

1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, the building will be evacuated without delay.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

On hearing the fire alarm, staff and others will leave the building in the predetermined manner and proceed to the assembly point.

On hearing the fire alarm, staff managed progressive horizontal evacuation will start from the area at most risk.

On hearing the fire alarm **Jane Lody** or **Jane Baker** will call the Fire and Rescue Service.

2 ASSEMBLY POINTS

The assembly point is the School Playground in front of the fence surrounding the school pond.

3 EVACUATION MANAGEMENT**EVACUATION MANAGER**

Headteacher/Fire Safety Coordinator (Jane Baker) will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

The next most senior members of staff will be the Assistant Headteachers - Miss Wall and Mrs Smith.

ROLL CALL MANAGER

Jane Baker will be responsible for ensuring the roll call is undertaken by all class teachers and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

Jane Lody to bring the registers to the fire assembly point for the teachers to take the roll call. Jane Baker will ensure that all registers are completed and shared with the Emergency Services.

FIRE SERVICE RECEPTION MARSHAL

Jane Lody will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons.

FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Jane Baker – Headteacher

Karen Thomson – Lead Fire Marshal

All Teaching Assistant Support Staff are responsible for General Fire Marshal duties as follows:

- Reporting to the Den for Fire Marshal duty if able to do so
- Following the Fire Marshal's Route Plan in accordance with Fire Marshal training
- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager – Jane Baker (Headteacher) or Georgina Wall or Francesca Smith (Assistant Headteachers).
- Remaining available at the assembly point to assist as necessary.

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff or children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

5 FIRE FIGHTING ARRANGEMENTS

For the vast majority of staff the basic level of training will be suitable in providing an appropriate level of competence to reactively use extinguishers. This should cover:

- Watching a suitable training video or working through the Fire Safety Induction Course.
- Being introduced to the type of extinguishers used in their premises.

- Being advised how to assess a situation is safe enough to use extinguishers on and when it is not.

Staff who work with sources of ignition such as in school laboratories or in workshops where welding or similar hot work takes place, staff who are involved in these activities should be provided with additional hands-on training in the use of fire extinguishers. In all cases there should be a proportion of staff who have received the hands-on training even if the above criteria does not apply.

However, in some extreme cases it may be necessary to nominate staff to fight fires of a particular type, in such cases fire fighting will only be undertaken by a minimum of two suitable trained, staff.: NB: It is not considered this will be the case in any HCC premises – If in doubt contact PBRs Fire Team for advice.

Generally, with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers, they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit.

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the product of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

The asbestos register (or copy).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

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