

Tower Hill Primary School

Fire Evacuation Plan



Primary Actions

On finding a fire sound the fire alarm at the nearest fire alarm call point and shout **"FIRE, FIRE"**. On hearing the fire alarm, staff, children and others will leave the building by the nearest exit and proceed to the Assembly Point without delay.

On hearing the fire alarm, the Fire Safety Co-ordinator will establish (if safe to do so) whether a fire has broken out or whether it is a 'False Alarm'. In the event that **no** 'False Alarm' is established, the Fire and Rescue Service will be called by the Fire Safety Co-ordinator (or Headteacher/Deputy HT in her absence) by pressing 9 for an outside line and then dialling 999. **IT IS IMPORTANT THAT 9 IS PRESSED FOUR TIMES.**

Assembly Point 1 is ON THE SCHOOL FIELD Children should line up in class groups on the edge of the field (closest to the path).

Assembly point 2 is on the grass verge on Cody Road via the back gate and through Lime Tree house parking area.

Evacuation Management

The Headteacher is the Evacuation Manager (or a member of SLT if Headteacher is not on site). The duties are to:

- Oversee the evacuation and check that all is in operation in accordance with the predetermined plan
- Be available to liaise with the Fire And Rescue Service as necessary
- Co-ordinate, disseminate and act on information from the Assembly Point and with the Fire Service

Fire Safety co-coordinator -Clare Down

Roll Call Management and Evacuation Procedure

The Fire Safety Co-ordinator (adults) and the Deputy or Assistant Headteachers (children) will be responsible for ensuring the roll-call is undertaken and for passing relevant information relating to this to the Evacuation Manager.

Upon hearing the alarm at any time the **Office Team** will: Print off an Evacuation Report, most recent print of the electronic registers, any signing-in books, Walkie-talkie, "black fire evacuation bag", and a First Aid Kit to the Assembly point. Office staff should ensure that any children taking 'medical time-out' outside the school office are escorted from the medical area to the Assembly Point where they should join their class for roll-call.

Upon hearing the alarm at any time **the Site Team** will: Unlock and open the large front gates to allow access for the emergency services

Upon hearing the alarm during **before school** the **Breakfast club Team** will: take Breakfast Club register to Assembly Point and escort breakfast club children to the assembly point to commence roll call.

Upon hearing the alarm during the school day **The Teaching Team** will calmly instruct their class evacuate to the assembly point without delay. No personal possessions will be collected, and this process will be routinely practiced in class to make this a **well-practised** and calm experience for the children. Teachers and Learning Support Assistants should check that no children are left in the toilets or shared areas. Learning Support Assistants or teachers should close doors & windows on leaving (if safe to do so).

Upon hearing the alarm during assembly

At the start of **every assembly** the people in attendance will be reminded of the fire exit procedure in the event of an alarm sounding by the **Assembly host**.

- KS1 to exit from the front doors (these should be both kept wide open during every assembly via door hooks)
- KS2 to exit via the back doors and be lead through the car park. Class teachers/adults responsible for ensuring safe transit through car park with children.

Upon hearing the alarm during lunchtime

- One adult present in the hall would ask all children, table by table to lead out of the hall calmly via the back double doors.
- One adult from the hall would stand in the car park to ensure safe passage through until the hall is empty. Children would join their class lines on the field.
- All fire marshals would head to their nearest base and start the sweep.
- A member of staff on the playground must ring the bell or blow a whistle and ask children to WALK to the field.
- **No staff** (with the exception of Marshals) are to move around the building, or re-enter the building upon hearing the alarm at lunchtime, everyone **must evacuate** to the field. i.e named staff on PEEPS **would not** search for a child upon hearing the alarm at lunchtime. **Marshals** would collect any children remaining inside the building as part of the sweep procedure.
- ALL people would then be accounted for on the field in the same way via roll call.

HC3S Catering Team: Tick-In Register maintained by HC3S. Most senior member of the HC3S Staff on site to be responsible for the roll-call of HC3S employees.

