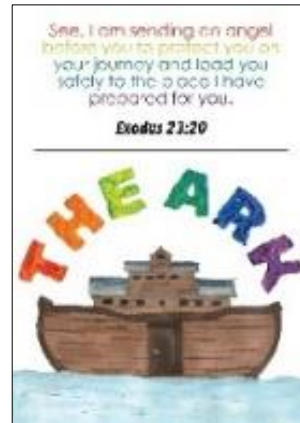


St Michael's CE (A)



Primary School

# Fire Emergency Evacuation Plan

For the Main School Building and The Ark

*The Lord says, 'For I know the plans for you...plans to give you hope and a future.'*  
*Jeremiah 29 verse 11*

Policy adopted: Thursday 24<sup>th</sup> October 2024

Policy Review: October 2025

Signed: **Mel Grychtol** (Chair of Site Management Committee)

**Please Note:** In the absence of the Headteacher, the Deputy Headteacher or appointed Senior Teacher takes responsibility for the Headteacher's duties.

- In the absence of the Senior Administrator either the Headteacher or School Business Officer takes responsibility for the Senior Administrator's duties.

## **Emergency Procedures**

### **1. General Policy information**

- The fire risk assessment and the emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.
- Flammable substances will be kept stored in a locked flammable substances cabinet. Minimal amounts of flammable substances will be kept on site.
- The site is kept as a non-smoking site.
- Where possible external storage of items or waste disposal will be kept at a distance from the buildings. (8 metres is recommended by the Fire Service)
- Control measures for 'Hot Work' (incl. Contractors with a permit to work system.) are in place. This includes information / training on fire extinguishers, hot work is only conducted in areas cleared of combustible materials, and checks are made after work is complete to ensure there are no smouldering fires. Ducts / flues are cleaned and maintained regularly.
- Electrical wiring / equipment will be tested as detailed in the maintenance programme.
- A competent person will conduct maintenance and checks on fire-fighting equipment; fire detection equipment and fire protection equipment. These will be conducted within the time frame required and recorded. Certificates will be obtained and kept in an accessible file, for example in the Fire Log Book.
- Checks and maintenance will be carried out on the fire alarms; emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. (Where the alarm is linked directly to the Fire service or a Monitoring Service, arrangements must be put in place to prevent them from being called out) Records will be kept in an accessible file, for example in the Fire Log Book.
- Measures will be implemented for Staff and other personnel at increased risk from fire.
- A review of training in the use of fire-fighting equipment and for fire marshals will be conducted on a regular basis.
- Personnel with specific responsibilities will be given appropriate instruction and training. (Incl. Procedures for the fire panel and how to decipher the information displayed.)
- Where there are any staff or pupils who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.
- Appropriate instruction & training for staff, pupils, disabled persons, visitors & contractors will be given and reviewed at regular intervals. (e.g. an audience could be given the information prior to the start of a show). All training must be recorded.
- Regular fire drills will be held this will include for out of normal hours occupation.
- A debrief session will be held after each exercise and will be recorded.
- The Fire Service will be informed of every fire outbreak even if it has been extinguished.

- The event will be logged even if it is a false alarm.
- Identify precautions taken to prevent arson e.g. locking doors, windows, preventing access to the site, CCTV, security in place etc.

### **1.1 Training & training provision.**

- Kate Jackson (Headteacher) is identified as the Fire Safety Co-ordinator.
- Kate Jackson (Headteacher), Paul Lee (Site Manager), Jo Owen (TA), Micheala Todd (TA – The Ark) and Jag Johal (TA) are identified as trained for Fire Marshal duties.
- Vicky Hallam (Senior Administrator) is identified to register pupils at the assembly area.
- Staff are annually reminded how to operate the fire alarm and have sufficient instruction and training for fire evacuation. (This includes 'Personal Emergency Evacuation Plans' for individual children that require such a plan.)
- Visitors / contractors are given information on the event of an emergency evacuation when they sign in.

### **1.2 Information distribution**

#### **Method of informing personnel (incl. visitors / contractors) of escape routes:**

- Emergency exit / route signage
- Fire action Notices
- Induction Process
- Signing-in system

### **2. Immediate Actions to take on discovering a fire.**

- Raise the alarm
- Evacuate to a safe place
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows & doors on the way out.
- Give details of special fire-fighting equipment provided

### **3. Methods of raising the alarm.**

- Throughout school, manual call points near fire exits to be activated as necessary.
- Identified mentor for hearing impaired person will raise the alarm for the individual concerned.
- Identified mentor for person with PEEP will raise the alarm for the individual concerned.

#### **4. Contact emergency services**

- Kate Jackson or one of the other Fire Marshals will check the alarm panel, confirm whether there is/is not a fire, and in the event of a fire contact the emergency services using the school telephone or a mobile phone carried by the Senior Administrator or School Business Manager. (In addition, all Fire Marshalls are equipped to check the fire panel, as are Helen-Marie Navratil and Lauren MacDonald.)

