



## **EMERGENCY ACTION PLAN - FIRE**

The contents of this plan must be communicated to all employees, and a copy kept with the Fire Risk Assessment for the premises. It will form the basis for regular Fire Evacuation Drills.

### **Evacuation Drills**

#### **What Action Employees Need to Take if they Discover a Fire**

1. Shout "Fire"
2. Break Glass Alarm

#### **How Occupants are Warned if there is a Fire**

1. By automatic fire alarm system
2. The alarm sounder is an electric bell

#### **Arrangements for Calling Fire Service and other Emergency Services**

1. On hearing the fire alarm, receptionist or any staff member to call Fire Brigade (999)

#### **What Fire-fighting Equipment is Provided**

1. Extinguishers
2. There is a fire blanket in the kitchen in the Family Learning Area
3. Small fires may be tackled by staff using extinguishers if they feel confident to do so, without putting themselves at risk

#### **Specific Actions Required before Evacuating**

1. Close all doors
2. Teaching Staff:  
Ensure classrooms are vacated  
Switch off any equipment which would present a further hazard

J Chipp/G Robson to take registers out

Kitchen staff to isolate gas and electric, if safe to do so (J MacKay)

#### **How the Evacuation of the Workplace Should be Carried Out**

1. All staff, pupils and visitors must leave immediately
2. Walk smartly in an orderly fashion
3. Leave all belongings
4. Make way out by nearest fire exit
5. Designated fire wardens will check toilets on the way out

#### **Location of the Assembly Points**

1. Year 3 & 4 – Lower School Yard (Classes 1, 2, 3, 4, 5)
2. Year 5 & 6 – Upper School Yard (Classes 6, 7, 8, 9, 10)
3. Both yards are connected by a path to the rear.

#### **Detail the Procedure for Checking that Premises has Been Completely Evacuated**

1. Teachers will line pupils up in class order
2. J Chipp/G Robson will account for other staff and visitors
3. A nominated teacher will conduct a search including toilets if safe to do so (C Johnson)

#### **Identify Key Fire Routes and Fire Exits**

1. Main Entrance
2. Rear of Main Hall
3. Rear of Main Dining Hall
4. 2 Exits at the end of both corridors
5. Mid Corridor Exits

<p><b>Specific Responsibilities of Named Individuals</b></p> <ol style="list-style-type: none"> <li>1. Head Teacher will coordinate evacuation</li> <li>2. PPA cover will inform head if staff member being covered is in or out of school</li> <li>3. Kitchen staff will isolate gas and electric, if safe to do so, before evacuating</li> </ol>
<p><b>Evacuation Arrangements for those At Risk</b></p> <p><b>Young Children and Babies</b> Parents as visitors will supervise their own children</p> <p><b>Contractors</b> Contractors will be given verbal fire safety information at the time of their arrival.</p> <p><b>Those with Disabilities</b> Any visitors with disabilities will be given verbal fire safety information at the time of their arrival (G James/J Chipp/G Robson/C Johnson)</p>
<p><b>Arrangements for High Fire Risk Areas</b> N/A</p>
<p><b>What Arrangements Exist to Coordinate with Emergency Action Plans of Other Users of the Building</b> Breakfast and after school club staff will be informed of the Emergency Action Procedure, take registers, proceed to assembly point and account for pupils present at the time.</p>
<p><b>What Contingency Plans are there for When Fire Protection Measures are Out of Order</b> Ad hoc measures will be put in place as and when appropriate</p>
<p><b>Meeting the Fire Service on Arrival</b> Head teacher or delegated representative will: Report any missing children, staff or visitors Give situation report to the Fire Officer</p>
<p><b>What Fire Safety Training Arrangements are in Place</b> New staff are informed about the Emergency Action Procedure All staff are given an update on the EAP and fire safety measures at staff meetings.  Caretaker and some staff members have been given basic fire safety and extinguisher handling training.</p>
<p><b>Phased Evacuation Plan</b> N/A</p>

**Compiled by:** - Mrs C Johnson

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