



Paulerspury C.E Primary School

Fire & Emergency Evacuation Policy

Date Adopted:	15 May 2023
Written by:	Robin Bunting
To be reviewed:	Annually
Agreed by Governors	15 May 2023
Next review:	May 2024

Our policies are written with our School Values in mind. These are:

Care
Courage
Creativity
Forgiveness

Honesty
Hope
Perseverance
Respect

Responsibility
Thankfulness
Trust

1. Purpose

This Fire & Emergency Evacuation Policy applies to Paulerspury Primary School premises in the event of fire, or similar event requiring emergency evacuation. The plan relates to staff, pupils and visitors to the school. The Fire & Emergency Evacuation Policy should be read in conjunction with the School Access Plan.

The Headteacher has the responsibility for day-to-day Management of Fire Risk within the school. The Headteacher is the Fire Marshall. If the Headteacher is not present then the Fire Marshall's role will be performed by another member of senior staff.

The Fire Risk Assessment and Monitoring process/information is kept within the paper Fire Precaution Management folder in the School Business Managers office.

2. Staff Roles

During a fire or similar emergency, the nominated staff listed below will perform the following duties:

Headteacher will:

- a) Act as Fire Marshall during the Fire or Incident
- b) Take responsibility for the evacuation of the school premises by all Pupils, Staff and Visitors
- c) Ensure that the nominated Assembly Point is still the safest and most appropriate area, dependent on the type of incident and prevailing weather conditions, or whether an alternative Safety Point needs to be chosen
- d) Co-ordinate with all nominated incident staff
- e) Liaise with Emergency Services
- f) Decide, after advice from Emergency Services if or when to give the "all clear" to re-enter the school premises or
- g) Make arrangements to close the school and inform nominated staff to contact parents/carers with a view to collecting their children
- h) Inform relevant authorities and Governors in the event of the school being closed

Office Staff will:

- a) Collect from the office the Fire Evacuation folder, school mobile phone, children signing in book, staff signing in board and laminated registers
- b) Check and clear the reception office and visitors toilet
- c) Ensure anyone working in the kitchen pod is aware that the fire alarm has gone off and has evacuated
- d) Tick the staff register in the Fire Evacuation folder to ensure that all staff are accounted for. The staff signing in board will need to be reviewed to check for staff off-site
- e) Check the visitor signing in book to ensure all visitors are accounted for
- f) Ensure all class teachers have put up their hands to show that all children in their class are accounted for

- g) Check pupil signing in/out book to ensure any pupils that have arrived late, or left early have been properly accounted for
- j) Inform the Fire Marshall that their allotted rooms and areas of the school have been cleared and checked
- k) Inform the Fire Marshall that all pupils, staff and visitors have been accounted for or provide the names of any unaccounted visitors, staff or pupils

Teachers will:

- a) Escort their class pupils to the Assembly Point, ensuring that there is a member of staff following to ensure all children safely exit the building
- b) Ensure that pupil medication is taken out of classrooms onto the playground
- c) All fire doors should be closed behind
- d) Check that all pupils are present against the class list - class lists are available from office staff
- e) Check adults who work with them are present
- f) Put their hand in the air to inform the office staff that the class list has been checked and all pupils are accounted for, and all adults who work with them are accounted for, or provide the names of any unaccounted pupils

Lunchtime supervisors will:

- a) Escort all pupils under their responsibility to the Assembly Point, ensuring that there is a member of staff following to ensure all children safely exit the building
- b) All fire doors should be closed behind

Fire Wardens will:

- a) Assist with the evacuation of staff, pupils and visitors from their area of work in the event of a fire
- b) If the fire alarm goes off before 9am, after 3:15pm or at anytime when public access is enabled (e.g. performances, open afternoons, etc) then the fire marshals perform a sweep of their work area to ensure everyone has safely evacuated
- c) Review fire safety in their area and notify the Head Teacher or School Business Manager with any concerns

Fire Wardens are:

Mrs Kelly Fenwick
Mrs Sarah Piper

3. Fire and Emergency Alarm

On discovery of a Fire, the nearest alarm should be activated and the school evacuated. In most circumstances the office will contact the fire brigade, but the fire marshall should ensure that this has happened.

Staff	Pupils	Visitors
On discovery of a Fire activate the nearest Fire Alarm Call Point	On discovery of a Fire tell the nearest adult	On discovery of a Fire activate the nearest Fire Alarm Call Point or advise a member of staff
Fire Alarm will sound. The School office is responsible for calling the Fire Brigade and emergency services.	Fire Alarm will sound. All pupils must evacuate the school building through the nearest exit	Fire Alarm will sound. All visitors must evacuate the school building through the nearest exit
Fire Wardens will ensure school is evacuated Only if safe, use local Fire Appliances on Fire		

4. Evacuation Plan

On hearing the Fire Alarm, each class, all staff and visitors must evacuate the building;

- Walk to nearest available fire exit
- Nominated carer to ensure all disabled/statemented pupils are evacuated
- Do not stop to collect belongings
- Fire Marshall to check all roll calls are taken and pupils/adults accounted for
- Do not re-enter the building for any reason until authorised to do so

5. Emergency Assembly Point and Roll Call

On leaving the building the assembly point for all staff, pupils and visitors is situated in the playground, a safe distance from the building:

Evacuation routes are shown as an appendix to this document

NOTE If, due to event or conditions (wind, etc.) the normal assembly point is not deemed safe, then the Fire Marshall will advise alternate Assembly Point (e.g. grassy area behind mobile classroom).

