

Netherleigh and Rossefield School

Fire Emergency Action Plan

November 2016

Purpose

The purpose of this plan is:

- To ensure that everyone in school knows what to do if there is a fire; and
- To ensure that the school can be safely evacuated in the event of a fire

Simple instructions for what staff, visitors and children should do in the event of a fire are prominent throughout both school buildings. The Fire Emergency Action Plan is more detailed than these simple instructions, and will provide clear instructions on the following areas:

- **The action staff/visitors/children should take in the event of a fire**
- **How people will be warned if there is a fire**
- **How the evacuation of the school will be carried out**
- **Where people will assemble after they have left the school and procedures for checking whether the school has been evacuated**
- **Identification of key escape routes, how people can gain access to them and escape from them to places of safety**
- **The duties and identity of staff that have specific responsibilities in the event of a fire**
- **Arrangements for the safe evacuation of people identified as being especially at risk, such as very young children, contractors, those with disabilities and visitors.**
- **Where appropriate, any cookers, gas supplies or naked lights need to be turned off or extinguished in the event of a fire**
- **Specific arrangements for checking that the classrooms and toilets have been evacuated**
- **How the fire brigade and any other necessary emergency services will be called and who will be responsible for this**
- **Procedures for liaising with the fire brigade on arrival and notifying them of any special risks such as the location of disabled persons**
- **What training staff need and the arrangements for ensuring that this training is given**

THE ACTION STAFF/VISITORS/CHILDREN SHOULD TAKE IN THE EVENT OF A FIRE

When the fire alarm sounds all activities in all rooms within the affected building will stop. The evacuation procedure will be implemented with immediate effect. There should be no attempt made to collect bags, coats or other personal belongings from desks or cloakrooms.

All teachers will update a fire register in their classroom on a daily basis. This will be taken outside by the teacher when the evacuation procedure begins, ready to be used for the roll call. Otherwise, this fire register must always remain in the classroom.

A spare class list will be kept in the school office. In the event that the fire alarm sounds while a class is not based in their usual room, a member of staff working in the office will bring the spare class list out to this class teacher, where it can then be used for the roll call. The evacuation must be carried out quickly, but in an orderly and quiet manner, without panic, pushing or running.

HOW PEOPLE WILL BE WARNED IF THERE IS A FIRE

The fire alarm system will sound and as soon as this occurs the fire evacuation procedure should be implemented with immediate effect. Advance warning of fire practices is always given to the staff. If the alarm goes off for any other reason, the Named Fire Officers (Richard McIntosh and Richard Maddra) have the authority to summon the Fire and Emergency Services immediately and as required.

HOW THE EVACUATION OF THE SCHOOL WILL BE CARRIED OUT

1. If you discover a fire, press the activation button on the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. If you are teaching a class, take your register with you. No one should take anything with them. Shut doors and windows behind you.
4. The relevant Fire Officer will summon the Emergency Services if the alarm sounds.
5. If you have a physically disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated, or who is missing, immediately to the relevant Fire Officer who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

WHERE PEOPLE WILL ASSEMBLE AFTER THEY HAVE LEFT THE SCHOOL AND PROCEDURES FOR CHECKING WHETHER THE SCHOOL HAS BEEN EVACUATED

School building – Nominated Fire Warden is Richard McIntosh

Occupants of Corbett will leave by the back door and collect on the grass.

Occupants of Hockney will leave by the fire door in that room and collect by a boundary wall.

Occupants of Bronte will leave by the front door and collect by a boundary wall. If this route is blocked they will leave by the back door and collect on the grass.

Any form in the Hall will leave the hall by the fire exit into Hockney, exit the building through the fire door in that room and collect by a boundary wall

A roll call will then be taken by the responsible class teacher.

While all of the above staff and children are evacuating and gathering in the designated areas, the designated Fire Warden will summon the fire brigade and any other relevant emergency services, ensure that the building has been safely evacuated in full, close all doors and turn off/extinguish any cookers, gas supplies or naked lights.

Ridge building – Nominated Fire Warden is Richard Maddra

Occupants of Lister will leave by the fire door in that room.

Occupants of Delius will leave by the front door.

