

Emergency Evacuation Plan: Cleobury Mortimer Primary School

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 class/group/individuals will take the children through the nearest fire exit.
- Close any windows and doors behind you as you leave.
- Staff to take their class register and emergency medical basket with them (EpiPen/ asthma inhalers etc)
- Children should evacuate the building quickly and quietly
- No one should stop to collect any belongings
- Children must be evacuated to the nearest assembly point. This is on the school field where the children assemble for fire drills.
- Support staff, administration, visitors and contractors should also assemble on the school field/ assembly point.
- Staff will check children against the fire register and immediately inform senior leader immediately if any child is missing.
- Do not re-enter building until told to do so by Headteacher or Fire Service

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately leave the building with sign in register and grab bag. They are responsible for contacting the Fire Brigade on the emergency number 999.
- The visitor's, staff and volunteer signing in register must be taken out and checked. Any persons missing must be reported to the senior leader.
- Do not re-enter building until told to do so by Headteacher or Fire Service

Senior Leaders

- A Senior Leader will monitor the evacuation of the premises to the assembly point.
- When evacuating the building, the designated fire marshals will visually check the school including KS 2 and KS 1 toilets.
- To enable them to monitor the assembly point, teaching staff will raise the class registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the senior leadership team member will inform the staff that everyone is present.

- 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, contractors, visitors

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
- Assemble at their assembly point on the KS2 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.

- Further Evacuation from the playground can be arranged via the ks2 playground corner gate and pupils can be moved to the main car park if are unsafe or needs are not being met. .

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points
- Visitors and contractors are signposted to Fire Emergency Evacuation Plan when signing in
- Regular fire drills are arranged

Key Escape Routes

- All areas have direct escape routes to assembly points
- 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 by Estates on a rota basis and fully serviced annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map) These are checked weekly on a rota basis and serviced annually.

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- 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
- 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.