On assembly each teacher will take roll call from their register and confirm all pupils are present. Any unaccounted pupil will be immediately advised to Fire Marshall and office staff.

Once all staff, pupils and visitors are confirmed present, no person shall be allowed to leave without authority from the Fire Marshall. Any person leaving the premises will be recorded.

6. Liaison with Emergency Services

On discovery of Fire, office staff will call the Fire Brigade and Emergency Services.

The Fire Marshall will appoint a person to stand at the front of school to await the arrival of the Fire Brigade. The appointed person will ensure that the vehicle access gates to the school are open and that the Fire Brigade are immediately directed to the location of the fire.

7. Pupil Safety/Liaison with Parents

If necessary, the Fire Marshall will arrange for the evacuation of all pupils from the school grounds and arrange for all parents to be contacted.

8. Practice/Review

This Plan will be tested, and any improvements recorded, every term. The review of this policy will be annual unless changes to the building, legislation or improved guidance is brought to the attention of the school.

Appendices

Appendix A – Information for organisations Hiring School Premises

Appendix B: Emergency Staff Contact Details

Appendix C: Fire Evacuation Plan

Paulerspury C.E. Primary School

Fire & Emergency Evacuation Policy

Procedures for Organisations Hiring our Premises

1. Purpose

This Fire & Emergency Evacuation Procedure for Hirers of Premises applies to Paulerspury Primary School premises in the event of fire, or similar event requiring emergency evacuation. The plan has been prepared for organisations who have hired the premises to conduct their own events. It covers the evacuation of the people running the event and the people attending the event.

In the majority of cases these events will be outside school hours and there may or may not be school staff on-site at the time. These procedures assume no senior members of staff are on-site.

2. Roles of Event Organisers and School Staff

Event Organiser will:

- a) Ensure they are aware of the evacuation routes out of the building they are using, and ensure they keep those evacuation routes clear
- b) Take responsibility for the evacuation of the school building by all people running the event and people attending the event. This should include ensuring they can either
 - complete a roll call against a register to ensure all people attending are accounted for
 - or, have sufficient assistants to complete a sweep of the building to ensure all people are evacuated
- c) Ensure that all fire doors are closed after an area is evacuated
- d) Ensure that the nominated Assembly Point is still the safest and most appropriate area, dependent on the type of incident and prevailing weather conditions, or whether an alternative Safety Point needs to be chosen
- e) Use the Emergency Staff Contact Details sheet to contact school staff to inform them of the incident
- f) Co-ordinate with all nominated incident staff
- g) Liaise with Emergency Services

- h) Decide, after advice from Emergency Services, if or when to give the "all clear" to re-enter the school premises or
- i) Make arrangements to cancel the event and if necessary contact parents/carers with a view to collecting their children from the event

Senior Leadership Staff from the school will:

- a) Arrange for a member of staff to visit the site. This would normally be a member of Senior Staff or Cleaner in Charge depending on who can attend soonest.
- b) Inform relevant authorities and Governors in the event of the school being closed

Member of Staff sent to site will:

- a) Liaise with Event Organiser, Senior Leadership staff from school and Emergency Services b) Ensure that the vehicle access gates to the school are open
- c) If the all-clear is given, switch off the Fire Alarm

3. Fire and Emergency Alarm

On discovery of a Fire, the nearest alarm should be activated and the school evacuated. 999 should be called;

Event Organiser	Children attending Event	Adults attending Event
On discovery of a Fire activate the nearest Fire Alarm Call Point	On discovery of a Fire tell the nearest adult	On discovery of a Fire activate the nearest Fire Alarm Call Point or event organiser Fire Alarm will sound
Fire Alarm will sound. The Event Organiser is responsible for calling the Fire Brigade and emergency services on 999	Fire Alarm will sound. All children must evacuate the school building through the nearest exit	All adults must evacuate the school building through the nearest exit

4. Evacuation Plan

On hearing the Fire Alarm, all people attending the event must evacuate the building;

- Walk to nearest available fire exit
- Do not stop to collect belongings
- Event Organiser to ensure roll call is taken or building is swept
- Do not re-enter the building for any reason until authorised to do so

5. Liaison with Emergency Services

On discovery of Fire, Event Organiser will call the Fire Brigade and Emergency Services. The Event Organiser will appoint a person to stand at the front of school to await the arrival of the Fire Brigade and ensure the Fire Brigade are immediately directed to the location of the fire.

