



Fire Evacuation Plan

Policy Reviewed:	September 2021
Next Review:	September 2022

Procedures

1	<p>The action employees should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point. Contact/ refer the incident to the site manager, if safe to do so. Evacuate the building by the nearest clear fire exit.</i></p>
2	<p>How will people be warned if there is a fire</p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point, in the form of a loud, high pitched warble.</i></p> <p><i>The fire alarm system is linked to the fire service.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly points on the playground.</i></p> <p><i>Nursery and Reception will line up against the railings outside the EYFS building.</i></p> <p><i>All pupils will leave when instructed to by their class teacher. They will leave by the fire exit within their classroom. If the class is at an alternative location, they should leave by the nearest available exit.</i></p> <p><i>Teaching staff should leave with the class that they are currently with or in the case of lunchtime groups, they should ensure that all pupils leave the building safely and line up with their individual classes.</i></p> <p><i>All contractors should report to Craig Astley who will be located at the back of the playground. In the case of contractors currently working on building work, their own procedures for what to do in event of a fire should be developed through their Health and Safety procedures.</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exit doors can be used as escape routes. The staircase and routes leading to the front door are protected routes. The main exit routes for each classroom/ public area are:</i></p> <ul style="list-style-type: none"> <i>• Nursery & Reception - Exit through the double doors and line up at the far end of the EYFS playground near the fence</i> <i>• Year 1 - To exit out of the classroom external door, and left to the playground to the assembly point – KS2 Playground</i> <i>• Club - Through exit 2 to the assembly point – KS2 Playground</i> <i>• Year 2I - Through exit 4 to the assembly point – KS2 Playground</i> <i>• Year 2C - Through exit 3 to the assembly point – KS2 Playground</i> <i>• Year 5 Intervention Classroom (Upstairs) - Through the cloakroom door and down the external stairs to the assembly point – KS2 Playground</i>

	<ul style="list-style-type: none"> • Year 5 (Upstairs) - Through the door at the top of the stairs nearest the classroom following Year 5R down the steps to the assembly point – KS2 Playground • Year 3 (Upstairs) - Through the cloakroom door and down the external stairs to the assembly point – KS2 Playground • Year 4 (Upstairs) - Through the door at the top of the stairs nearest the classroom following Year 4 down the steps to the assembly point – KS2 Playground • Year 6 (Upstairs) - Down the stairs at the front of school and out through entrance 1, then around to the playground to the assembly point – KS2 Playground • Library - Any class or pupils in the library will go through exit 2 and join their class at the assembly point • Resource Room - Any staff/pupils in the resource room will go through the fire exit door in the resource room and join their class at the assembly point • Hall - Pupils in the hall are to exit through the hall doors. During whole school assemblies staff who can safely do so make their way into the hall to help with the safe evacuation of all pupils using all available exits if necessary and meet and line up in classes at the agreed assembly point. • Hall during lunch-time - School pupils to exit through all available fire exits with staff supervision and make their way to their agreed assembly points on both playgrounds • Kitchen - To exit through the kitchen door to the assembly point – near bin store • Staff Room - Any staff or visitors in the staffroom are to exit via the external door and make their way to the assembly point to join their class or report to the office staff • Office - Office staff to exit through the front door, check signing-in books for visitors and take registers to teachers at the agreed assembly points
5.	<p>Fire fighting equipment provided</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p> <p><i>Please note, Base Academy do not operate a fire fighting policy – fire fighting equipment should only be used in the event of an emergency, e.g. the only available escape route is obstructed/blocked.</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>See APPENDIX 1 for list of Fire marshalls and specific areas of responsibility</p> <p><i>On hearing the alarm:</i> <i>All staff will ensure visitors evacuate and gather at the assembly point. This is the main playground.</i></p> <p><i>Class teachers/ those leading the class:</i></p> <ul style="list-style-type: none"> • <i>Classrooms are evacuated.</i> • <i>A head count is made to ensure everyone is out</i> • <i>If all present – staff display a green card</i> • <i>Where a pupil is missing – a red card is displayed – register to identify who</i> <p><i>Fire wardens will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people</i> • <i>Fire doors are closed</i>

	<p>Office staff:</p> <ul style="list-style-type: none"> • <i>collect registers and distribute</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • Contractors: <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • People with disabilities: <i>Specific arrangements may need to be made for those with disabilities. Pupils and staff who are at additional risk will have a personalised emergency evacuation plan (PEEP). Visitors are provided a leaflet on entry and are asked to declare whether they need assistance in evacuation.</i>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • <i>Fire alarms in both buildings are directly linked to the fire service.</i>
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>Andy Done, Craig Astley & Vicky Evans-Jones will liaise with the Fire Service upon their arrival.</i>
10.	<p>Arrangements, procedures and training:</p> <ul style="list-style-type: none"> • <i>All staff: Fire Drills three times a year</i> • <i>All staff: Fire briefing once a year</i> • <i>External fire awareness training every 2 years</i> • <i>Fire Warden training: for designated fire wardens – where applicable</i> <ul style="list-style-type: none"> • <i>Record of training to be kept within Fire file</i>

Signed _____ **Head of School**

Signed _____ **Lead Governor**

Review Date *September 2022*

APPENDIX 1 – FIRE MARSHALLS

	Location	Staff Member
Marshall	School Office	Victoria Evans-Jones
Marshall	Year 3, Year 4 & Year 6	Emma Greenhalgh, Lynn Harris, Claire Wood, Andrea Lyon
Marshall	Year 4	Suzanne Lowe, Debbie Graham
Marshall	Year 1/2 and Year 2	Heather Whittle, Karen Willett, Sophie Bonney
Marshall	Year 1	Natalie Greenhalgh, Siobhan White
Marshall	Nursery /Reception	Deborah Cooper, Dee Sech
Marshall	Kitchen	Gillian Miller
Marshall	Whole School	Craig Allsop, Site Manager
Marshall	Library & Resource Room	Karen Willett/Natalie Greenhalgh/Siobhan White