

Bredenbury Primary School
FIRE EMERGENCY PLAN
September 2020

Signed and dated
Chair of Governors
Headteacher

1. PURPOSE

This policy is to be implemented alongside the Fire Safety Policy and the Fire Management Programme. This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

The purpose of this plan is:

- To ensure that the people who work in the school know what to do in the event of a fire. The same procedure will also apply in the event of any other emergency where evacuation is required.
- To ensure that all people within the school, including pupils, members of the public, ancillary staff and temporary staff are safely evacuated in the event of an emergency.
- To form a basis for the training of staff.

The plan is based on the Fire Risk Assessment carried out on Bredenbury Primary School. The Hea and the Governing Body Health and Safety Representative will review it at least annually or sooner if the need arises.

Consultation with governors, staff and parents in:	September 2019
Changes made to procedures in:	November 2020
Ratified by governors on:	November 2020
To be reviewed by the Head of School and Governing Body Health and Safety representative:	Annually in Autumn Term
School Health & Safety Representative:	Mrs S McAtear
Fire Wardens:	Ms Jeannine Lilley Attwell Mrs Lucy Campbell Mrs Lizzie Lane
Governing Body Health and Safety Representative is:	Mr Graham Barker

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2. ACTION ON DISCOVERING A FIRE

On discovering a fire

1. Raise the alarm by activating the nearest 'fire call' point.

Know where they are

2. Do not attempt to put out a fire using the fire extinguishers.
3. The priority is to evacuate the building.

All other staff will then follow the procedures detailed under Section 3.

3. ACTION WHEN THE FIRE ALARM SOUNDS

1. Teachers should lead their class out of the building by the nearest Fire Exit as soon as possible after hearing the fire alarm.
2. TA's teaching small groups elsewhere in the building should take their groups out of the building through the closest exit and join their class outside at the designated assembly point.
3. The Administrator will call the emergency services, from the school office, if safe to do so; otherwise a call will be made from the Fire Assembly Point using a mobile telephone.
4. The administrator will take the Class Fire Check lists, Visitors Signing in Book, Staff Fire Check List and the First Aid Grab Bag out onto the playground
5. In the absence of the Administrator, the Head of School will carry out the listed duties.
6. The School Administrator will check the upstairs kitchen, PPA room, Upstairs office, Medical room.
7. Tawny Owls teacher/Teaching Assistant will check main kitchen.
8. Tawny Owls teacher/Teaching Assistant will check boys' and girls' toilets.
9. Tawny Owls teacher/Teaching Assistant will check the hall.

ALL STAFF WILL CLOSE DOORS HAVING CHECKED THE AREA IS CLEAR

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The most senior member of staff in school will re-direct the evacuation if necessary and will also close all fire doors in the administration section of the building. In the event of the Head of School teaching, the School Administrator will undertake the duties of the Head of School as outlined above.

All members of staff will take responsibility for the evacuation of the building in the following way:

1. Keep pupils calm.
2. All pupils must be quiet and walk during the evacuation.
3. Pupils must be led quietly to the nearest exit as indicated on the plan. (Pupils should not stop to pick up bags or go to the cloakroom).
4. If possible, classroom doors should be closed.
5. Follow the 'Green Exit' signs, or use the nearest available exit.
6. The school will assemble outside away from the school –Key Stage 1 alongside wooden picket fence on adventure playground leading to playing field; Key Stage 2 near to gate leading to the playing field.
7. Teaching staff will bring the fire registers out and the school administrator will bring the fire register for staff and visitors.
8. Class teachers will take the register of their class and report to the Administrator/Fire Warden as correct, or giving the names of any missing pupils.
9. The Administrator will check staff attendance and visitor attendance and report to Head of School as correct or the names of any missing member of staff.
10. The children will be supplied with high visibility vests and walked to St Andrews Church along the main road.

FIRE DOORS SHOULD BE CLOSED AT ALL TIMES

Playtimes

1. All persons outside must remain outside and make their way to the Fire Assembly Point.
2. Pupils will line up in class groups.
3. **Normal procedures will be followed.**

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Disabled persons

1. Disabled pupils are the responsibility of the designated teaching assistant or class teacher. They will be evacuated through the nearest designated fire exit, not return to class.
2. Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
3. Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit.

Parents evening

1. It will be the responsibility of the class teacher to escort any parents/volunteers/students they may have in their classroom to the nearest fire exit and to the assembly area in the playground.

Christmas play / special events

1. Prior to the event taking place, audiences at plays, concerts etc will have fire exits, assembly area etc. explained to them.

4. SUMMONING THE FIRE & RESCUE SERVICE

1. The administrator will dial 999 to call the fire service. Other emergency services will be called if necessary. In the absence of the administrator, the Head of School will undertake this task. This will only be undertaken once it has been ascertained that there is a fire within the building.
2. **No member of staff should place themselves at unnecessary risk in order to ascertain this.**
3. The Administrator will then open the main school gates to enable access for the Emergency Services.
4. In the event of any casualties, these will be looked after by a designated first aid person, who will have the responsibility for liaising with the ambulance service.
5. All qualified first aiders will be expected to provide aid.

