

Copdock Primary School
Fire Emergency Plan September 2024

Fire Regulations require that the following are provided and maintained so as to be effective.:

- i) fire fighting equipment, fire detectors and alarms
- ii) measures for fire fighting in the workplace
- iii) adequate means of escape from the premises
- iv) adequate training

To comply with these requirements schools must undertake a fire risk assessment of the premises and record the significant findings of that assessment in writing. The Health and Safety Committee update this assessment annually. As a school, we also use an outside agency to complete an external assessment of the premises every two years.

Action on discovering a fire:

If you discover a fire it is essential that the alarm is sounded by breaking the glass on the nearest activation panel. This can be done by firmly pressing where indicated by a black spot.

What to do if the fire alarm sounds:

- On hearing the fire alarm everyone must leave the building immediately using the nearest possible exit. Exits are all clearly signed. On leaving the building the toilet areas will be checked (see responsibilities below) to ensure all children are safely out of the building. The classroom lights should be turned off whenever possible and doors closed on exit.
- All school occupants should assemble on the playing field. If for some reason this would present a danger, assembly will be on the top playground.
- Staff should initially perform a headcount to ensure all children are present and then take the register as soon as possible to identify anyone missing. This should be reported back to Ju Usher/Tina Wilson or Joanne Austin as soon as possible.

Calling the fire brigade and liaison with the emergency services

Person responsible –Tina Wilson or Ju Usher
Management - Joanne Austin (Head)/Heidi Cross (Deputy)

The mobile phone will be taken outside by the office manager to call the fire service on exiting the school building. On arrival this person will also liaise with emergency services as appropriate.

Evacuation of the workplace including those particularly at risk,

A PEEP (personal emergency evacuation plan) will be in place for anyone identified as being at risk. This will be reviewed at the same time as this policy or before if required.

No PEEP is currently required.

Assembly points outside the building: The main assembly point will be: The school playing field. If necessary due to dangers: The school top playground.

Escape routes and fire exits:

Fire escape routes and exits must be kept clear at all times. Children and adults will be reminded of their nearest exits during each school term. Visitors and contractors will be

informed of the nearest fire exits before they commence work. If we need to evacuate from the field we will leave via the pre-school gate.

Responsibilities and duties to assist in case of fire:

Registers – **Tina Wilson or Ju Usher**

Emergency keys for school will also be taken out (kept in office)

Phoning 999 – **Tina Wilson or Ju Usher**

Checking toilets – **Ann Witherall/Paula Zabacinski** (KS1 TA)

Closing doors and lights – TA in classroom to follow out at the end of the line.

If alone teacher should be last out to ensure all children have left the premises.

Taking registers – class teachers

If the fire alarm sounds during a lunch hour, responsibilities will be as follows:

Midday supervisors - assemble children on the field in classes.

If teachers are on the premises they will come outside and do the registers. If not Midday's will need to register the children and check if anyone is missing.

Joanne Austin/or designated senior teacher – check toilets for any children remaining in school

If the fire alarm sounds during before or after school clubs, responsibilities will be as follows:

Club leader/supervisor - assemble children on the playground in classes and complete register.

Other adult on site – check toilets and contact emergency services

Training necessary to establish the Emergency Plan.

Emergency evacuation training will take place termly and be recorded in the fire log book. Periodically staff will receive more detailed training on the use of fire extinguishers. The advice to staff, however, will always remain that the primary concern is to exit the building immediately.

The building should only be re-entered when advised it is safe to do so.