Occupants of the French room will leave by the door in this classroom.

Occupants of Titus will leave by the front door

Occupants of Cartwright will leave by the fire exit in that room

Occupants of Peel will leave by the fire exit in Cartwright

Occupants of the ICT Room/Library/Top Floor will leave by the fire exit in Cartwright.

All classes will assemble in the playground where a roll call will be taken

While all of the above staff and children are evacuating and gathering in the designated areas, the designated Fire Warden will summon the fire brigade and any other relevant emergency services, ensure that the building has been safely evacuated in full, close all doors and turn off/extinguish any cookers, gas supplies or naked lights.

General

These instructions assume that all exits are available. In the event of a fire which precludes the use of any exit, all members of staff should make reasonable, on the spot decisions to ensure that a swift, safe evacuation is implemented.

IDENTIFICATION OF KEY ESCAPE ROUTES, HOW PEOPLE CAN GAIN ACCESS TO THEM AND ESCAPE FROM THEM TO PLACES OF SAFETY

School building key escape routes

- Along corridor that leads to the Front Door Fire exit. This must be kept free of combustible materials and any preventable obstructions.
- Along corridor that leads to the Back Door Fire exit. This must be kept free of combustible materials and any preventable obstructions.
- Hockney classroom Fire Exit Door must be marked with a 'Push Pad to Open' sticker
- School Hall Fire Exit Door leads into Hockney classroom. No preventable obstructions should block this door.

Ridge building key escape routes

- Through ground floor hall area to Front Door Fire exit. This must be kept free of combustible materials and any preventable obstructions.
- Through French/Arts classroom to Side Door fire exit. This route must be kept free of any preventable obstructions.
- Through the first floor corridor or down the first/second floor staircase to the Fire Exit within Cartwright classroom. The corridor/staircase must be kept free of combustible materials and any preventable obstructions.
- Through the boiler room to the basement fire exit. The route to this fire exit must be kept free of any preventable obstructions.

THE DUTIES AND IDENTITY OF STAFF THAT HAVE SPECIFIC RESPONSIBILITIES IN THE EVENT OF A FIRE

Richard McIntosh is the Named Fire Officer for the School Building.

Richard Maddra is the Named Fire Officer for the Ridge Building

Both Named Fire Officers are trained Fire Wardens (Fire Safety Level 2)

The Named Fire Officers are responsible for ensuring that:-

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Proprietor and the Staff Team and the Policy is accessible to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

In the event that Richard McIntosh is absent, Kathryn Briggs will deputise as Fire Safety Officer for the School building

In the event that Richard Maddra is absent, Judy Brushett will deputise as Fire Safety Officer for the Ridge building

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Richard McIntosh (School building) or Richard Maddra (Ridge building.) It is the responsibility of Fire Officer to ensure that this

information is passed to the Fire and Emergency service as soon as they arrive. We offer fire awareness training to all staff. No one should attempt to use a fire extinguisher before he or she has been trained in its use. Class teachers who have a fire door in their classroom will ensure that this is unlocked each morning.

ARRANGEMENTS FOR THE SAFE EVACUATION OF PEOPLE IDENTIFIED AS BEING ESPECIALLY AT RISK, SUCH AS VERY YOUNG CHILDREN, CONTRACTORS, THOSE WITH DISABILITIES AND VISITORS

Young children

Teaching staff in the Early Years are responsible for escorting the youngest children in school safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Richard McIntosh (School building) or Richard Maddra (Ridge building.)

Arrangements for visitors and contractors

All visitors and contractors are required to sign the Visitors Book at Reception. They will be given simple verbal instructions of what to do in the event of a fire. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Persons with disabilities

Teachers should direct any physically disabled pupils, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.

Although the school does not currently have any disabled staff or pupils, this may not always be the case. In the event that a disabled pupil/member of staff did join the school, a Personal Emergency Evacuation Plan (PEEP) will be created by the Responsible Persons for Fire Safety.

A PEEP is tailor-made to secure the safety of a specific person in the event of an emergency evacuation and must be drawn up with the individual so that the method of evacuation can be agreed. The PEEP will detail the escape routes, and identify the people who will assist in carrying out the evacuation and training.

