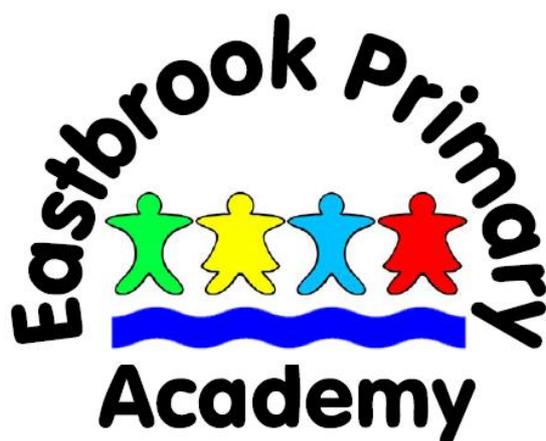


# ***Fire and Emergency Evacuation Plan***



<b>Lead Person</b>	<b>Julia Sherlock</b>
<b>Reviewed</b>	<b>September 2020</b>
<b>Date for Next Review</b>	<b>September 2021</b>
<b>Signed – Governor</b>	<b>Louise Askew/Elaine Ross</b>
<b>Signed Headteacher</b>	<b>Julia Sherlock</b>

## **Introduction**

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher. Together they must ensure that fire precautions at the school comply with all relevant **fire safety legislation**.

The safety of all children, visitors and staff at Eastbrook Primary Academy is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building

Each member of staff will be given access to a copy of the Fire Safety Policy. The policy will be updated to reflect changes within the school. An electronic copy is available on the schools website.

Fire Awareness Training will take place annually and additionally for all new members of staff when they join the school as part of their induction. Several on-line courses are available from Flick to support this training: <https://app.flicklearning.com/>

### **Protective Equipment - Fire Extinguishers**

Fire fighting equipment is provided throughout the building. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. It has been recommended by the West Sussex Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

### **Inspection Procedures/Good Housekeeping Practices**

Inspections of fire safety equipment, exit routes etc will be carried out by the West Sussex Fire Brigade annually. Any defects or shortcomings should be brought to the attention of the Premises Manager who will ensure the arrangements for replacement or replenishment. If any extinguishers are not fixed securely on the wall please notify the Premises Manager via the school office.

The Headteacher and Governing Body are responsible for health and safety in the school. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.

Fire alarm tests will take place weekly (Monday morning). An evacuation exercise will take place at **least** once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results, including recommendations.

The **School Business Manager** will have responsibility to undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. This responsibility will be delegated to the **Premises Manager**.

Daily visual checks will be carried out by **the Premises Manager** as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the *School Business Manager*, who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by West Sussex Fire Brigade and will be recorded on each extinguisher.

#### **Good Housekeeping within the School:**

- **Extension Leads with various outlets (reel) are fully unwound.**
- **Fire doors/fire exits not obstructed and closed at all times.**
- **No locks to be placed on any fire exits.**
- **No visual displays close to light fittings.**
- **Boiler rooms - no items to be stored there. Caretakers to check and inform School Business Manager if any items are stored there.**
- **Be aware of mix of items stored together.**
- **Storage to be secure, ensure no risk of anyone setting fire to it.**
- **Storage of all “back up” software in fire protective cabinets.**

**Note: Most fires occurring in the school day start in storerooms or cloakrooms.**

#### **Unexpected Explosions**

In the event of an unexpected explosion the Business Manager or, in her absence, the most senior member of the office staff will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by The School Office. In addition the scene of the explosion will be cordoned off. The School will implement a separate Incident Management Plan to manage unexpected situations including explosions whether on site or nearby.

## The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

- 1) Raise the alarm (including placing a call to the Fire Brigade).
- 2) Evacuation of premises via nearest exit point. See site plan.
- 3) Report to one of the Assembly Points. See site plan. A site plan has been given to all teachers for their classroom and a copy is situated in the office, Staff room and PPA Room.
- 4) Duties of employees with key responsibilities should be followed. Headteacher to brief everyone with key responsibilities. A signed copy of the policy will be kept in School Office. A copy will also be available in the staff room.

1. **Alarm** – ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher's responsibility to ensure children are aware to notify a member of staff on discovering a fire.) If anyone does not know how to activate the alarm please notify the School Office. Fire alarms can be found in every classroom and corridor, usually close to an exit.

