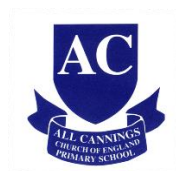


All Cannings CE Primary School



Fire and Emergency Evacuation Plan

Version Control

Approved on	11/03/2024	
Approved by	Full Governing Body	
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Chair of Governors	Pamela Moscrop	
Headteacher	Richard Borman	

Purpose

The purpose of this Emergency Plan is to ensure that all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all people (including staff, pupils, contractors, ancillary staff, temporary staff) who are in the premises need to know what to do in the event of a fire incident and, to ensure the premises can be evacuated and all persons accounted for during the operation of the fire alarm. In the event of a fire these procedures are to be put into operation.

The fire alarm for this building will activate on the operation of a Break Glass Alarm Call Point. These premises are also protected by an automatic fire detection system.

General

The emergency plan is based on the school's three yearly Fire Risk Assessment and it will be reviewed at least annually, or sooner if the need arises.

The fire risk assessment and this emergency plan will be made available to employees, contractors and visitors, as necessary.

A map will be attached to this plan showing the location and types of all fire-fighting equipment as well as emergency lights and other key points such as the water main stop cock and electricity mains switch. Specific information relating to fire and rescue at All Cannings can be seen in Appendix B.

No smoking is allowed on the premises and matches and lighters must be kept inaccessible to the children.

Fire Safety Duties

The following persons have fire safety responsibility within the school.

The [Headteacher](#) is the Building Fire Safety Manager and will ensure that:

- There is a fire risk assessment and that preventive and protective measures are in place
- All maintenance checks are carried out in line with health and safety advice and repairs are carried out as soon as possible.

The [Headteacher, or Deputy Head](#), will act as Fire Evacuation Coordinator and liaise with the emergency services on their arrival.

The [office staff](#) will:

- Phone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place)
- Take registers, a phone, visitors book and first aid kit to the assembly point

The [Finance & Administration Officer](#) is the Fire Marshall and will take day-to-day responsibility for ensuring that fire

safety maintenance measures are in place (Appendix A), risk assessments are maintained and health and safety issues are remedied or reported immediately. They will maintain all fire-related records in the Fire Safety Manual and logbook.

The teachers will ensure that they are familiar with the evacuation procedures and will take responsibility for ensuring that the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked.

All other staff will co-operate in the emergency procedures in event of a fire.

Employees

- All staff should ensure they are aware of these procedures and the location of the Assembly Point to be used during an emergency situation.
- All staff should study the Fire Policy and the Fire Evacuation and Emergency Plan and make sure they know what to do in the event of a fire.
- All staff should make themselves familiar with all means of escape in case of a fire.
- Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Information on fire preventative measures and action to take if a fire is discovered, or the fire alarm sounds is contained in the Staff Handbook.
- Never assume an alarm is a false alarm, or a fire drill

Non-Employees

All non-employees visiting the school must report to the office and sign in the visitors' book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point. The school will inform non-employees, such as volunteers, contract workers and peripatetic teachers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

Details of the Schools Fire & Emergency Plan

Discovery of a Fire/Emergency Incident - What to do.

Staff	➤ Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building. ➤ Supervise children to evacuate via the nearest available Fire Exit. If possible, close windows and doors as you go. ➤ Go to your designated Assembly Point (Fort) and await further instructions.
Children	➤ Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
Visitors	➤ Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building. ➤ Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire. ➤ Go to your designated Assembly Point (Fort) and await further instructions.

Fire Action Signs are strategically sited in all areas of the building. These indicate the action to be taken both on the discovery of fire or hearing the fire alarm. The location of the Assembly Point to be used may also be identified on this sign.

Fire Exits and extinguishers are clearly marked and located at strategic locations around the building. The main purpose of having such equipment is to assist with the means of escape of the occupants from a building where their route may be impeded by a fire.

*Although personnel may be trained in the use of Fire Fighting Equipment, personnel are **NOT** expected to fight fires.*
IF IN DOUBT – GET OUT!!

During a fire incident, the occupants of these premises are to evacuate and proceed to the Assembly Points. The main escape routes from the premises are identified by Fire Exit direction signage.

How people will be warned if there is a fire, or other emergency situation requiring evacuation:

- If a fire, or other emergency situation, is discovered the nearest break glass point should be broken. The location of the fire should be reported to the Headteacher as soon as possible after ensuring the children have been evacuated to the school playground (fire assembly point is the fort).
- The alarm is sounded by a loud continuous bell.

Action upon hearing the alarm/ how the evacuation should be carried out:

- Office staff should phone 999 (press 9 first for an outside line) for emergency assistance.

