

## Fire Evacuation Plan

### Action on Discovering a Fire

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm should 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 (there is no automatic call to the Fire and Rescue Service during office hours). In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- Do not attempt to fight the fire unless the fire is blocking the exit.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

### Action 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.
- Pupils will walk out in single file, quickly and quietly, in the order directed by the Teacher.
- No attempt should be made to collect coats, valuables etc. on the way out.
- Follow any Personal Emergency Evacuation Plans (PEEPs) that have been designated to you.
- Staff should instruct any accompanied visitor to follow them out of the school.
- For each area the class teachers will lead the pupils out of school, followed by TAs (if available), who will check the toilets in their area (as designated by the fire plan) and close doors as they leave.
- **JILL OR DEPUTY** will check reception, office, staff room and adult toilets.
- Make your way to the designated assembly point.....
- The Admin staff will take the class registers, children off site register and staff/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 Head Teacher immediately.
- **KB/MH** will check the fire alarm panel to identify where the alarm was activated and by what method (call point or smoke/heat detector).

### Automatic Alarms

In the event that the fire alarm has been activated by a smoke or heat detector:

- If it has been confirmed by a member of staff or pupil that they have already seen signs of fire there is no need to investigate: **phone 999 and inform the Fire Service.**
- Where possible, don't search for signs alone. Consider searching in pairs.
- Have another member of staff at the alarm panel and remain in contact (via **mobile phone or short range radios**).
- When investigating look, listen and smell for signs of fire. It might be smoke, unusual noises or heat and could be any one, some, or all of those signs.
- Before opening a door feel it with the back of your hand, as high up the door as you can reach, for signs of heat. If it is hot do not open the door
- If at any time you discover signs of fire evacuate the school using the nearest fire exit and **call the fire service on 999.**
- When the call to the fire service is made, clearly state that an investigation has taken place and this is a call to a FIRE and not just an alarm sounding.

### Fire Service

Access for emergency vehicles is via **LARGE GATE TO SERVICE AREA – LARGE GATE TO ANNEXE.**

The Head Teacher (or appointed Deputy) will greet the Fire Service on their arrival and will inform them:

- Location of fire (if known)
- Anyone still in the building (and location if known)
- Location of any specific hazards (e.g. gas cylinders) (**GAS BOTTLES IN GREEN SHED K2 YARD**)
- Any keycodes (**OFFICE**)

Pupils and staff may only re-enter the building once the Fire Service has given the all clear.