



FIRE EMERGENCY PLAN

Trimley St Martin Primary School

Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The Fire Emergency Plan must be known, and a written copy made available to all staff and employees. Please also refer to the annotated plan of the school, attached to this emergency plan for the site of break glass call points, position and type of fire extinguishers, emergency lighting, smoke detectors and fire exits.

NB, in the event of an unplanned fire evacuation the following will still apply to all staff, pupils, visitors and the kitchen staff.

A fire drill is carried out at least once a term; including a simulated evacuation drill with the assumption that one escape route is not available. Drills are to be conducted at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year to ensure that procedures are well organized and communicated among all employees.

1. Action on discovering a fire

The following action should be taken by anyone discovering a fire.

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Either School Business Manager or Headteacher will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire by using the schools mobile telephone. If the Business Manager or Headteacher are away from the school designated member of staff should make the call.

Nominated Member of staff:

- Yellow emergency bag should be taken from the school office to the fire assembly point in the playground; it should contain;
 - a. Torches
 - b. A selection of high visibility clothing for those who assumes a marshal role
 - c. Suitably maintained first aid equipment (Bandages, blankets, gauzes etc.)
 - d. Keys for Playground gates
 - e. Emergency contact details

- All registers of site attendance should be collected and taken to the designated assembly point, this includes; year group registers, staff registers, a visitors log and a contractors log.

Do not put yourself into a position of danger
Ensure that your exit route is clear

2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.

- Immediately proceed to the exits as detailed below and leave the building.

- For each area the Teaching Assistant will lead the pupils out of school, followed by the teacher, who will check the toilets (if appropriate) and close doors.

- If the class does not have a Teaching Assistant working with them then the teacher should nominate two children who can assist during term times in leading the class and fellow pupils through the nearest emergency exit and onwards to the fire assembly point in the playground, the class teacher should be the last to leave the classroom checking to make sure everyone is accounted for and leaves.

- If a 1-1 child is being changed in the disabled toilets they should be covered with a blanket and the portable equipment used to evacuate the building using the nearest emergency exit and proceed to the fire assembly point in the playground.

- If an emergency evacuation occurs during a swimming lesson at the schools onsite pool, those members of staff responsible for the lesson will instruct all pool users to vacate the water and collect their shoes and towels. All children, parents and other pool users will be instructed to follow the responsible staff member/s to the assembly point.*Foil blankets may be provided (located in the first aid kit) for those who may require such.

- If the fire alarm sounds over lunchtime the children in the dinner hall and the outside area (if being used) should be walked through YR outside area around to the playground, there should be a MDSA or member of staff leading the children single file, a MDSA or member of staff should be at the back of the line ensuring that everyone in the hall has left the building closing the door behind them. If the children are on the field over lunchtime, playtime or a sports event etc the most senior member of staff should take charge. They should organise the children into classes and ask other members of staff to see the children around to the fire assembly point in the playground.
- The Headteacher will check the staff room and adult toilets.
- Children that have been given permission to leave the classroom to go to the toilet, 1-1 work, going to the water fountain etc and they are on their own, their teacher should reassure the child/ren that they have permission to evacuate the building from the nearest emergency exit and NOT to make their way back to class. The children should be told to meet in the playground.
- Kitchen staff if safe to do so turn off the gas supply in the kitchen and evacuate the building by an emergency exit and meet at the fire assembly point in the playground.
- Upon an alarm activation all Cleaning and Caretaking staff (as well as all building occupants) should stop work immediately, and proceed to the nearest exit without hesitation, making their way to the designated assembly point. *If a contractor/s is/are occupying the premises, the School Business Manager or Caretaker will take responsibility for ensuring that adequate communications can be made to alert the contractor/s as to where to assemble and who to report to. In the School Business Managers or Caretakers absence those who induct a contractor on to the premises shall appoint a suitable site contact.
- Keys may be required to conduct an evacuation and therefore reasonable provisions for keys should be made. A set of keys shall be provided to the School Business Manager and the Head Teacher, a set of keys may also be securely located in the main office, in the event that both of the above staff are not available.

Reception class if in their classroom shall evacuate through Emergency Door F or Door G.