The alarm is tested weekly by the Premises Manager (**Monday am**), who will activate a different call point each week and log any faults. These faults need to be reported to the contractor.

2. **Calling the fire brigade** – All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the School Business Manager (if SBM absent - Headteacher) to make the call before vacating the premises.

3. **Evacuation of premises** – on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises. Normal procedure would be for EYFS and KS1 classes to evacuate to KS1 playground and KS2 classes to evacuate to the field just beyond the year 6 playground however staff must be aware if they are working away from their classroom and the other Assembly point is closer. Always go to the closet point.

If the swimming pool is in use children will get out of the pool immediately. Staff will be advised by the Fire Brigade if it is appropriate to collect clothes/towels etc. depending on the location and severity of the fire. When the pool is in operation emergency blankets will be available for all the swimmers.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

Areas children could be using independently need to be checked as staff vacate the building:

The KS1 library

Learning Zones

Cloakrooms/Toilets

Music room/Dining Hall

**4a. Report to Assembly Point** – See site plan for assembly points. At the two main pupil assembly points classes will begin to line up in class order to enable a headcount of each class.

Registers will be given out by office staff.

The Headteacher and Deputy will collect walkie-talkies from the office. If HT or DHT are not present in school, or working away from the office, then office staff will take the walkie-talkies to the assembly points. The HT will go to Assembly Point 1 (Main playground) and the DHT to Assembly point 2 (Year 3/4 playground).

Call the roll – Class teachers/member of staff in charge will immediately call the register and show that 'all are present' by raising a hand in the air.

Once the assembly co-ordinator has seen all registers in the air for their assembly point the registers can be taken down.

The HT (Julia Sherlock) will co – ordinate the roll call in Assembly Point 1 (Reception and KS1). She will communicate via walkie-talkie with Assembly Point 2 to confirm which classes and staff are accounted for (a class/staff members could have gone to the other Assembly Point if this was closer when the alarm was activated).

KS1 Lead (Allan Trower) will help to co-ordinate evacuation for Assembly Point 1 if the HT is not present in school.

The DHT (Natalie Naylor) will co – ordinate the roll call in Assembly Point 2 (KS2). She will communicate via walkie-talkie with the co-ordinator at Assembly Point 1 to confirm which classes and staff are accounted for.

Upper KS2 Phase Leader (Vicki Witham) will help to co-ordinate evacuation for Assembly Point 2 if the DHT is not present in school.

A senior member of the office staff will check the Staff Registers (2) and Visitors Book, liaising with both co-ordinators.

The fire brigade will be informed if any children or adults are not accounted for.

#### **5a. Re-entering Building**

When the Headteacher is satisfied that everyone is accounted for at both Assembly Points, and the fire brigade have indicated that it is safe to do so, she will use the walkie-talkie to inform Assembly Point 2 to re-enter the premises. The headteacher will then raise a hand to alert staff at Assembly Point 1 that it is safe to re-enter premises.

#### **6a. Duties and Responsibilities of Delegated Members of Staff:**

**School Business Manager /Headteacher** – on hearing the alarm, will contact the Fire Brigade using the 999 telephone system. This is only the Head teacher's responsibility if the SBM not present in school.

**School Office** – on hearing the alarm should collect all class registers, staff registers and Visitors Book. Class registers should be distributed to class teachers:  
**R, Yr 1 and 2 (Assembly Point 1) and Yrs 3, 4, 5 and 6 (Assembly Point 2)**

**School Office** – will be responsible for all visitors, to ensure all visitors to the school at the time of the fire alarm sounding are accounted for. All visitors should report to the nearest Assembly Point on hearing the fire alarm. Staff should be aware that a third Assembly Point in front of the school may be more appropriate for visitors in the Reception Area or Hall, particularly if they have a buggy or reduced mobility. **This needs to be communicated to all visitors.**

**Office staff are also responsible for checking staff are accounted for.**

**Events** - When exceptional numbers of parents/carers are in school for assemblies, productions etc. they will be instructed to exit via the nearest accessible exit. If they are gathered in the hall this will be to the grass area at the front of the school (Assembly Point 3).

Parents will be informed that the staff will look after the children, following the usual evacuation procedures.