#### **5. Identify processes, machines or power that must be shut down.**

- Staff using ovens/cookers will ensure these are turned off before exiting the building.
- Cooks in the School kitchen will exit via the kitchen door and assemble at the far end of the playground, unless unsafe to do so.
- Where required, school heating system to be closed off.

#### **6. Arrangements for a safe evacuation**

- Evacuate the building via the nearest safest exit.
- Personal Emergency Evacuation Plans are available for individuals as required.
- In the event that the whole school is assembled in the School Hall; Reception and KS1 will exit through the ramp fire exit and KS2 through the fire exits along the KS1 corridor.
- In the event that the whole school is assembled in the School Hall and a fire has broken out outside the food technology room all occupants will exit via the ramp fire exit.
- In the event that the whole school is assembled in the School Hall and a fire has broken out outside the ladies' toilets; Reception and KS1 will exit via the Reception fire door along the KS1 corridor and KS2 through the fire door at the bottom of the Year 3/4 staircase.
- In the event that the main entrance to the school building is blocked/inaccessible, the school conservation area would be used to exit the school premises onto the Smestow Valley Railway Path. The Senior Administrator or School Business Manager will ensure that the appropriate key is brought to the evacuation assembly point. Should the Railway Path exit be blocked, then the gate by the school kitchen will be used. The same key is required for all school gate exits.

### **6.1 Escape routes - See Appendix A**

### **6.2 Assembly points**

The assembly point is at the far end of the playground on the tarmac football pitch.

### **6.3 Persons at Risk**

Lone workers are asked to inform the office/Headteacher if they are working in school outside their contracted hours. The signing-in system accounts for all personnel on school premises at any time. An evacuation list is printed by the Office staff as they exit the building.

### **6.4 Safe Refuge.**

The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any disability affecting mobility (permanent or temporary) during an emergency are supervised until they can be evacuated in safety.

### **6.5 Visitors on site for evening classes, open evenings, school plays etc.**

A count is made of the number of visitors in school at any one time. Emergency details are given to people attending School plays and events, at the start of the event/production.

#### **Immediate Actions to take on discovering a fire.**

- Raise the alarm
- Evacuate to a safe place
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows & doors on the way out.
- Give details of special fire-fighting equipment provided

## **7. Staff with specific responsibilities**

- **Fire Safety Co-ordinator** – Kate Jackson (Headteacher)
- **Fire Marshal** – Kate Jackson (Headteacher), Paul Lee (Site Manager), Jo Owen (TA), Micheala Todd (TA – The Ark) and Jag Johal (TA)

### **7.1 Overall control.**

The headteacher is in overall control of the emergency situation and takes responsibility for decisions made. The headteacher is responsible for recording the emergency situation and the actions taken.

## **7.2 Fire Marshals.**

Kate Jackson (Headteacher), Paul Lee, Jo Owen (TA), Micheala Todd (TA – The Ark) and Jag Johal (TA) are Fire Marshals. They ensure that the fire procedures for the school are adhered to. They ensure that all personnel are evacuated from the building and do sweep the building. This includes the school kitchen.

## **7.3 Fire fighting**

Kate Jackson (Headteacher), Paul Lee, Jo Owen (TA), Micheala Todd (TA – The Ark) and Jag Johal (TA) are trained to use the fire-fighting equipment in the school. However, their primary job is to ensure the building is quickly and safely evacuated.

## **7.4 Fire Control Panel**

The Site Manager/Headteacher/Fire Marshals will check the fire panel and report any concerns either directly to the Fire Service or to the Headteacher.

## **7.5 Responsibilities for persons at special risk**

Kate Jackson (Headteacher) is responsible for ensuring that personnel at special risk are conducted to a place of safety.

# **8. Emergency Services**

## **8.1 Liaison Procedures**

The Headteacher will liaise with the emergency services on arrival giving all relevant information. The Headteacher will meet the Fire Service at the school gate. All other personnel will be safely assembled at the far end of the playground.

## **8.2 Specific Information for the emergency Services.**

The emergency services will be shown/directed to the fire panel to identify the location of the fire. Details about any missing people will be given by the Headteacher.

## **8.3 Location of information**

A map of the building will be kept adjacent to the fire panel.

# **9. Assembly points**

## **9.1 Location of Assembly Points.**

Far end of the playground adjacent to the outside classroom.

### **9.2. Accounting for personnel**

- Staff; pupils; Visitors; Contractors will be accounted for by the School Business Manager.
- In the event of a major disaster the Emergency Management Plan will come into force. See Emergency Management Plan.

### **10. Re-entering the building**

- People will not re-enter the building until they are told it is safe to do so by the Headteacher – who will take advice directly from the emergency services.

### **11. Procedures to follow if the building cannot be re-entered.**

If the building cannot be re-entered the school will relocate to St Michael and All Angels' Church.

Children will be escorted to the church by the staff and children will not be sent home until a known adult attends to collect the child. A member of staff will direct parents to the Church.

### **12. Policy review**

The Fire Evacuation Plan is reviewed annually or upon a change in circumstances/personnel.