

# Fire Evacuation Plan



<b>Author:</b>	Adam Medlock
<b>School Role:</b>	Head of School
<b>Date:</b>	24.01.2024

<b>Reviewer:</b>	Lynette Edwards
<b>School Role:</b>	Proprietor
<b>Date:</b>	01.09.2022

<b>Next review date:</b>	01.09.2024
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**All fire marshals MUST wear their 'Fire Marshall' vest and ensure that they always carry a radio.**

## Head Of School

- The Head of School will ensure that the Headteacher's office and next-door toilet are clear.
- The Head of School will take all sign in/out registers to the assembly point to begin roll call.
- Head of School will monitor evacuation of the premises from the assembly point.
- Head of School will ensure that staff and students arrive at the assembly point and ensure that support is given.
- Liase with Fire Services with support of a fire marshal.

## Fire Marshal 1 – Leanne Mudd

The Fire Marshal 1 will check the following areas:

- Visually check the Nurture, School Kitchen, Student Toilets, Shower Room, and the outside Pod classrooms.
- A radio call will be made to state that all areas are clear.
- Leanne will then proceed to the assembly point to assist the Head of School.
- If Leanne is not available, the Marshall 2 or 3 will assume this role.

## Fire Marshal 2 – Lee Stockhill

The Fire Marshal 2 will check the following areas:

- Visually check PD, Maths, English, Science, and the Summerhouse.
- A radio call will be made to state that the areas are clear.
- Lee will remain near the main school gate to visually check that no staff or students re-enter the building until given an official all clear.
- If Lee is not available, Marshall 1 or 3 will assume this role.

## Fire Marshal 3 – Kim Barraclough

The Fire Marshal 3 will:

- Ensure that all registers have been taken for roll call.

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- Call the emergency services.
- Radio call to state the office is clear and the registers are outside and roll call will begin.
- Go straight to the assembly point and ensure roll call is complete.
- If Kim is not available, Marshall 1 or 2 will assume this role.

**Assembly Points:** Top Gate/fencing area

**The following sequence of actions should take place when a fire is detected.**

1. Raise the alarm.
2. Evacuate the premises.
3. Kim B to call the emergency services.
4. Report to the assembly point.
5. Duties and Identities of employees for specific responsibilities.
6. Procedures for the liaison with the fire brigade.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.**

**Putting a fire out is secondary to this.**

Should a fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using the nearest call point.
- Evacuate the school.
- Check all pupils/visitors are out the building.

**All staff should wear a fire call point key, on their lanyards, always.**

All staff should be aware of their nearest exit not only in their classrooms but the other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All Staff should take time to familiarise themselves with these plans. On hearing the fire alarm, the following staff procedures/ duties will take place:

**Teachers/ Subject Associates (No Fire Marshalls)**

- On hearing the fire alarm, the person managing the class/groups/individuals will take the children to the nearest fire exit.
- **No One** should stop to collect any belongings.
- Children must be evacuated to the assembly point and gather by group.
- The teachers/members of staff will ensure that all doors are closed behind them as they leave.

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## **Administrative staff**

- The School Administrator will contact the Fire Brigade on the emergency number 999.
- The visitors' staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- Will provide information to the fire brigade about any missing pupils, staff, or visitors.

## **Fire Marshals:**

1. Lee Stockhill
2. Leanne Mudd
3. Kim Barraclough