Class 1 if in their classroom shall evacuate through Emergency Door E.

Class 2 if in their classroom shall evacuate through Emergency Door E.

Class 3 if in their classroom shall evacuate through Emergency Door B.

Class 4/5 if in their classroom shall evacuate through Emergency Door C.

Class 5/6 if in their classroom shall evacuate through Emergency Door C.

Office and internal activity room occupants shall evacuate through the schools front entrance, known as Emergency Door A.

Early years and adjoining classrooms (located in the newer constructed building) shall make use of the double door located in the link corridor, due to present complications with the rear external exit.

ICT Suite occupants could make use of the Emergency Door E, near to the early year's classroom. Access to the assembly point is achieved via transit through the playground outside.

Please familiar yourselves together with visitors to the school and pupils of alternative fire exits around the school.

Please also familiar yourselves with the emergency exit maps and instructions located around the school.

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher, member of staff, parent helper, volunteer etc and line up in the **playground which is the fire assembly point**.

Secondary Exit Routes can be accessed from all areas of the premises in the event that the primary exits routes are no longer usable, each room has suitably identified exit doors, and where necessary, a schematic of the building and its exits may also be provided.

NB No attempt should be made to collect coats, valuables etc on the way out.

If necessary pupils will be taken through the gate in the playground and led to the recreation ground in Kirton.

All members of staff are responsible for the area that they are in if possible to:

- *Switching off any machine/work equipment where possible, on the exit route. All electrical equipment is capable of being isolated locally by turning it off at a wall or floor socket*
- *Extinguishing candles*
- *Ensuring that visitors are conducted from an area*

3. Evacuation of the school of those particularly at risk

The school is accessible for all the pupils attending the school at present.

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary a one to one arrangement will be implemented. Some details are outlined in section 'what to do if the fire alarm sounds'.

4. Procedure for roll call

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration.
- The registers are taken out of the office by the nearest member of staff and in the playground are passed to the class teacher for roll call.
- The class teacher should ask visitors to the school that are helping out in their classroom to check in with the Headteacher/Business Manger.
- Registers are called and if a child or person is missing, the fact should be reported to the Headteacher or Business Manager immediately.
- No person must re-enter the building until told that it is safe to do so by the Suffolk Fire and Rescue Service, or the Head Teacher. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Governors).
- Those members of staff who bring the registers to the assembly point must deliver the registers to the appropriate staff member, in doing so, a register of staff attendance should checked to ensure all staff have evacuated safely.

5. Liaison with the Emergency Services

A fire risk assessment was completed in March 2016 and showed that the risk from a fire starting to be low. There are no significant hazards and no chemicals or other items that will present problems for persons escaping from the building apart from a lack of emergency lighting in all areas. Once the matters identified in the risk assessment have been addressed the risk will be lower.

Access for emergency vehicles is via the front main gate which is kept clear, and there are well defined double yellow lines and signed areas for non parking along this stretch of road. This width of this front entrance would make it very tight for a fire appliance, but the local Fire Authority are aware of access to the site and consider the access sufficient.

6. Escape Routes and Fire Exits

Fire escape routes are checked daily to ensure that these have not become blocked by materials or items being stored. A record of these inspections is kept in the Caretakers 'Site and Fire Door Inspection Log'.

7. Instruction and training.

Whole general fire awareness training by Safetyboss, including “hands on” extinguisher training, is provided by Safetyboss on a regular basis, which gave sufficient training for the safe evacuation of the building to occur in the event of a fire and included the following:

1. How fires are caused
2. The three elements required
3. Why fires spread
4. Action to take on discovering a fire
5. How to extinguish a fire
6. The use of fire extinguishers

Refresher training will be undertaken according to the SCC guidance on training contained in the appendices of the fire risk assessment.

Pupils will be instructed at the start of their attendance at the school to enable them to:

1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point
4. Know what to do in the unlikely event of not in a supervised group.

8. Review of Plan

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum, this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

Date: 21st March 2017.

Responsible person: Ms K. Todd (Business Manager) – Mrs S. Ross (Acting, Head Teacher)