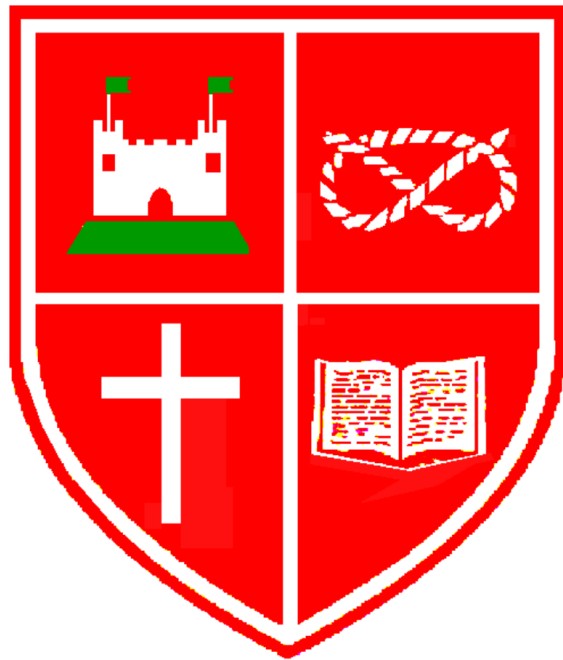




**St John's CE Primary Academy**

## **Fire Emergency Plan**

**May 2026**

**Date of current policy:** May 2026

**Date of Next Review:** May 2027

# **St John's CE Primary Fire Emergency Plan**

## **1. Rationale**

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

## **2. Action when the evacuation alarm sound**

On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, proceed to the Assembly Points (KS1 / KS2 playground). Fire Marshals, Support staff or staff who are not responsible for a class to complete a sweep of the premises (toilets and unused classrooms) if safe to do so. Support staff should assist any person with a PEEP. Close windows and doors if safe to do so.

### **Persons evacuating must**

- obey office staff, senior leaders and Fire Marshals' instructions;
- ensure others in the vicinity also evacuate;
- assist any person who needs help, if safe to do so;
- not stop to collect any personal belongings;
- proceed directly to the Assembly Point (playground);
- remain there until officially instructed otherwise.

## **2. Action on discovering a fire**

On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point, evacuate and call the emergency services by dialling 999 or 112 from a safe place.

## **3. Summoning the fire & rescue service**

A senior member of staff present will contact the fire brigade and co-ordinate Fire Marshalling arrangements and confirm complete successful evacuation of the premises, or otherwise.

A senior member of staff present will give the following information to the officer-in-charge of the first fire appliance to arrive:

- whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked;
- any dangerous substances stored in the building that are likely to become involved
- where the seat of the fire is thought to be located; and
- the best route to get to trapped persons or the seat of the fire.

During inclement weather, the decision may be taken to accommodate evacuated persons at St John's Church, Weston Road.

#### **4. Roll-call**

Arrangements ensure that adequate Fire Marshals and/or other nominated, trained persons are available at all practicable material times for:

- checking that each designated area is clear of all personnel, and closing doors and windows if safe to do so;
- directing evacuating persons to the assembly point;
- reporting each area as clear (or otherwise) to the senior member of staff present;
- preventing persons from entering the building;
- assisting persons with disabilities with regard to their PEEP.

School staff and persons leading or facilitating events have responsibility for ensuring that all students present evacuate safely to the final assembly point, and carrying out a roll-call. Office staff to carry out a roll-call for adults and visitors. (BromCom fire drill report)

#### **5. Evacuation drills**

Evacuation drills to take place termly. This should be at different times of the day. The date and time of the first drill of the academic year will be provided. Future drills will be planned without notice.

#### **6. Fire marshal personnel**

Linda Cooper – KS2 playground

Sarah Craddock – KS1 playground

#### **7. Roll-call**

Office staff: will roll-call staff, contractors and visitors

Class teachers: will complete a head count/register and inform senior staff member if numbers are incorrect

#### **8. Visitors and contractors**

All visitors and contractors must report to the appropriate member of staff, signing in on arrival and signing out before leaving the premises.

In the event of an evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -

- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

**9. Co-ordination with other premise occupants/ hirers**

Co-ordinate evacuation with groups using the premises during the school day. Ensure that they know the procedure and are included in drills.

**10. Evacuation routes**

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Notices are displayed in all rooms which indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

**11. Fire alarm test**

This is tested weekly by the school caretaker using different call points each time.

**12. Firefighting equipment**

Firefighting equipment are examined and tested once a year by a competent service engineer.

**This document should be brought to the attention of staff and any temporary workers at St Johns Primary Academy premises.**