



Fire Emergency Plan

1. Introduction:

The following Fire Emergency Plan points are a summary of the conglomeration of key fire safety management procedures based on the following parts of the whole Fire Risk Management Strategy.

The fundamental fire evacuation procedures and salient information for a quick preferred evacuation are located on the Fire Action Plans located by all exits, manual call points and throughout the school.

Such Documentation, which is referenced but is not limited to:

- Fire Safety Risk Assessment
- Fire Action plan
- Personal Emergency evacuation plans
- Staff handbook (Page 3)
- Contractor Management documents
- Servicing certificates (Fire extinguishers / alarm system / fire doors / shutters / emergency lighting and Electrical PAT testing)
- COSHH folder with guidance's
- Contractor training (Harrisons catering)
- Assembly point and fire exit signage
- Emergency numbers for Fire Alarm panel (by panels)
- Hot works permits from contractors

2. How are students and staff warned of fire:

- Fire alarm activates which is a loud siren

3. What staff and students should do in event of a fire:

- As documented on Fire Action plan - Exit the building via designated route and go straight to fire assembly location (Lower KS2 playground). Line up in classes to be registered using fire register

4. Where should they assemble after they have left the premises:

- Fire assembly location (Lower KS2 playground). All visitors and contractors to be escorted there by members of staff. Assembly point location is stated on Fire Action plan that is on display in multiple locations around the building.

5. How is the area checked:

- Designated staff perform checks as outlined in fire Action plan

6. How are escape routes identified:

- Escape routes are clearly marked with fire exit signs.

7. Arrangements for fighting fire:

- Staff are not required to fight a fire; the emphasis is to get themselves and the pupils out of the building as quickly as possible
- Fire extinguishers are clearly labelled near all exits and serviced annually

8. Duties and identity of staff who have specific responsibilities:

- Teaching staff to lead children to assembly point and register them
- Designated staff to check building is clear if safe to do so as outlined in Fire Action plan
- 6 x Fire Marshalls to ensure processes are adhered to
- Office staff to register staff and visitors using data from online entry system

9. Arrangements for the safe evacuation of people identified as being especially at risk:

- Personal Emergency Evacuation Procedure (PEEP) system in place for identifying those who require special arrangements for safe evacuation

10. Any machines / appliances / processes / power supplies that need to be stopped or isolated if there is a fire:

- Ovens to be switched off by catering staff in kitchen

11. Specific arrangements for high fire risk areas:

N/A

12. Contingency plans for when fire detection and warning systems fail:

- The panels are regularly serviced and each panel contains a battery

13. Calling Fire and rescue service:

- The alarm calls them but the premises manager also calls via 999

14. Procedure for greeting Fire and Rescue team:

- Premises manager meets them at the front gate

15. Training requirements:

- All staff attend training at induction and at annual INSET day in September
- Fire Marshalls attend relevant training
- Premises manager attend Fire safety in school training
- Regular evacuations are carried out and recorded.

16. Plans to deal with staff and pupils if having to leave the site:

- Parents will be notified. Pupils and staff will walk to Warden Park Secondary school
- Remote learning can be instigated