



FIRE EMERGENCY PLAN FRAMEWORK

FIRE AND EMERGENCY EVACUATION PROCEDURES

PUBLIC PREMISES

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.

1. ACTION WHEN THE EVACUATION ALARM SOUNDS

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 Point (KS1 / KS2 playground). 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.

Persons evacuating must

- obey office staff, senior leader 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 from a safe place.



3. SUMMONING THE FIRE & RESCUE SERVICE

The 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.

The 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.

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.

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.



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

S. Connor - KS2 playground

S. Craddock - KS1 playground

7. ROLL-CALL

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

Class teachers: will roll-call class, initially counting pupils whilst the registers are given out.

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 fire fighting 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

Co-ordinate evacuation with Smiley's day nursery. Ensure that they know 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 at appropriate places 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.

12. FIRE FIGHTING EQUIPMENT

Fire fighting 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 Academy premises.