

## Fire Evacuation Plan – Thomas Gray Primary School 2017/18

### **Fire Procedure**

If a fire is discovered on site, it is the responsibility of the person discovering the fire to set off the nearest fire alarm, therefore starting the evacuation procedures. In the event of the fire alarm being triggered, every person in the premises must follow the evacuation plan as set out in this document. Persons on site should evacuate in a calm and orderly manner to the Assembly Point on the main playground in the first instance.

### **Alarm System**

There is an interconnected alarm system on site, which ensures that an alarm triggered in the building will set off the alarm in the whole of the school. The main control panel is situated in the Receptionist's Office in the Main Building.

The fire alarm system is tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. This check is announced by the Premises Manager, prior to its commencement, using the school tannoy system.

This ensures that in addition to checking the system as a whole, all alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

In the event of the fire alarm being triggered, all people on site are to evacuate the building following the routes identified in the classrooms/hall areas/offices. Teachers are to accompany their class until they are safely out of the building. Key personnel are assigned a variety of jobs:

### ALLOCATION OF JOBS

LEAD FIRE MARSHALL: **SIMON WALLER**

PERSON OF AUTHORITY: **RACHAEL RIMMER**

OFFICE FIRE MARSHALL: **LOUISE PRICE**

OFFICE SCHOOL LIAISON: **JULIA ARROWSMITH**

**IN THE EVENT OF STAFF ABSENCE, THE OFFICE FIRE MARSHALL WILL ENSURE THAT ALL OF THESE POSITIONS ARE COVERED BY ON SITE OFFICE PERSONNEL. THE OFFICE FIRE MARSHALL WILL INFORM THE LEADERSHIP TEAM IF ADDITIONAL COVER IS REQUIRED FOR THESE POSITIONS.**

PERSONNEL FOR BUILDING SWEEPS

MAIN BUILDING: **PAT LEADBETTER**

**ONCE A SWEEP HAS BEEN COMPLETED, NO MEMBER OF STAFF SHOULD RE-ENTER THE BUILDING. IF CHILDREN / ADULTS ARE NOT ACCOUNTED FOR, THE FIRE DEPARTMENT SHOULD BE INFORMED OF THIS ON THEIR ARRIVAL.**

**Escape Routes**

All classrooms and workspaces have a copy of the escape route that should be followed if the fire alarm goes off. This is situated just inside the doorway on the wall.

**Personal Emergency Evacuation Plans (PEEP)**

For classes where there is a person with a PEEP, the TA, or carer, will accompany the person to the designated area if they are on the first floor of the building at the time the alarm is raised.

There are currently **FOUR** children on site that require a PEEP. These PEEPs are specifically tailored to the needs of the individuals in evacuating them from the first floor of the main building. In the event of the fire alarm being activated, these individuals will be escorted by their Teaching Assistant, or Carer, to the specified stairwell as follows:

CHILDREN REQUIRING ASSISTANCE - PEEPS

**ANNA GALAT  
EZME OHARA ALCOCK  
OLIVIA TINSLEY  
JOEL LITTLEWALES**

## Fire and Final Exit Doors

Weekly checks are carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self closing devices.

In the event of a fire, fire doors within the main corridors in the buildings automatically close in order to prevent the spread of fire in the evacuation routes. **Under no circumstances should fire doors be wedged open.**

Faults found in any mechanism should be reported for immediate attention.

On leaving a classroom or hall space, the windows should be closed, if time to do so, and all doors should be closed. If in their classroom, teachers should have a quick check of the stock cupboard to check that there is no one in there.

If at any time a class will be left empty, the class teacher should ensure that the door is closed, so as to stop the spread of any fire that may start in their classroom.

## Means of Fighting a Fire

Fire fighting equipment should only be used in an **absolute emergency**. In almost all cases all people on site should leave the area immediately by the nearest escape route without tackling a fire. **Firefighting equipment is to aid evacuation from the building in case of emergency. In the instance that a minor, confined fire can be put out safely, this should be done by a Quick Response Force comprising trained Fire Marshalls and only if instructed to do so by the Lead Fire Marshall or Persons of Authority.**

There are a number of fire extinguishers around the building. A list of yearly inspections of these extinguishers is kept in the Fire Safety file in the caretaker's room. Fire fighting equipment including extinguishers, blankets are checked for:-

- (i) Its correct location (as advised by the local Fire Authority).
- (ii) Free of vandalism.
- (iii) Free from obstruction.

## Assembly Point

The Assembly points in school are as follows and clearly marked:

### **FRONT PLAYGROUND, REAR PLAYGROUND**

Once assembled, a register will be taken for all groups.

In the event that the playground is not safe, **FRONT FIELD, REAR FIELD**

## Roll Call

Upon arrival at an assembly point a headcount/roll call will be taken to establish that all individuals have evacuated safely from the building.

A laminated class list is kept in the class red bag along with a whiteboard pen. The adult responsible for the class should take a register, marking the sheet with those children who are not accounted for. They should also indicate in the box at the bottom of the sheet the adults who are with the class. An adult should take this register to the Office Fire Marshall on the playground for them to note who is unaccounted for.

Lead Fire Marshalls for adults within the school should take a register of the adults present as follows:

- Teaching Assistants: **PAT LEADBETTER**
- Catering Staff: **LOUISE PRICE**
- Midday Supervisors: **SUE HUGHES**
- Cleaning Staff: **SUE HUGHES**

This should then be reported to the Office Fire Marshall.

Classes on the field should remain there: the teacher should follow the same roll call procedures and inform the Office Fire Marshall of children and adults present using the hand held radio.

Any other visitors to the school should report directly to the Office Fire Marshall on the playground.

This information will be used to inform the fire service (if called) that all persons are present and accounted for or if it is thought there is anybody missing and may require their entry into the building to locate the missing person. **NO-ONE SHOULD RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCE.**

The Office Fire Marshall will have an up to date list of all people present on site at the time of the alarm. **Any member of staff leaving site during the day should sign out using the inventory management system at the main office.**

## To the Maintenance Arrangements

All maintenance is carried out in accordance with the Fire Policy. Documentation for any checks carried out are kept in a file with the caretaker.