The Fire and Rescue Service will require certain information, such as:

- a) The name of the person making the call,*
- b) The premise name and address,*
- c) The premise's telephone number,*
- d) Brief details of Fire Incident if possible,*

- All occupants (children, staff and visitors) of the premises should leave the building by the nearest available fire exit and proceed to the Assembly Point (by the fort in the playground). Fire exit doorways are clearly marked.
- Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.
- Staff should not stop to collect personal belongings on their way out.
- Staff and children should move quickly and quietly, but should not run.
- Staff should close the door behind them on leaving the room.
- If the emergency evacuation occurs at the end of the school day or lunchtime, people should still report to the assembly point.
- Staff should not attempt to tackle any fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Senior staff will take control of the evacuation during the operation of the Fire Alarm.
- Children should line up quietly for ease of counting. Staff should ensure they know how many children are present in their class at all points throughout the day.
- Roll calls will take place to ensure that all the children are present. All present, or children missing should be communicated to the Fire Evacuation Co-ordinator (Headteacher) without delay.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Fire Evacuation Co-ordinator (Head Teacher) or Fire Officers.
- Where possible, ensure all vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services.

Duties of key personnel with specific responsibilities during an evacuation:

The **Clerical Assistant (or F&A Officer in their absence)** will take the class registers, visitors book, first aid kit and a phone to the assembly point. They will give the teachers their class register

The **Headteacher (or Deputy Headteacher in their absence)** will act as Fire Evacuation Co-ordinator and check the Nest, children's toilets and main corridor, prior to leaving the building, to ensure all areas have been evacuated and liaise with other staff and the emergency services.

The **Finance & Administration Officer**, as Fire Marshall will check the adult toilets, staff room, hall and kitchen, prior to leaving the building, to ensure all areas have been evacuated.

Kitchen staff should turn off cooking appliances before leaving kitchen and assembling at the assembly point.

All staff should close doors behind them and escort any children from communal areas that they pass on the way out of their nearest fire door. These children should then join their class line at the assembly point.

Arrangements for fighting fire

Staff should only attempt to fight a fire if they can do so without risk to themselves, or others and they feel they are competent to do so. If staff are unsure they should leave fire-fighting to the Fire Service. Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

Fire fighting equipment is located in all areas of the school (see plan). There is a fire blanket located in the staffroom, the kitchen and the kiln cupboard.

Fire Safety Training

Fire safety training will be given to all new employees at commencement of employment and will include:

- Location of all Fire Exit Doors and Emergency Routes
- Actions to be taken in the event of a fire alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut
- The importance of maintaining clear exit routes
- The location of fire extinguishers and the Assembly Point

Fire Safety Training will be provided for all employees on an annual basis. The subject matter will include the following:

- Actions to be taken in the event of a Fire Alarm sounding
- Action to be taken on discovering a fire
- The importance of keeping fire doors shut
- The importance of maintaining clear exit routes
- General fire awareness on how fires can start and develop
- The significant findings of the Fire Risk Assessment

Where appropriate, staff having responsibilities for Fire Safety, will receive specific training commensurate to their particular role.

All training activities are recorded in the Fire Safety Log Book. Names of all persons receiving training and the name of the person providing the training must be recorded with the date, durations and type of training given.

- Fire drills will be held every term. These will be closely monitored by the Headteacher and any observations and feedback will be recorded and fed back to staff accordingly.

Lettings

Fire and safety precautions are detailed in the school's lettings guidelines, which are issued to all organisations who hire the premises.

Plans for Dealing with People once they have left the premises

If the premises cannot be re-occupied within a reasonable time the school will follow its Disaster Recovery Plan.

Appendix A – Fire Prevention Measures/ Maintenance Procedures

- The Finance & Administration Officer and the Clerical Assistant test the fire call points every week.
- The Finance & Administration Officer carries out the following checks:
 - A Fire Safety check is carried out every week, which includes checks on fire exits, fire doors, fire safety signs, fire extinguishers, fire panel, alarm call points, risks to potential arson threat. Breaches (fire doors wedged open, fire extinguishers missing/ not in correct position, fire escape routes blocked, fire exit doors obstructed etc.) should be logged and action taken.
 - The emergency lights are tested every month.
 - A check on fire-fighting equipment is carried out once a month.
 - A check of fire resisting doors is carried out once a term.
- The fire panel and alarm system and emergency lights are serviced every six months (Haven Fire & Security).
- A Fire Risk Assessment is carried out every three years. The Headteacher carries out a risk assessment review annually in the intervening years.
- All fire extinguishers are serviced annually (Haven Fire & Security).
- A fire drill is carried out every term.

Appendix B – Fire and Rescue Information – All Cannings Primary School

- The Caretaker's cupboard contains flammable substances (cleaning materials and paint) and also houses the IT Server and the Comms. Cabinet.
- The pumping station alarm can only be stopped from the control panel within the compound.
- The pumping station cut-off is located below the control panel in the Boiler Room.
- Other flammable materials (photocopy paper) are located within the stockroom and the hall cupboards (at any one time approximately 20 boxes).
- The power and lighting electricity distribution boards are located within the stockroom.
- The school does not have any asbestos, or gas.
- There is a 4000 litre oil tank (bundled) which is located within the bike shed. All piping from the oil tank to the boilers is underground.