

Fire Plan

Upon Hearing the fire alarm system sound everyone is to initiate the evacuation procedure. **The activation of the alarm automatically alerts the fire brigade, therefore if it is a practice drill the administrator must ring the security centre to inform them of the drill.**

The office Administrator will collect all relevant paper based documents regarding the number of staff, children and visitors on site, at that particular time, and take these to the Key Stage 2 assembly point. The Administrator collects the set of keys which has a master key for the inside rooms of the building, and a door fob (release) to enter back into the building upon clearance. The Administrator also collects the Fire Plan File which has a set of master keys for the Fire Alarm and gates.

Mrs Hindson will be responsible for unlocking and opening the double gates on to the playground, ready for the Fire Brigades arrival.

The kitchen staff will assemble on the drive and be responsible for opening the double gates onto the driveway to allow the Fire Brigade access to the premises.

The Administrator will pass the fire plan pack to the Fire Brigade upon their arrival.

The Senior Administrator is to alert Greengates Pupil Referral Unit of the fire or fire drill being conducted. The Senior Administrator will unlock the Key Stage 1 gate and then check that Reception, Year 1 and Year 2 children and staff are present and will report to the Headteacher at the liaison point on the path beside the school.

The Head Teacher is to go up the cut, the path at the side of the school, to check with the Senior Administrator that all the children, staff and visitors are present. After reporting all present the Reception, Year 1 and Year 2 children will move down to the Key Stage 2 Fire Assembly point if required. After re-checking that all the children are present the Emergency Evacuation to Fairfield Primary School can take place if necessary.

Once the building has been cleared to re-enter the Head Teacher will inform staff on the KS2 assembly points for them to re-enter in an orderly, quiet manner.

If you detect a fire, if possible contain the fire (close the door on the room) and raise the alarm without delay. Do not attempt to tackle the fire or use the fire fighting equipment. Evacuate and verbally warn anyone in the vicinity as to the fire's location. Once you have assembled at the assembly point report to the designated person (head teacher) and brief them accordingly.

In each area of the building we have Fire Instructions on view with a floor plan to the area you are working in, it is highlighted, along with a poster (in the event of fire) with instructions of your evacuation route upon hearing a continuous ringing of the fire bell.

The Fire Instructions booklet identifies all those who will perform specific tasks to assist in the evacuation plan.

After normal working hours the Caretaker will ensure that the alarm is raised and that evacuation takes place. The Caretaker will brief the Fire Brigade accordingly.

All Lettings have been informed and are aware of the exit routes which they are to take and that they are unlocked for that particular letting to be held.

All contractors are made aware of the fire procedures on entering the premises

All fire fighting equipment is checked on a regular basis by a qualified outside agency. Information, instruction and training is provided for all employees as part of their specific role to fulfil, or task to perform, as part of the evacuation plan.

The Head Teacher/ Caretaker are proficient in the operation of the fire alarm panel.

Employees are aware **not** to cover the call points, and know where they are situated in case one is needed to be activated on the discovery of a fire. The Head Teacher and the Caretaker hold a key for the boiler house where the gas mains are located. The electricity mains are situated in the school hall, in a locked cupboard beside the kitchen (for which the Headteacher, Deputy Headteacher, Assistant Headteacher, Caretaker and Administrators hold a key).

LUNCHTIME FIRE DRILL

- Upon hearing the fire bell all teaching staff will go to their assembly point and wait for their class to come to them.
- TA's to go to their various designated exit doors and encourage children to leave safely without going to any rooms or getting their coats etc.
- SEN TA's will go to where their designated children are and assist with their exit from the building.
- Lunchtime Supervisors will go towards their designated classroom exit doors upon hearing the alarm bell sounding. This is their route of exit from the building.
- The Lunchtime Supervisory team will be in the Hall over lunchtime and they will instruct the children how to evacuate safely from the school building.

Mrs Pinkney will check the toilets and report findings to the Head Teacher who will be located on the KS2 playground.

- The Administration staff will collect all relevant signing in books and files, if safe to do so, and will take them to the Key Stage 2 playground.

Mrs Dixon will unlock the Key Stage 1 gate ready for the children to walk down to the Key Stage 2 assembly point ready for evacuation to Fairfield Primary if necessary. Mrs Dixon will liaise with Mrs Hall to report all persons present.

- It will be the teacher's responsibility to ensure that all student helpers, parents, visitors etc go on the Fire Assembly Points and stand with their class.
- Nursery will proceed as normal to the Key Stage 2 Assembly Point.