5. ROLL-CALL

1. **The details of the roll call are set out in Section 3.**

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6. POWER ISOLATION

1. **If safe to do so**, the admin officer will isolate electricity and gas supplies. In the Administrator's absence the Head of School will isolate electricity and gas supplies, if safe to do so.

7. FIRE DRILLS

1. Evacuation drills are carried out once each half term. The alarm is tested weekly.
2. The Head of School has overall responsibility for keeping records of the drills, and detailing any further action required.
3. Day-to-day responsibility for this is delegated to the Caretaker.
4. The Head of School has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
5. Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

8. STAFF ABSENCES

1. If the Head of School is absent, their duties are taken over by the Year 5/6 teacher or the most senior teacher in school that day.
2. If the senior teacher is carrying out the duties of the Head of School in relation to fire, their class teacher duties, ie. taking the register etc. will be carried out by the teaching assistant in that class.

9. VISITORS AND CONTRACTORS

1. All visitors and contractors must report to the appropriate member of staff, signing in the Visitors Book on arrival and before leaving the premises.
2. Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 - a. action to be taken on hearing the fire alarm or discovering a fire.
 - b. fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
 - c. the location of fire fighting equipment and fire alarm call points in relation to the area of their work.
3. **Contractor's employees working on the premises when full time staff are absent** (eg. At night or weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

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- a. The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.
- b. Persons who organise evening events will be informed and given this document as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

10. EVACUATION ROUTES

The first consideration is to get out via the nearest fire exit.

1. Evacuation routes from each room in the building are clearly displayed in each room next to the light switch.
2. Should the recommended route be blocked, **common sense** should be used to take the next quickest, safest evacuation route.
3. Staff are expected to familiarise themselves with each route on using that room.

Alternative Fire Assembly Point

This will be the church for all classes if directed by the Head of School, School Administrator or if the location of the fire dictates.

4. Evacuation routes will be kept free from obstruction and adequately and clearly marked.
5. Notices are displayed in each classroom and next to each fire activation point these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

11. FIRE ALARM TEST

1. The fire alarm is tested once a week by the Caretaker and a record is kept.
2. The Head of School has responsibility for reporting any defects and ensuring they are repaired.
3. This is delegated to the Administrator, who liaises with the Caretaker to ensure repairs are completed.

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12. FIRE FIGHTING EQUIPMENT

1. Fire-fighting equipment is examined weekly by the Caretaker to ensure no obstructions. The equipment is examined monthly to ensure it is compliant. Hereford Fire Services examine and test on a yearly basis.

13. INSTRUCTION AND TRAINING.

Fire Wardens: Mrs Lucy Campbell, Ms Jeannine Lilley Attwell and Mrs Lizzie Lane

Whole school fire training is scheduled to take place in the Autumn Term.

Due to covid restrictions training will take place as soon as we are able to.

The training includes 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.

New pupils will be instructed/guided through their exit route to:

- ✓ Identify the sound of the fire alarm.
- ✓ Know the action they should take on hearing the alarm.
- ✓ Know the location of the assembly point.
- ✓ Know what to do in the unlikely event of not in a supervised group.

14. MONITORING

Monitoring the effectiveness of the precautions in place, such as the evacuation drills, inspection of fire signage and the fire related maintenance checks, will be undertaken by the Health and Safety Governor and Governing Body, as part of the management of fire safety within the school.

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15. CONCLUSION

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.

FIRE EXTINGUISHERS

Date for testing: Annually in MARCH

Location	Type	Uses
Inside upstairs Kitchen	Fire blanket	Life preservation Kitchen Fire
'Front' Door near the Meeting room/staff room	Water	Wood, Paper and Textiles Flammable liquids NOT electrical fires or metal fires
Outside Main Office	Water CO2	Wood, Paper and Textiles Flammable liquids NOT electrical fires or metal fires Live Electrical Equipment, flammable liquids NOT Wood, paper and textiles or metal fires
Hall Exit to Corridor	 Foam	 Wood, Paper and Textiles Flammable liquids NOT electrical fires or metal fires
Exit to Playground	Foam	Wood, Paper and Textiles Flammable liquids NOT electrical fires or metal fires
Kitchen	CO2	Live Electrical Equipment Flammable liquids NOT Wood, paper and textiles or metal fires

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	Fire Blanket	Life Preservation Kitchen Fire
Top of the stairs	CO2 Foam	Live Electrical Equipment, flammable liquids, NOT wood, paper or textiles or metal fires Wood, Paper and textiles Flammable liquids Not electrical fires or metal fires
Outside Disabled Toilet	CO2 Foam	Live Electrical Equipment, flammable liquids, NOT wood, paper or textiles or metal fires Wood, Paper and textiles Flammable liquids NOT electrical fires or metal fires
Boiler Room	CO2	Live Electrical Equipment, flammable liquids, NOT wood, paper or textiles or metal fires
Library	CO2	Live Electrical Equipment, flammable liquids, NOT wood, paper or textiles or metal fires

Fire extinguishers should only be used to enable safe exit from the building.

If there is a clear exit path, the first priority is to exit the building.