

Worlingham CEVC Primary School

FIRE EMERGENCY PLAN

Fire Assembly Points: The large playground at the rear of the School
Squirrels After School club - overflow car park at the front of the School

To raise the alarm, go to the nearest call point which are situated close to fire exit doors.

Action on discovering a fire or if the alarm sounds

1. Leave the building immediately via the closest fire exit, pupils should be in single file.
2. Do not stop to collect personal belongings only the teacher, or adult supervising in the classroom should collect the fire register and any pupil medication stored in the classroom (e.g. inhalers).
3. Go to the Fire Assembly Point.
4. Do not re-enter the building until advised it is safe to do so by the fire service or Headteacher if the evacuation was a drill.
5. Named adults to check toilets and close doors in designated areas.

Administration Staff Responsibilities

1. To collect folder with duplicate Fire registers/printed absence overview for each class, staff signing in board, visitor and pupil signing in books to Fire Assembly point.
2. To take the key to the wooden double gates and boiler rooms. This will provide access onto the playground for both the pre-school and primary school pupils using the sports hall at time of evacuation.
3. Call the fire brigade via 999 from a place of safety (outside). In the event of Administration staff not being available call to be made by a member of the Leadership team.

Teaching / Support Staff Responsibilities

1. Teaching/support staff should escort all pupils in their care out of the building, closing external doors behind them.
2. Toilets to be checked, and internal doors used to leave the building to be closed when exiting by the following personnel:

AREA	RESPONSIBLE PERSONNEL
Reception EYFS Area	Hennie Coote and Kate Watson
'Blue' Exhibition Area	Sam Hart, Sarah Brennan and Teachers during KS1 PPA
'Red' Exhibition Area	Emma Muttitt, Kirsty Mayall and Juliette Head
Opposite Cleaners Cupboard	Debby Vaughan and Elaine Day
Office Area	Administration staff

FIRE WARDENS

NAME	POSITION	NAME	POSITION
Jo Perrin	MDSA/Squirrels Supervisor	Kevin Copeman	Caretaker
Kirsty Mayall	TA	Emma Muttitt	TA
Sam Hart	TA	Juliette Head	TA
Henie Coote	TA	Debby Vaughan	TA
Sarah Brennan	HLTA	Elaine Day	TA
Lisa Hughes	Bursar	Sam Hart	TA

3. When the morning and afternoon register is taken the Fire register must be updated considering school trips, tournaments or music lessons. Any changes throughout the day must be updated on the Fire register.
4. Class teacher to check all pupils against the Fire register and confirm all present to Headteacher or named deputy.
5. Administration 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.

Midday Supervisors Staff Responsibilities

1. Lunchtime assistants should escort pupils in their care out of the building using the nearest and safest fire exit and close any doors behind them to the Fire Assembly Point.
2. Fire register to be checked by Class Teachers and Midday Supervisors to make sure all children are accounted for at the Fire Assembly Point.
3. Caretaker or Senior Midday Supervisor to unlock wooden double gates.

Headteacher/Leadership Team Responsibilities

Evacuation of the workplace including those particularly at risk

The Headteacher to nominate an adult to assist any person who may have mobility difficulties. A Personal Emergency Evacuation Plan (PEEP) would be put in place and regularly updated as required. This may also be a temporary measure e.g. for broken leg.

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. A key to the boiler rooms will be taken out by the office.

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.
4. Fire Exits are checked regularly by the Caretaker.