



St Werburgh's CofE (VA) Primary School

Fire and Emergency Plan

Date of Approval: June 2020

Date of Review: June 2022

Fire and Emergency Plan

General Procedures

St Werburgh's fire risk assessment and fire and emergency plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after a below acceptable standard fire drill.

This fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire drills and alarm activations

Regular fire drills will be undertaken at differing times of the day on at least a termly basis; drills will include before/ after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

Tackling fires

Staff are instructed not to tackle fires unless they have received appropriate training in the safe use of fire extinguishers and they are unable to safely evacuate from the building.

Grab bag

- A grab bag containing key information will be kept in the school office
- The SBM will be responsible for ensuring that the grab bag goes to the assembly point on hearing the fire alarm sound.
- Grab bag contents:
 - Copy of fire risk assessment, fire and emergency plan and emergency plan map.
 - Asbestos register/local asbestos management plan.
 - Details of any significant hazards on site e.g. gas cylinders, radioactive materials, and large quantities of hazardous substances.
 - Means of accounting for persons e.g. Registers; Signing in books;
 - Any life critical medication for either staff or pupils e.g. inhalers, auto injectors
 - Parent/carers contact numbers
 - Any other information that you wish to have easily accessible.

Action on discovering a fire:

- Activate the nearest alarm call point.
- Evacuate the building immediately as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

Action on hearing the fire alarm:

- Evacuate the building immediately as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Do not stop to collect any personal belongings.
- Close doors as you leave if safe to do so.

Some staff will have specific duties that they have been allocated such as Evacuation Controller, Fire Marshal, Control Panel Officer and PEEP support; these persons will undertake their allocated duties as part of the evacuation if safe to do so.

Alerting persons of the need to evacuate

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

The fire alarms sound is a continuous bell.

If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by ringing the hand bell.

Persons with hearing impairments are alerted by a buddy system

Communicating with the emergency services

In the event of a confirmed or suspected fire nominated persons will place a direct call to the fire service by calling 999 from an internal phone or 999 from a mobile

Nominated persons are: SBM, Admin staff, Head teacher

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service including:

- Full school name and address (specific information if postcode will not bring them to the correct part of site)
- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? I.e. cooking, hot working, naked flame, arson.

Staff with specific responsibilities

<u>Role</u>	<u>Designated persons</u>	<u>Responsibilities</u>
Evacuation controller	Headteacher: Ann Alton Senior leadership team: Emma Gibson, Lisa Dean	Taking overall control of emergency evacuation of the building/site and communicating with emergency services/ local authority as required.
Fire Marshall's	Rachael Birch Ann Alton	Assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).
Control panel officers	John Birch Rachael Birch	Checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.
PEEP support staff	Kerry White Angela Barradell	Responsible for providing support to individuals as per the information contained in the individual PEEP.

Specific persons at risk

Within school, 3 persons have been identified at risk. Personal emergency evacuation plans (PEEPs) have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Refer to specific PEEP documents for further information.

Arrangements for safe evacuation and assembly

<u>Time of day</u>	<u>Evacuation procedures</u>	<u>Assembly point</u>	<u>Evacuation Controller</u>	<u>Method of accounting for persons.</u>	<u>Control panel officer.</u>
Standard teaching times	Teacher escorts class to assembly point via nearest and safest exit route (signed) Appointed fire marshals sweep building	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager
Break times pupils outside	Teacher blows whistle. Pupils line up. Appointed fire marshals sweep building	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager
Break times pupils inside	As standard teaching times above	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager
Lunch time outside	Dining Room Assistants (DRA's) to escort pupils from playground areas and get them to line up as per std teaching times DRA's in dining areas to escort pupils to assembly point via nearest and safest route (signed) Admin staff to evacuate as per std procedures taking registers etc. Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point. Classes where teacher is not on site will be allocated a member of staff to take register	School field	Member of SMT	As std teaching times	Office manager
Lunchtime inside	DRA's in dining areas to escort pupils to assembly point via nearest and safest route (signed)	School field	Member of SMT	As std teaching times	Office manager

