

## Emergency Fire Evacuation Plan

### Purpose

This plan has been produced to ensure all those on site know the Fire Plan and ensure the School and all site buildings can be evacuated safely.

### IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm call point
- Dial **999** to call the Fire Brigade
- Attack the fire with the appropriate appliance only if safe to do so

### IF THE FIRE ALARM SOUNDS

- EVACUATE IMMEDIATELY - do not stop to collect personal belongings
- Close doors behind you
- Report to your designated assembly point

### DO NOT

- Take risks
- Re-enter the building for any reason unless authorised to do so by either the Fire Brigade or Fire Warden

### Designated Assembly Points

- A. Bridge House garden by tree stump - Office staff, SENCO, Sunbeams, Residents, Parents and other visitors
- B. Gate between Kindergarten and Lower School - Kindergarten
- C. Between rear gate and Parent Shelter - Lower School

### Responsibilities

#### Fire Wardens & School Office

- Check Fire Alarm Panel and take appropriate action.
- School Office to take to with them: Signing in book, Fire Folder, Pupil Late Arrival and Early Collection Log, office hand held phone/mobile
- Phone/communicate with the Fire Brigade.
- Check each Assembly Point (as above) and confirm all are accounted for.

#### Lower School and Kindergarten

- Teachers, assistants and/or other adults taking the class are responsible for evacuating the children to their designated Assembly Point
- Teacher's must take with them Class registers
- If safe to do so, check all rooms, including toilets, for pupils and other personnel
- Only if time allows and safe, close doors and windows behind you as you evacuate.
- During breaks and garden time do not re-enter the building, proceed to your designated assembly point.
- Await further instructions from the **Fire Brigade, School Office** or **Fire Warden**
- In the event it is not possible to re-enter the building, dispersal of the children will be organised by the **School Office** who may call on other Fire Wardens or Teachers to assist.

### Training

- All new/existing employees will be given a copy of the Emergency Fire Evacuation Plan and receive training either by the nominated Fire Warden or by a third party company as required.
- Fire drills will be conducted once a term by the School Office. The School Office will test Fire Alarms every **Wednesday** between 1.30-2pm and a record kept (inc. services, drills, training).

**Approved by: Trustees**

**Next Review Date: February 2017**