



SMARDEN PRIMARY SCHOOL

'Enjoying, Learning and Achieving Together'

Fire Evacuation Plan

Reviewed by Governors	12 th January 2021
Due for Review	12th January 2022

Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point.</p> <p>Attack the fire if possible, with appliances available, without taking personal risks.</p>
2	<p>How will people be warned if there is a fire?</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p>
3.	<p>How the evacuation of the building will be carried out</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the Minnis to the side of the building.</p> <p>Year 3 / 4 (Sassoon), 4 / 5 (Dickens) and Preschool should exit from the bottom gate (by the play equipment) onto the Minnis.</p> <p>Year 1 / 2 (Austen), Year 6 (Rowling) and Year R (Blyton) should access the Minnis from the top gate (next to Blyton's classroom).</p> <p>Classes in the forest should remain in the forest and radio through to Claire to confirm that everyone is accounted for.</p> <p>During partial opening (COVID-19 adjustments), each member of staff should count up their 'bubble' to ensure that everyone is present. During this time, only one child at a time should be going to the toilet, so the staff member will be aware where every person is at a given time.</p> <p>Classes should line up on the field and registers will then be taken. Contractors and visitors should stand to the side.</p>
4.	<p>Identification of escape routes</p>

	<p>All exit doors can be used as escape routes.</p> <p>The staircase and routes leading to the front door are protected routes.</p>
5.	<p>Firefighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p>All staff will usher visitors out of the building and assemble at the muster point.</p> <p>Fire Wardens and TAs will ensure:</p> <ul style="list-style-type: none"> • their areas are cleared of people • registers are collected on the way out • the Fire Service is called. • a roll call is made to ensure everyone is out. <p>EL will ensure that the hall / kitchen / Acorn Room / Blyton are cleared of people</p> <p>JP will ensure that toilets, Austen, Dickens and Sassoon are cleared of people</p> <p>SPP will ensure that Y6 classroom and corridor are cleared of people</p> <p>LP / PT will ensure that Preschool is cleared of people</p> <p>CM / ER will ensure the upstairs and downstairs office area / staff room / staff toilet are cleared of people</p>

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit • contractors: must be given information about fire procedures and leave the building at the nearest exit • people with disabilities: specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the TKAT Health and Safety Adviser. • Pupils with specific needs: a Personal Emergency Evacuation Plan should be in place and followed in conjunction with this plan.
8.	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this?</p> <ul style="list-style-type: none"> • on hearing the alarm Claire Speight will Dial 999 and ask for the Fire Service or other emergency service as appropriate. • Fire Wardens will call the Fire Service in the absence of Claire Speight (this may be best achieved using a mobile phone)
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Claire Speight or other member of the Fire Wardens will liaise with the Fire Brigade on their arrival.
10.	<p>Returning to school when it is safe to do so</p> <p>Pupils will return to lessons row by row when instructed by the Fire Warden. No one should re-enter the building or leave the assembly point until advised by the Head Teacher / Fire Warden that they can do so.</p>

11. The following arrangements and training is given to staff at the centre:

- All staff – Fire Awareness training - once a year
- all staff - fire drills three times a year
- all staff - fire briefing once a year (may be in conjunction with fire drill)
- Fire Warden training: for designated fire wardens
- record of training to be kept within fire manual
- training to reviewed on an annual basis.