	<p>Admin staff to evacuate as per std procedures taking registers etc.</p> <p>Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point.</p> <p>Classes where teacher is not on site will be allocated a member of staff to take register</p>				
<p>Assemblies Staff/pupils only</p>	<p>Teachers & TAs in hall escorts class to assembly point via nearest and safest exit route (signed)</p> <p>Appointed fire marshals sweep building</p>	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager

Assemblies with Parents attending	Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point Admin staff escort parents out of building via fire door at the back of the hall to assembly point in car park.	Pupils and staff school field Parents car park	Member of SMT	As std teaching times Parents will need to sign in for assemblies	Office manager
Before/after school (pupils on site at clubs or activities)	Pupils attending before/after school club will evacuate as per the standard teaching times Pupils attending clubs in the hall will evacuate per assemblies staff/pupils Pupils attending clubs on the school field will evacuate per break times outside	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager
As pupils arriving or leaving	Pupils and parents will stand well away from the building on the school field. Gates will be monitored to ensure no child runs off site unaccompanied.	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team If fire alarm goes off as pupils arriving there will be no pupil registers.	Office manager
Staff only on site (Consider lone working)	Staff to leave by nearest and safest signed exit route	School Field	Member of SLT	Staff signing in book taken out by admin team	Office manager
Open house/ evenings	Parents and pupils will leave via the designated routes	School Field	Member of SLT		
Plays/concerts	Class teachers and teaching assistants in hall escort pupils out of designated fire exit	Pupils and staff school field	Member of SLT	As std teaching times	Office manager/HT

	to assembly point Admin staff escort parents out of building via fire door at the back of the hall to assembly point in car park.	Parents car park		Parents will need to sign in for parents evenings'	
Organised events such as sports day/PTFA fayres	Pupils and parents will stand well away from the building on the school field. Gates will be monitored to ensure no child runs off site unaccompanied.	School field	Member of SLT	Swoop of the building by SLT as there will be no registers	Office manager
During examinations	Teacher escorts class to assembly point via nearest and safest exit route (signed) Appointed fire marshals sweep building. Pupils will remain in silence. The time of the examination will be stopped and restarted when appropriate.	School field	Member of SLT	Registers, staff signing in book, visitor book taken out by admin team	Office manager

Specific procedures for high risk areas/activities

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Boiler/plant room – Access to this area is restricted. Premises Officer/Site Services Officer (SSO) and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Methods of communicating information relating to fire evacuation

- Teaching and support staff – Fire awareness/marshal training, communication of fire and emergency plan within staff meetings (teaching, support, admin and SSO), fire drills and de briefs.
- Dining room assistants - Fire awareness training, communication of fire and emergency plan at DRA meeting, fire drills and de briefs.
- Catering and cleaning staff – Communication of fire and emergency plan and pre-arranged meetings, fire drills and de briefs.
- Shared users of site – Consultation in development of fire and emergency plan, communication of relevant information at staff meetings led by responsible manager.
- General visitors – Signing in process, Visitor/contractor leaflet, generally escorted on site.
- Contractors – Signing in process, Visitor/contractor leaflet, site induction (as required).

Specific arrangements to be included within this area when building or refurbishment projects are being undertaken.

Lettings – As part of letting agreement, induction by SSO.

Emergency services – Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

Whole site evacuation

If it becomes necessary to evacuate the whole site whilst pupils are in school, an arrangement is in place with St Werburgh's Church to relocate to their premises.

Pupils are used to the walk to Church. The School Business Manager, admin staff and caretaker will remain on site.

A member of senior management team will advise Sarah Ferguson DDAT in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation via local radio, notices at school, texting service.

Useful contact names/numbers

Contact details of any persons you may need to advise if a fire occurs or the site has to be evacuated:

Sarah Ferguson DDAT 07813 005854

Jackie Stirland DDAT 07740540402

Contact name and number of building that pupils would be evacuated to if moved off site
St Werburghs Church 01332 673 573

Appendices

Emergency plan map

Fire marshal zone map

Location of fire hydrant (if known)