Whoever is introducing the event (normally the HT) will explain these points as part of the housekeeping arrangements at the start of the meeting.

**Co-ordinators of the Assembly Point (HT/DHT)** - will liaise with the class teachers/member of staff in charge to confirm that a roll call has taken place and establish if any persons are missing from their assembly point.

**Headteacher (JS)/designated member of the office staff (NP)** – will liaise between Assembly Point 1 and 2 and signal the end of the evacuation when everyone is present. She will also check that the time and the findings of the evacuation have been recorded by the Premises Manager.

**Business Manager** – to meet with Fire Brigade at the front of the building. All Fire Wardens and persons with roll call responsibility to inform Headteacher if anybody absent.

**Nick Owen / designated member of the office staff (VB)** – to check all non-class based teaching staff are accounted for (see groups below) and report any absences to the Head Teacher.

**SENCO (VS)**– to ensure all Inclusion, Link Assistants and Support Staff are accounted for and report any absences to HT.

**Lunchtime Supervisor (JH/KC)** - will be responsible to ensure all Lunchtime Staff are accounted for and any absences reported to HT.

**Unit Catering Manager (RD)** – will be responsible to ensure all catering staff are accounted for and any absences reported to HT.

**Premises Manager (SM)** – It will be the premises manager's responsibility to ensure all cleaning/caretaking staff are accounted for and any absences reported to HT.

**Evacuation of disabled persons** – pupil, staff or visitor:

**Pupil** – It is the class teacher's responsibility to ensure the pupil is escorted to the assembly point. Any such pupil would have his or her own Personal Emergency Evacuation Plan (PEEP).

**Staff Member** – It would be the responsibility of the line manager to ensure the member

of staff is escorted to the assembly point.

**Visitor** – It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the most appropriate assembly point.

**7a. Catering Staff/ Caretaker/Cleaning Staff will:**

Immediately cease all activities

Switch off all appliances

Evacuate the premises

Proceed to the assembly point (Assembly Point 2)

Call the roll of staff

Report any absences to the HT.

**8a. Procedures for liaison with the Fire Brigade** -the Business Manager will meet the Fire Brigade in the school car park on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building. The Deputy Headteacher would take this role if Business manager not present in school. DH role would pass to the school secretary (VB).

**Outside of the normal school day**

**Staff working late**

On hearing the alarm staff should evacuate as normal but then make their way to the Assembly Point 3 at the front of the school in order to complete a roll call and share information.

**Extra-curricular Clubs**

Staff running extra-curricular clubs are aware of the Fire and Emergency Evacuation Plan. On hearing the alarm they would follow the guidance: evacuating by the nearest safe exit, meeting at the closet assembly point and completing a roll call. Re-entry to the building would only be made when it was clear that there was no further risk (e.g. false alarm or under the guidance of the fire brigade).

On hearing the alarm, Breakfast Club and After School Club would also follow the guidance, meeting at the KS2 assembly point, unless the route was blocked. Termly evacuation practices are scheduled for after school club to ensure children can be evacuated safely. Torches and high visibility vests are accessible for staff.

**Lettings**

There are occasions when the school has extended opening hours for community use of the premises. These are referred to as 'lettings'. Staff leading these activities will be given a copy of the Fire Policy by the School Business Manager. Fire procedures are also detailed in the lettings policy given to all new 'lettings'.

**Reporting of Issues**

If any problems are encountered with the evacuation process (including raising or hearing the fire alarm) the Business Manager should be notified immediately.

## **Additional Guidance (COVID 19)**

### **Evacuation of the premises**

- *When lining up to leave the building and walking to the Assembly Points, children will not be expected to maintain social distancing, the emphasis will be on vacating the building safely.*
- *Children will be following the person in front so this will minimise the risk of face to face interaction.*

### **Report to Assembly Point**

- *When lining up children will again be encouraged to face in one direction with a small space between them.*
- *A clear gap between year group lines should be maintained.*
- *If any of the lines are getting too close to the building adjustments will be made by the Assembly point coordinator.*

### **Re-entering the building**

*Children will only re-enter the building when the headteacher (or person deputising) signals that it is safe to do so.*

- *There will be an expectation that children adhere to social distancing guidelines as much as practically possible when re-entering the building.*
- *Children will wash their hands as soon as possible after re-entering the building.*