6. Pupil Safety/Liaison with Parents

If necessary, the Event Organiser will arrange for the evacuation of all pupils from the school grounds and arrange for all parents to be contacted.

FIRE EVACUATION PLAN



➔ Fire Evacuation Route

If you discover a fire:

- 1) Raise the alarm at the nearest fire alarm point
- 2) Only attempt to extinguish a small fire if another adult can help and the necessary firefighting equipment to hand.

If you hear the Fire Alarm:

- 1) Immediately leave the building by the nearest escape route and go to the fire assembly point on the playground, closing fire doors behind you.
- 2) Staff should help children to leave the building in an orderly single file line with no running, and children should assemble by class in an orderly line
- 3) Do not re-enter the building until told it is safe to do so

FIRE ASSEMBLY POINT

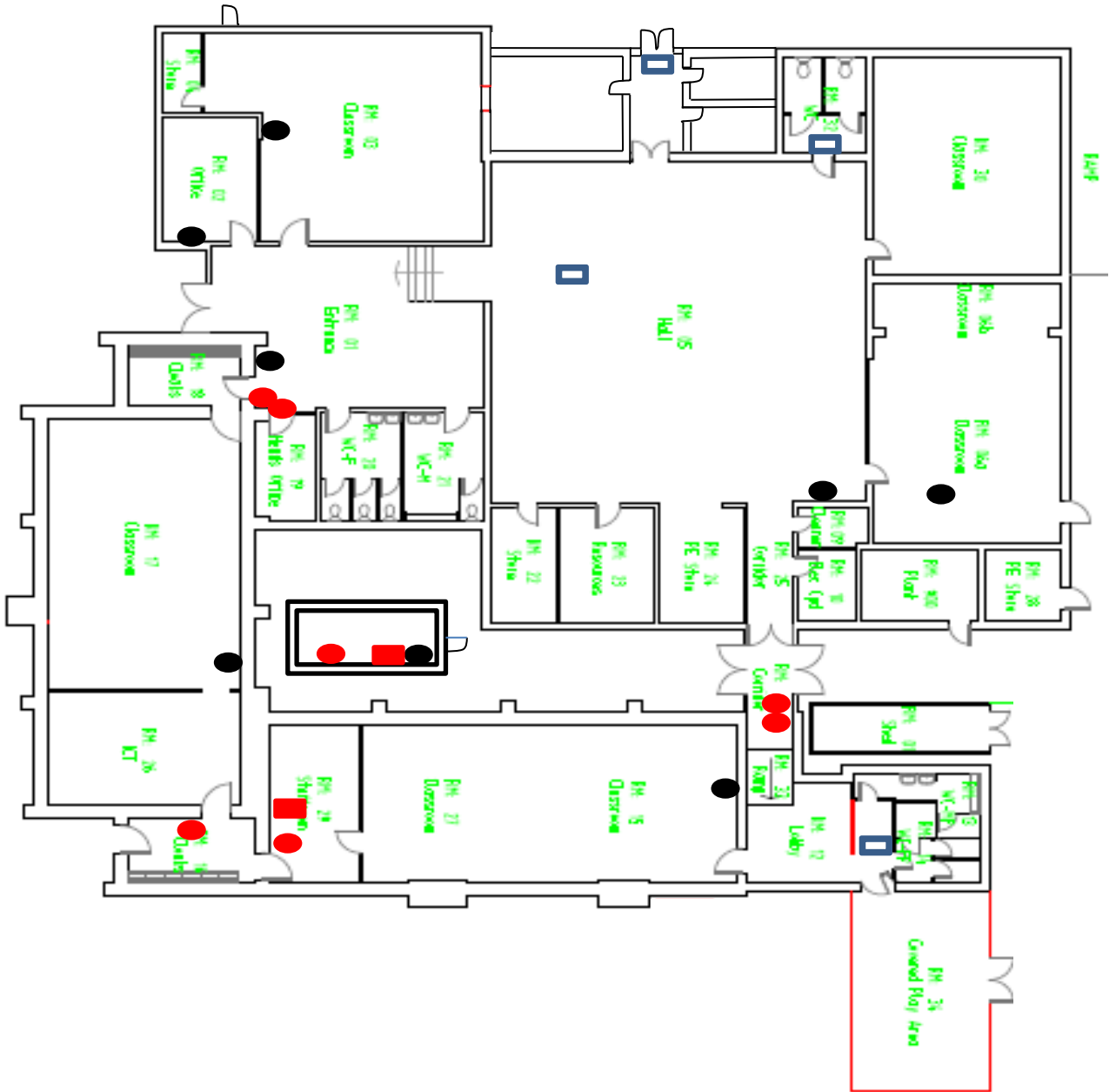


Fire Evacuation Route



Fire Assembly Point

FIRE EXTINGUISHERS AND EMERGENCY LIGHTS



- Fire
- Fire Call Point
- Fire Blanket
- Emergency Light