FIRE AND EMERGENCY EVACUATION PLAN

Sir William Burrough Primary School

This Fire and Emergency Evacuation Plan has been produced to inform staff of their responsibilities in the event of an emergency evacuation.

Staff must ensure they are fully conversant with the plan and comply with it.

Responsible People	
Lead Fire Marshal	Headteacher – Siobhan Fehim
Fire Marshals	Trained Fire Marshal:

1.0 DISCOVERY OF FIRE

In the event of discovering a fire, or suspicion of a fire, you should sound the alarm by breaking and activating the nearest '**FIRE ALARM MANUAL CALL POINT'.**

Fire alarm manual call points are located adjacent to all fire exits.

2.0 ACTION UPON HEARING THE FIRE ALARM

On hearing the fire alarm, all staff will **IMMEDIATELY** begin their duties as detailed below. Staff are requested to take responsibility for any visitors they may have with them in the building at the time the alarm sounds.

The school is served by two fire escape routes to the front and side of the building along with multiple doors to the outside from the ground floor. These are clearly indicated by green exit signs. Staff must familiarise themselves with the fire exit routes around the area. Plans in the area show the evacuation routes. When the fire alarm sounds, trained Fire Marshals will ensure that all rooms are evacuated promptly and that everyone is directed to the nearest fire exit route.

On hearing the fire alarm sound, the Lead Fire Marshal will be in overall charge of the evacuation. In their absence, a designated Fire Marshal will take charge of the evacuation.

3.0 FIRE ASSEMBLY POINT

The designated assembly point is: **THE MUGA AT THE BACK OF THE SCHOOL**

Pupils and staff should remain together at the assembly point. No person must re-enter the building until instructed to do so by either the Fire Brigade Officer or the Lead Fire Marshal, whichever is applicable at the time. If the fire is a danger to staff and students and the assembly point becomes unsafe, the Lead Fire Marshal or the Fire Brigade Officer will direct everyone to an alternative place of safety.

4.0 ROLES AND RESPONSIBILITIES

4.1 Lead Fire Marshal/Deputy

- The Lead Fire Marshal is the most senior member of staff whose duty is to oversee the fire evacuation and take on responsibility of the overall situation alongside the Facilities Manager.
- The Lead Fire Marshal will take information from the Fire Marshals and Premises staff and wait for the fire brigade to complete a hand-over update of fire/alarm activation and ensure that their role as the 'responsible person' under the RRFSO 2005 legislation is fulfilled – this means that they have assurance that everyone has safely evacuated from the building and has been accounted for.

On hearing the fire alarm the Lead Fire Marshal will;

- be in overall charge of the evacuation
- assume control and receive reports from Fire Marshals/staff regarding the evacuation of the building
- deploy Fire Marshals/staff (where necessary) to prevent persons from re-entering the building
- act as the main point of liaison with the Fire Brigade and inform them of:
  - Any persons thought to be missing and where in the building they are thought to be
  - Any dangerous materials directly involved in the fire, e.g. highly flammable gas cylinders, etc.
- work together with the Fire Marshals and Premises staff and will ensure that there are sufficient trained fire support staff to ensure a safe evacuation in the event of fire
- ensure that a deputy or deputies are trained and available to cover any absence

4.2 Fire Marshals

On hearing the fire alarm Fire Marshals will;

- check their designated area to ensure that everyone (including visitors) vacate the premises immediately, closing fire doors behind them where possible
- satisfy themselves that their area is clear and leave the building by the nearest available escape route
- report directly to the Lead Fire Marshal that their area is clear

If a Fire Marshal sees smoke penetrating from underneath a closed door or the external face of the door or handle is hot to touch, the door should not be opened. The Fire Marshals should move everyone away from the area and ensure they are directed or escorted to the nearest fire escape route.

Fire Marshals must not take unnecessary risks. If it is safe to do so, small fires such as items smouldering in waste paper bin, can be extinguished by using the nearest appropriate fire extinguisher. If there is any doubt about the size, origin or materials or substances involved in the fire then the Fire Marshals should NOT attempt to tackle it (IF IN DOUBT GET OUT!).

4.3 First Aiders

First Aid staff should make themselves known to Lead Fire Marshal at the assembly point.

4.4 Leadership Responsibilities

The Lead Fire Marshal must ensure;

- Adequate cover of Fire Marshals taking into account staff rota, annual leave, sickness, and different times of the day and year such as holidays/term time
- Staff are informed and aware of the names and locations of the appointed Fire Marshals and that they must act on their instructions in the event of a fire or evacuation
- Staff are familiar with the location of fire escape routes and aware of alternative routes for leaving the building in the event of fire
- New staff (including agency staff, contractors, consultants etc.) are inducted to the site with specific reference to Fire Safety arrangements and evacuation processes as soon as they commence work
- Staff are informed of the location that a copy of this fire evacuation procedure is available to them and the locations of copies
- Personal Emergency Evacuation Plans (PEEP) are produced for disabled or temporarily disabled staff and students in the school

4.5 General Responsibilities of All Staff

It is the responsibility of all staff to:

- Know what to do in the case of a fire
- Know the nearest means of escape
- Know and be aware of the location of fire alarm points and extinguishers
- Know the location of the Fire Assembly Point

Staff must note the following points:

- NEVER obstruct or misuse fire extinguishers
- NEVER obstruct a fire exit or escape route
- NEVER wedge open a fire door (these are designed to stop the spread of fire, heat or smoke in the event of a fire and are clearly signed Fire Door – Keep Shut)
- NEVER store clothing, paper or any other combustible materials near a source of heat or ignition
- NEVER cover electrical equipment or allow it to become overheated
- ALWAYS report any defects in fire doors or equipment immediately to the premises team or your line manager

5.0 PERSONAL EMERGENCY EVACUATION PLANS

School staff, students or visitors who may have difficulty evacuating the building because of a permanent or temporary disability should have a personal emergency evacuation plan (PEEP) in place to ensure they can escape safely.

Where a person(s) has been nominated to support the evacuation of an individual (as per PEEP), relevant training should be provided.

6.0 FIRE DRILLS

A Fire Drill will be conducted three times a year.

A register of all Fire Drills with comments etc. must be kept. Shortly following the drill, a de-brief meeting of Lead Fire Marshal and Fire Marshals will be held to analyse the conduct of the Fire Drill and discuss any problems encountered.

7.0 FIRST DAY FIRE INDUCTIONS

All new staff must be shown the positions of fire exit doors/routes etc., the Manual Call Points, and be given Fire Drill instructions. It will be the responsibility of the Lead Fire Marshal to ensure that this is carried out.