteacher/ School Administrator/Site Manager
Calls fire brigade: obvious fire	Headteacher / School Administrator
Calls fire brigade: gas / smoke	Headteacher / School Administrator
Calls to Local Authority / chair of Governors:	Headteacher/ School Administrator
Checks control panel / source of alarm	HT / School Administrator/ Site manager
Checks outside of school building	As above with mobile phone
Checks inside building	As above with mobile phone
Meets emergency services	Headteacher / School Administrator
Evacuation of site	Decision made by Headteacher / Emergency Services HT authorises calls to:- Chair of Governors, Parents
First Aid Response	2 Paediatric trained first aiders + staff trained in emergency first aid
Class group supervision	Class teachers

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Maintenance and prevention

FIRE ESCAPE ROUTES

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

EMERGENCY LIGHTING

The site manager will check the emergency lighting is operational each week. Any malfunctions will be immediately reported and requests will be made for immediate repair.

ESCAPE SIGNAGE

The Site Manager will check that escape signage is in place at least once every six months (during the regular health and safety inspection procedure).

FIRE ALARM

The caretaker will check the fire alarm is in good working order once every week. A written record will be kept of this check. The testing of this will be conducted at times when minimal numbers of staff are on duty to reduce confusion. Any malfunctions will be immediately reported and requests will be made for immediate repair. In the event of the fire alarm being faulty and there being a need to raise the alarm, the school bell should be continuously rung until all persons have left the building.

FIRE EXTINGUISHERS The location of all fire extinguishers is recorded in the school's Health & Safety policy. A contractor tests these for good working order once a year. Faulty or empty extinguishers will be replaced immediately. All staff will complete Fire Safety training. Staff will be shown how to use fire extinguishers.