



St Joseph's Catholic Primary School

FIRE EVACUATION PLAN

The ethos of Lancashire County Council is to **'Get Out, Stay Out and Call the Fire Service Out'**. St Joseph's Catholic Primary School also adopts this ethos.

ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay (e.g. red 'break glass' box). If necessary, the means for giving warning of a fire could be by word of mouth: shouting "FIRE".
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

ACTION WHEN THE FIRE ALARM SOUNDS

- Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings.
- Close doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

CALLING THE FIRE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building. In the case of the Reception/Nursery Building and/or the Sports and Arts Hall then the teacher in charge should telephone the fire and emergency services before evacuating, if safe to do so.
- Alternatively, a staff member may ring from outside the building. This would usually be the Site Supervisor, Headteacher, Deputy Headteacher or a Fire Warden, but any member of staff is permitted to ring the Emergency Services in the event of a real fire.

It should be noted that from April 2011, Lancashire Fire and Rescue Service introduced a new Call Challenge policy for reducing the problems created by unwanted fire signals. Depending on the size of the building, signs of fire may be more or less identifiable. In the case of large, complex buildings, it may not be obvious whether or not a fire is real so at Call Challenge, the appropriate response would be similar to: ***"it is not obvious whether there is a fire and it is too dangerous for an employee to check the building and there is nothing to indicate there is not a real fire."***

In the case of a false alarm, at Call Challenge, the appropriate response would be similar to ***“there is no fire, it is a false alarm”***. This must only be done where there is low risk to employees in checking the building to confirm that it is a false alarm or in cases where it is obvious that it is a false alarm.

- Upon their arrival, the Site Supervisor, Head Teacher or Deputy Head Teacher will liaise with the fire service representative.

MAKING YOUR EVACUATION

Fire Wardens should ensure that everyone in their area of responsibility leaves the building promptly. If it is safe to do so, each floor or level, should be ‘swept’ by fire wardens as they leave the premises, checking the toilets/changing rooms on the way out to, ensure all areas have been evacuated. Fire Wardens should ensure that they take the nearest First Aid box out with them and close all doors behind them.

DISABLED PERSONS

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit. Employees with a disability and other regular occupants should take part in fire drills wherever possible as this will ensure they are familiar with the fire evacuation routine and any problems can be identified and addressed.

- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Site Supervisor or Headteacher or Deputy Headteacher upon your arrival at the assembly area of anybody who has refused to leave.

PEEP (Personal Emergency Evacuation Plan)

For an evacuation plan to be effective and enable the safe evacuation of the entire building’s occupants, specific consideration of the needs of vulnerable groups i.e. all users with a disability must be given. The plan must consider the needs of all known users e.g. employees, and also consider potential visitors and members of the public. By using PEEP and Risk Assessment forms, the responsible person/premises manager will be able to, in confidence, gather specific information about a person’s needs. Employees with disabilities who would need assistance to evacuate are responsible for informing the Premises Manager about the support they would need to evacuate so that a PEEP can be agreed. The form must be used for employees with a disability, persons being supported, and pupils with a disability. PEEPs are in place for any children who are deemed to need one by the SENCO. The Class Teacher and TA should ensure they are familiar with any PEEPS for children in their class.

SECURING THE BUILDING (CLOSING DOORS AND WINDOWS)

This is important as it will:

- Reinforce the security of the building during your evacuation by ensuring that all final exit doors are able to be secured from the outside of the building thus preventing unauthorised access into the building.
- Maintain the structural resistance of escape routes by ensuring fire doors are closed behind people evacuating, keeping them free from smoke, to ensure safe egress for building occupants.
- Limit the spread of smoke, heat and flame throughout

ASSEMBLY POINTS

The assembly point for the main school is the KS2 playground.

The assembly point for the EYFS classes is the KS1 playground.

Should the fire be so severe that the assembly points are no longer safe to use then Paul's Pad should be used (end of Lonsdale Road).

All Teachers and TAs can access the playground using the fob access on their lanyards. External hirers using the Sports and Arts Hall would meet against the wall on Rigby Street.

ROLL-CALL

- Teachers and TAs should endeavour to ensure that the teacher's iPad is taken with them in the event of an evacuation to enable a roll call to be completed. The teacher (or TA in their absence) should complete a head count to see if it matches with the number on roll in the class and then they will call the register if not. Teachers should also write the number of children in class for each morning and afternoon session on the board so that a head count can be easily be recalled. Evacuations during break or lunch time may mean the teacher does not have their iPad with them. Arbor classes can be accessed via other teachers' iPads.
- In case of evacuation, the office should take out the office iPad if it is available. The InVentry Evac app will only be used to account for visitors and not for staff. Volunteers linked to a class will not be accounted for via the Evac app but via the teacher/TA for the class they are working with.
- The Site Supervisor, Headteacher or Deputy Headteacher will give the 'all clear' to re-enter the building.

FIRE DRILLS

Fire drills are carried out each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not, to maintain authenticity and reduce complacency.

STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class.

VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in on the InVentry system on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the visitors' fire assembly point (garden area of main school playground).

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- Action to be taken on hearing the fire alarm or discovering a fire
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- The location of fire-fighting equipment and fire alarm call points in relation to the area of their work.

EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded by the Site Supervisor.

FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

FIRE WARDENS

Class teachers and teaching assistants are primarily responsible for the evacuation of their class. Fire Wardens are appointed to provide assistance in the event of an emergency evacuation by ensuring the safe and prompt evacuation of people from their area. This role may also include reassuring members of the public and providing an escort to leave the building.

Their role is NOT to fight fires and, like all employees, they should only use firefighting equipment in an extreme situation (i.e. to assist in exiting the building).

Fire Wardens may have responsibility for the whole building, a floor or just one area. The number of fire wardens that premises require will depend on the building size, design and use.

The main duties of a Fire Warden are to, without placing themselves at risk:

- Assist the safe and prompt evacuation of people from the building via the appropriate escape routes to the designated assembly points;
- Provide assistance to those people who have are experiencing difficulty (may be prearranged e.g. employee or not e.g. disabled visitor);
- Inspect all rooms in their designated area(s) to ensure that no one is still in the building;
- **Report to the Responsible Person (Site Supervisor, Headteacher or Deputy Headteacher) that their designated area(s) has been checked and is clear or is not clear. If it is not clear, the Fire Warden must supply the Responsible Person with the details of the location of anyone still in the building so the Emergency services can be informed;**

Fire Wardens are to take their nearest First Aid box out with them upon evacuation and close all doors behind them.

A list of current Fire Wardens and their assembly points are to be displayed around school. Fire Wardens will be assigned designated zones as follows:

Main School Building:

- Zone A:** Main School Office, Headteacher Office, Deputy/FSW Office, Main entrance to school
- Zone B:** Y1A classroom, Y1B classroom, Y2A classroom, Y2B classroom, Library, Hall
- Zone C:** Y3A classroom, Y3B classroom, Y5 classroom, Y5/6 classroom, PPA room
- Zone D:** Y4A classroom, Y4B classroom, staff room, staff kitchen

Toilets within each area/zone should also be swept as part of the evacuation.
Reception/Nursery building – no zones assigned

Sports and Arts Hall – no zones assigned

FIRE ACTION NOTICES

Fire Action Notices must be displayed throughout the building in appropriate positions to confirm the essential points of the fire evacuation procedures.

Any questions relating to Fire Safety can be directed to the Health and Safety Team at Lancashire County Council Tel: 01772 538877

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