



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this Emergency Fire Plan supports this goal.**

### Emergency Fire Plan

In accordance with The Regulatory Reform (Fire Safety) Order 2005, to ensure all persons in the premises know what to do in the event of a fire and that the premises can be safely evacuated.

Item	Actions
How people will be warned on a fire outbreak.	The fire alarm sound is a continuous ringing bell that can be heard in all parts of the school (this is listed on the fire action notices around the school). There are also automatic smoke detectors in the school.
What staff, pupils etc should do if they discover a fire.	All staff in the school have been instructed to set off the nearest safe manual call point to activate the fire alarm (as listed on the fire action notices around the school). Staff are made aware of where manual fire alarm call boxes are. Children should inform the nearest adult.
How the evacuation of the premises should be carried out.	This is also listed on the fire action notices. Teachers/Teaching Assistants lead their children in a calm manner from the front to open doors and gates. Any other staff present can assist and follow from the rear. The designated evacuation routes are used and these are mostly fire exits directly leading outside the school. All fire routes are sufficiently signed and are checked weekly for obstructions Fire doors are checked monthly. Please close doors and windows as you leave.
Where people should assemble for the roll call.	The assembly point is on the playground or field at the rear of the school. It is easily seen, does not need signage and it is listed on fire action notices. Visitors should assemble by learning lodge once any children they may have been working with have re-joined their classes.
Roll call of staff	As soon as Staff, visitors and pupils have assembled for Roll Call a designated member of staff will check that all staff and visitors, that have entered the building that day and who are still on the premises, are accounted for by using the 'Sign In app Evacuation Report'. Sign In App is used to log all staff and visitors that attend the site every day, logging both arrival and departure. The School's duty fire officer will ensure this has been completed
Procedures for checking areas of the school after the initial evacuation to ensure areas are clear of persons.	Teaching staff will attempt to gather all of their children as far as practicable in their immediate area of the assembly point. They are not expected to go through other parts of the school to ensure areas are clear of people. Any missing persons identified by the teachers or discovered by the head count and then a 'robust' roll call are to be passed on to the school's duty fire officer as soon as possible.  The school's duty fire officer may carry out a quick sweep of the school if safe to do so and he/she has time to do so. This sweep will be completely at his/her discretion.
Identification of key escape routes, how people can use them and escape from them to a place of safety.	All routes are easy to use and sufficiently signed. Fire drills are held at least once a year to practise using these routes and where there are dual routes one of these is occasionally blocked on fire drills to ensure people are familiar with other escape routes.





Item	Actions
Any arrangements for fighting fires.	None.
Duties and identities of staff who have specific responsibilities in the event of a fire.	<p>The Headteacher has overall responsibility for fire issues at the school. He also will be the school's duty fire officer when he is in school. When absent, deputies have been appointed to fill this role: the Deputy, School Business Manager, Inclusion Co-ordinator and then teaching staff according to seniority.</p> <p>If the present duty fire officer is absent he/she is to ensure the next duty fire officer is aware he/she is now the duty fire officer. He/she is also informed when the officer returns and takes back the duty fire officer role.</p> <p>The office team is also responsible for calling the emergency services in the event of a fire and/or a set off of the fire alarm and taking out the registers and the Emergency Box. Visitor information can be accessed from the "sign in" app used by SLT and Office Staff</p>
Arrangements for the evacuation of persons being at risk, such as young children, disabled persons and visitors who are unfamiliar with the building.	<p>Disabled children have a personal emergency evacuation plan (PEEPs). This is filled in for each child and the resulting needed actions to be planned for and included in fire drills.</p> <p>For visitors, reception staff have been tasked to meet, greet and ascertain if any visitors will struggle to escape in an evacuation. If so the duty fire officer will take relevant actions to reduce any risks.</p> <p>All visitors receive health and safety and fire notices when signing in.</p>
Any arrangements for shutting down machines/processes/appliances etc if they will cause risk if left on.	There is no need for any school machinery, apparatus, and appliances to be shut down in the event of a fire.
Arrangements to be taken by any non-school users.	Non-school users should follow the Emergency Procedures for Outside Hirers of the School.
Any necessary contingency plans for situations such as the fire alarm not working etc.	If the fire alarm was ever not working all staff will be informed and staff members would be issued with whistles. These whistles would be used if a fire was discovered and would trigger the evacuation and call for the emergency services. All teaching staff also have walkie talkies and these can be used in addition to whistles.
In the event of a fire or a trigger of the fire alarm, what is the procedure on contacting the emergency services?	A member of reception phones 999 when the fire alarm is triggered. The duty safety officer would then check this was done at the assembly point and ascertain who had called 999. If this could not be discovered the school's duty fire officer will call 999 (112 if using a mobile phone).
The procedures for meeting the emergency services as they arrive.	The school's duty fire officer will meet the emergency services as they arrive and will inform them if any persons are missing.
What training staff need and the arrangements for providing this training. Any training needs to be recorded and filled in the fire folder.	All new staff and unaccompanied visitors will be shown the relevant fire action notice. For new teaching staff, including the first visit by a supply teacher, this will be part of their induction. Manual call points, escape routes and the assembly point location will be shown to them.





Item	Actions
	<p>Fire awareness training is offered regularly to staff. Within this, staff will be reminded of the positions of the manual call points and contents of the fire action notices.</p> <p>All training completed is recorded.</p>
<p>Duties of the school's duty fire officer.</p>	<p>To be the co-ordinator and point of contact in the event of an emergency:</p> <ul style="list-style-type: none"> <li>• Ensuring all aspects of the evacuation are carried out.</li> <li>• The emergency services have been contacted.</li> <li>• Ensuring there is a robust roll call at the assembly point and recording any missing persons.</li> <li>• Meeting the emergency services as they arrive and stating if there are any missing persons who may still be present in the school and co-ordinating a return back into the school if applicable.</li> </ul> <p>Voluntary: Only where safe to do so and there is time: Carry out quick sweeps of the school to ensure areas are clear of people. This is completely at the discretion of the officer and is not recommended by the fire service.</p>

