

FIRE EVACUATION PLAN



7.3 What People / Staff Should Do If They Discover a Fire

- **Raise the alarm by operating the nearest fire alarm call point**
- Evacuate to the Assembly Point in the Infant Playground
- **DO NOT USE THE LIFT**
- **DO NOT ATTEMPT TO PUT OUT THE FIRE** - tackle the fire only if appropriate i.e. small fire or fire blocking only escape route
- **Fire Wardens in each area (UJ, LJ, KS1, Foundation, Year 6 class , Office** to check toilets and close doors on the way out.
- If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors or children that are alone are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly point for a roll call and follow the instructions of the Executive Head/ Head of School if the Emergency plan is being put into action with evacuation to the Church
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless life safety is threatened.
- Premises Manager to check fire panel and advise the Executive Head/ Head of School, remove padlocks from gates and wait at the main entrance for the Fire Brigade.
- Office staff to take class registers and visitors book and give to each teacher/take roll call of visitors and report to the Responsible Person.
- Teachers to take register and hold up red flag/green flag advising the Executive Head/ Head of School, if any staff or pupils are missing from their area.
- Do pass any information to the Responsible Person Executive Head/ Head of School at the assembly point.
- You must remain at the assembly place until the Executive Head/ Head of School either implements the Emergency Plan to evacuate to the Church or advises that the building is safe to re-enter.
- Return to the building only when authorised to do so by the Executive Head/ Head of School.

7.5 Contacting the Emergency Services

- The Premises Manager or Executive Head/ Head of School will contact the Emergency Services? Contact will be made by mobile telephone. Any member of staff should call emergency services if the above people are not available.