



Fire Emergency Evacuation Plan and the Fire Procedure

Approved by:

Mr Joe Wilson

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A fire emergency evacuation plan (FEPP) is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade.

Fire Evacuation Strategy

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

Simultaneous Evacuation

In the event of the fire alarms sounding, all personnel, children, visitors and contractors upon on hearing the fire alarm should act in accordance with the agreed FEPP strategy which is to evacuate the buildings immediately using the designated routes, where possible. Designated fire warden's should proceed to pre-determined positions to assist staff, pupils, visitors and contractors to leave the building by the nearest safe route and ensure that all rooms are cleared.

Junior / Infant Sites Evacuation

The fire alarms are set up as follows:

- Junior Building and EP's office Block are linked
- Infant Building and Staffroom are linked
- School Kitchen & Dining Hall are on a separate alarm system

If a fire breaks out in one building, it doesn't not necessarily mean that all buildings will be evacuated. The Headteacher will make an assessment and if necessary evacuate as required.

Action on hearing the fire alarm

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- All areas have a site plan indicating nearest escape route and outside assembly points.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Close all windows and doors as you leave
- Children must be evacuated to the nearest assembly point
- Admin Staff must bring the registers with them and pass to the class teacher to check all children present
- Staff will check children against the fire register and immediately inform the Headteacher of any missing children
- Do not re-enter building until told to do so by Headteacher or Fire Service

Calling the fire brigade

The Fire Service is linked directly to the school fire alarm system. In the event of a fire, the Fire Service will receive an immediate notification and respond.

Identification of key escape routes

- All areas have a site plan indicating nearest escape route and outside assembly points Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced annually.

The duties and responsibilities of Fire Wardens/Marshals

Fire Wardens/Marshals should be responsible for

- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- Procedure for nominated staff to assist employees and members of the public to nearest exits.

A senior fire warden/marshal should be made responsible for ensuring that notices are correctly sited the fire emergency evacuation plan is properly distributed and under stood by all.

Places of assembly and roll call

Staff, pupils, visitors & contractors should assemble at the determined assembly point which is the main school field.

Firefighting equipment provided

Fire wardens should, where possible, attack fire with appropriate equipment however firefighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK.

Personal Emergency Evacuation Plan (PEEP)

This is an individual plan for means of escape from fire/emergency for adults/children with a disability.

These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

We one member of staff that requires a PEEP.

Liaison with emergency services

The Headteacher is the senior person nominated to meet the fire and rescue service when they arrived to provide them with any information they require.