



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 the 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.	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.
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.
Any arrangements for fighting fires.	None.
Duties and identities of staff who have specific	The school has a number of trained Fire Wardens with specific responsibilities in the event of a fire see Appendix 1.





Item	Actions
responsibilities in the event of a fire.	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 the plan on Appendix 1 will be followed.
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 Operations Lead or Facilities Manager 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.	<p>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.</p> <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>





Appendix 1

Roles and Responsibilities

The priority of all Fire Wardens is their own health and safety and Fire Wardens should not conduct “sweeps” or any activities that puts them at risk. They should not return to their areas if they are away from them when the alarm sounds. The priority is to evacuate the building.

In addition to the emergency response roles below Fire Wardens will, as a matter of course, report any concerns they have regarding fire safety to the Facilities or Business Manager, this includes blocked emergency exits.

Role	Lead	Deputy	Duties
Roll Call & Duty Fire Officer	JE	SP	Overall responsibility for the emergency response and leading the evacuation. Lead a robust roll call and take responsibility for pupil health and safety informing the emergency services of any missing persons. Ensure the emergency services have been called.
Operations	NS	SP	Lead the emergency response, logistics, staffing and communications. Acting as deputy to the Duty Fire Officer.
Site Management	KP	AW	Manage the alarm, identify the effected call point and zone. Liaise with fire service and other services once on site. When appropriate secure building and high risk areas.
Emergency Response	AW	NS (CM to take box and registers)	Co-ordinate the immediate response. Call the Fire Service. If possible take out the emergency box and registers. Account for visitors and volunteers, oversee first aid and medical conditions.
Team Fire Wardens Designated Areas SP (if not acting as Deputy) Reception classroom through the library and out via the 3/4 corridor to the playground. KH – 3/4 corridor via the staff room and 5/6 toilets out to the playground by the door just inside 5/6 corridor.	KH		“Sweep” designated areas to check for pupils/staff who may not be aware of or are ignoring alarms and for pupils/staff who may need support leaving the building. Where possible close doors and windows Fire Wardens should report to the Duty Fire Officer to confirm if they have been able to complete a “sweep” and report any concerns.

Name	Role
James Everett	Head Teacher
Nicky Schofield	Business Manager
Sam Parkin	Year Leader – EYFS and KS1
Karen Patrick	Facilities Manager
Allyson Wright	Administration Assistant
Clare McCowan	Administration Assistant

