

Coronavirus (COVID-19) Fire Action Plan - Updated August 2020

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the bubble/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff will check children against the class register and immediately inform administration staff of any missing children

Assembly Points:



Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- Each class will have their own class register on a clipboard by the fire exit. The class registers will immediately be distributed to the assembly points.
- The visitor's, staff and pupil signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.

Headteacher

- The Head will monitor the evacuation of the premises from the assembly points (see map)
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head Teacher will inform the Business Manager that everyone is present.

Sweeping Designates KS1

The Sweeping Designate will check the following areas:-

- Visually check the Main Hall, Changing Rooms, Toilets, Staff toilets, cookery corner

Sweeping Designates KS2

The Sweeping Designate will check the following areas:-

- Headteacher's office, disabled toilets, KS2 areas and toilets, library, first aid room, jubilee room, reception and SBM office

School Business Manager

The school business manager will check the following areas:-

- Fire alarm box to identify the location of the fire
- In the event that the Business Manager is not on site the responsibility passes to the Administrator to check the whole school.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

Kitchen Staff – Move to playground assembly point.

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on rear playground
- **NO ONE** should stop to collect personal belongings

- Do not re-enter building until told to do so by Headteacher or Fire Service
No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Fire Warning System
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- Visitors and contactors are supplied with Site Leaflet when they sign is visitors book.
- Regular fire drills are arranged.

Key Escape Routes

- All areas have direct escape routes to assembly points – see site map:



- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested monthly on a rota basis and full serviced annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building, These are serviced annually.

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP) – currently don't have any

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.