The plan should be regularly tested during evacuation drills to ensure that all staff are aware of the procedures and are competent as well as capable of using any evacuation equipment. A copy of the relevant PEEP should be distributed to everyone involved and be filed accordingly.

Below is a checklist of all the areas that need to be covered when compiling a PEEP:

PEEP

1. Identify all persons that may require assistance, which includes people who are temporarily impaired
2. Ensure all evacuation procedures are made visible with notices for those that may require assistance
3. Regular drills and a system to test methods should be implemented; the person to be evacuated must also be informed so they are aware of their involvement and when it will be required
4. All class 1 medical devices need to be maintained on a regular basis
5. Ensure the PEEP is developed with the person who will need assistance during an evacuation and those assisting

6. All PEEPSs will need to be reviewed on a regular basis to ensure they are still current and suitable (a person's situation may change or a building layout may alter)
7. The PEEP needs to be recorded and filed accordingly

A General Emergency Evacuation Plan (GEEP) is focused on visitors to the building who have a disability or mobility impairment and may not be able to evacuate a building unaided. They help the individual become familiar with the building layout, evacuation procedures and the equipment. The designated responsible persons need to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone's prompt and safe egress.

When devising an emergency evacuation plan in any public access building, where mobility impaired or disabled people have access, a PEEP would not be sufficient. The responsible persons would need to devise a GEEP which will cover the same points that are outlined in a PEEP, but needs to be as practical and robust in order to accommodate everybody; essentially ensuring that the school is prepared for any eventuality.

Below is a checklist of all the areas that need to be covered when compiling a GEEP:

GEEP

1. A GEEP needs to be in place for all visitors to a public building
2. Ensure all evacuation procedures are made visible with notices for those that may require assistance
3. Ensure everyone involved with assisting receives adequate training and is provided with the relevant information on the building layout; it is also essential that these people have an understanding of equality and disability awareness.
4. Regular drills and a system to test methods should be implemented
5. All class 1 medical devices need to be maintained on a regular basis

WHERE APPROPRIATE, ANY COOKERS, GAS SUPPLIES OR NAKED LIGHTS NEED TO BE TURNED OFF OR EXTINGUISHED IN THE EVENT OF A FIRE; SPECIFIC ARRANGEMENTS FOR CHECKING THAT THE CLASSROOMS AND TOILETS HAVE BEEN EVACUATED; HOW THE FIRE BRIGADE AND ANY OTHER NECESSARY EMERGENCY SERVICES WILL BE CALLED AND WHO WILL BE RESPONSIBLE FOR THIS

While all staff and children are evacuating and gathering in the designated areas, the designated Fire Warden will summon the fire brigade and any other relevant emergency services, ensure that the building has been safely evacuated in full, close all doors and turn off/extinguish any cookers, gas supplies or naked lights.

PROCEDURES FOR LIAISING WITH THE FIRE BRIGADE ON ARRIVAL AND NOTIFYING THEM OF ANY SPECIAL RISKS SUCH AS THE LOCATION OF DISABLED PERSONS

The designated fire warden will liaise with the fire brigade and any other relevant emergency service upon their arrival in school. The fire warden will notify the fire brigade of any special or specific risks that have been encountered when conducting an inspection of the building after the fire alarm has sounded. The fire warden will also notify the fire brigade of the location of any disabled persons who have been taken (along with their carer) to a designated safe refuge.

WHAT TRAINING STAFF NEED AND THE ARRANGEMENTS FOR ENSURING THAT THIS TRAINING IS GIVEN

Both Named Fire Officers are trained Fire Wardens (Fire Safety Level 2.) All staff have been trained by the Named Officers in the way in which fire safety legislation is implemented through school's fire prevention policy and evacuation procedures. All new members of staff are given this information as part of their induction process.

Several current staff have undergone fire extinguisher training within the last three years. An additional ten members of staff are scheduled to undergo this training imminently. As the Person Responsible for Fire Safety, Richard McIntosh ensures that all members of staff have the necessary training in relation to their expected role in terms of fire risk prevention and fire evacuation procedures.