

FIRE EMERGENCY PLAN FRAMEWORK

FIRE AND EMERGENCY EVACUATION PROCEDURES

PUBLIC PREMISES

Reviewed April 2015 by Health and Safety Committee

Next review – April 2017



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 FIRE ALARM SOUNDS

Class teacher

Stop what you are doing .

Ask the children to line up in silence at the nearest door.

Lead the class to the nearest fire exit.

Walk the class to the collection point which is on the playground.

The Office Services Manager will hand you the register.

Take the register and report whether all children are accounted for to the headteacher.

All other staff – TAs, Office staff, kitchen staff

On hearing the alarm make your way to the nearest fire exit and proceed to the collection point.(Playground)

School Secretary – collect the registers (if not in classrooms), visitors book , telephone and Fire Evacuation Plan File.

Proceed to the collection point and give the registers to class teachers.

The school and staff will walk down the footpath around the school building and assemble in the car park.

DISABLED PERSONS - If a disabled person is on the premises they can be evacuated through any of our fire doors. Any TA on site will help the disabled person. The disabled access doors are the hall and Class 3 door. The assembly point is on the playground.

2. ACTION ON DISCOVERING A FIRE

Activate the nearest alarm.

Evacuate the building as stated above.

3. SUMMONING THE FIRE & RESCUE SERVICE

The Office Services Manager or the Headteacher, a member of the teaching staff will summon the Fire Services

4. ROLL-CALL

Once a class is assembled at the Fire Collection Point the class teacher will take the register. If a child is missing they will inform the Headteacher who will decide whether to re-enter the building or await the Fire Service.

The Class teacher will confirm whether all the children are accounted for in his/her care.

5. FIRE DRILLS

Fire drills are practiced termly. The drill is recorded in the Fire Record book. Any issues are recorded in the Fire Record book.

6. FIRE MARSHAL PERSONNEL

The Fire Marshall is the headteacher. If the headteacher is not on the premises then the responsibility falls to the Class 1 teacher.

7. VISITORS AND CONTRACTORS

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the visitors book on arrival and before leaving the premises.

In the event of a fire 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.

8. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

The school cook, cleaners and any other visitors or people working on site must follow the procedures listed above.

9. EVACUATION ROUTES

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

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. FIRE ALARM TEST

The cleaner checks the Fire Alarm points weekly, checking a different point each week. The check is recorded in the Fire Record Book.

11. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary workers at the St Mary's C.E. Primary School premises.