

Worlingham CEVC Primary School

FIRE EMERGENCY PLAN

Action on discovering a fire

1. Leave the building immediately via the closest fire exit.
2. Raise the alarm by means of the fire alarm call points situated close to fire exit doors.
3. Do not stop to collect personal belongings.
4. Go to the Fire Assembly Point. This is located on the hard surface playground at the rear of the school. For Squirrels Breakfast and After-School club the Fire Assembly Point is located on the overflow carpark at the front of the school.
5. Do not re-enter the building until advised it is safe to do so by the fire service.

What to do if the fire alarm sounds

1. Stop what you are doing immediately.
2. Leave the building immediately via the closest fire exit.
3. Do not stop to collect personal belongings.
4. Go to the Fire Assembly Point. This is located on the hard surface playground at the rear of the school.
5. Do not re-enter the building until advised it is safe to do so by the fire service or Headteacher if evacuation was a drill.

Calling the fire brigade

It is the responsibility of the Office staff to call the fire brigade via 999 from a place of safety (outside). In the event of Office staff not being available call to be made by a member of the Leadership team.

Evacuation of the workplace including those particularly at risk

The Headteacher to nominate a Teaching Assistant/Adult when an application is approved, for any pupil to join the school with a special requirement needing assessment.

Power and process isolation

As the main electricity switch is in the boiler house and not directly on an evacuation route we consider that turning this switch should be left to the fire service as staff priority must be prompt evacuation. The Leadership team is aware of its location and can direct the fire service accordingly. The same applies to the main Gas stop valve, however this is automatically shut off when the fire alarm is activated.

Assembly point outside the building

Rear Playground – Hard Surface Area

Liaison with the emergency services

The Headteacher or named deputy is our nominated liaison officer. She/he will have a folder containing information required by the fire service on their arrival.

Escape routes and fire exit use

1. All staff should familiarise themselves with the escape route from their place of work.
2. All staff should ensure that escape routes are kept clear at all times.
3. All staff should ensure they are aware how to use fire exit doors.

Responsibilities and duties to assist in case of fire – Lesson Time

1. Teaching staff should ensure pupils in their classroom have evacuated, closing external doors behind them.
2. Toilets to be formally checked to ensure that they are empty by the following personnel:

Reception EYFS Area	Sonja Brooks, Lynda Morgan & Kate Watson
'Blue' Exhibition Area	Sam Hart & Sarah Brennan
'Red' Exhibition Area	Elaine Day, Kirsty Mayall & Juliette Head
Opposite Cleaners Cupboard	Debby Vaughan & Emily Sayles

Internal doors used to exit the building to be closed when exiting.
3. A head count of all pupils in class to be done at morning and afternoon registration, taking into account any school trips, tournaments or music lessons.
4. Class teacher to perform a head count and confirm numbers tally to Headteacher or nominated liaison officer.
5. Office staff to take the key to the wooden double gates. This will provide access onto the playground for both the pre-school and primary school pupils using the sports hall at time of evacuation.

Responsibilities and duties to assist in case of fire – Lunch Time

1. Lunchtime assistants should ensure pupils in the areas they are in have evacuated, closing external doors behind them.
2. Head count by Classteachers and Midday Supervisors to make sure all children are accounted for at Fire Assembly Point.
3. Office staff to inform Worlingham Pre-School and collect staff signing in board, visitor and pupil signing in books to Fire Assembly point.
4. Caretaker to unlock back gate.