Same Assembly Point as for school personnel/pupils. **Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm**

Upon hearing the alarm after-school

Office Team: Tower Hill Club Registers, Walkie-talkie, and "black fire evacuation bag" to the Assembly point

Tower Hill Club Leaders: to escort club children to the assembly point to commence roll call

After School Club Leaders: to take registers, and escort children to the assembly point to commence roll call

Roll Call Procedure at assembly point:

Once at the Assembly Point, teachers/club leaders should quickly take a roll-call using that day's class register and report to the Fire Evacuation Manager that **all children are accounted for by holding their registers high in the air. In the event that a child is missing the Fire Evacuation Manager/or member of SLT must be notified immediately.** Once all children in the class are accounted for the Adults are to move to the front of their class, so that they can be easily and promptly identified by the person taking the adult register roll call.

FIRE SERVICE & MARSHAL PROCEDURE

Fire Service Reception Marshal

The Headteacher (Evacuation Manager) will be responsible for meeting the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Evacuation Pack". The Headteacher will then remain available to liaise with the Fire Service as necessary and inform them of any updated information relating to unaccounted persons.

Trained Fire Marshals - Fire marshals have been instructed upon hearing the alarm to sweep ANY of the four zones (the nearest one to them when the alarm is sounded) and is responsible for collecting all cards in that zone.

Fire Marshals: **NIKKI GORDON, JACI MEMBERY, JODIE HENS, ANNE MARIE DURKIN, NICOLA LAWRENCE, MOLLIE GOLDING, KAYLEIGH CHUTER, DONNA PLUME, EMMA ROWDEN, MARY HUNTER, VANITA MISTRY, LEE BAVASTOCK, CATHERINE TRAER, RUPALI GOEL, GAIL MEANEY, STACEY SMITH, SARAH HOPKINSON**
FOUR KEY ZONES: PURPLE (outside YR), GREEN (Y1 corridor), RED (Y3 cloakroom) & BLUE (Tansley tower)

The **4 colour zoned areas** of the school: green, purple, red and blue. Each classroom/ area will display a fire check colour card with appropriately numbered discs.

Sweep Procedure

Upon hearing the alarm Marshals will go to their nearest Fire Point to collect their coloured jacket, Fire Check Colour Card (FCCC) and Walkie-Talkie. The first two Marshals at each Fire Point will put on one of the jackets and work in teams of two (If a 'partner' does not arrive within 1 minute of arriving at the Fire Point, Marshals should commence 'the sweep' alone). First, they must identify themselves and which colour zone they are sweeping on the walkie-talkie for the Evacuation Manager to record. They must use Channel 1 on the walkie talkie. The Evacuation Manager will affirm that they know where the Marshals are. They will then sweep that colour zones areas collecting the numbered token to complete their FCCC. Once completed they will leave by their designated exits (if safe to do so), giving the completed card to the Evacuation Manager (Headteacher or designated deputy in her absence) at the assembly point.

Note- Upon hearing the alarm if a Marshal finds both jackets have gone from their nearest zone, they should proceed to the Fire Assembly Point leaving through their nearest exit.

Out of School Hours

Members of the Senior Leadership Team plus any Site Staff Team still on site will act as Fire Marshals:

HT/DHT: New Tower

Site Team: Early Years, Library, Year 1 Blackpool room, Access WC and ATC

DHT/AHT: Offices (and upstairs areas), Year 1 Spinnaker room, hall and kitchen areas, Year 2 and Year 3 areas.

IF STAFF HAVE THEIR OWN CHILDREN ON SITE OUTSIDE SCHOOL HOURS, THEY MUST BE RESPONSIBLE FOR THEIR SAFE EVACUATION.

IN THE EVENT THAT IDENTIFIED STAFF ARE NOT ON SITE, A 'COMMON SENSE' APPROACH SHOULD BE EMPLOYED BY THOSE PERSONNEL WHO ARE ON SITE TO ENSURE THAT CHECKS TAKE PLACE IN ALL AREAS THAT CAN BE CHECKED SAFELY.

Visitors, Contractors and Special Needs

Children with PEEPS should be supported to evacuate the premises and meet at the Assembly Point as per their PEEP: ALL staff MUST familiarise themselves with arrangements for any identified pupil in their class.

Unaccompanied visitors and contractors will be informed upon arrival to school that the school has two differing sounding alarms 'LOCK DOWN' & 'FIRE EVACUATION'. In the event of a siren sounding follow the instructions of the nearest member of staff. Visitors and contractors will be informed of the location of the Assembly Point and shown how to identify 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. They will be informed on arrival if a 'Practise Drill' is planned.

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.

Staff 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

Fire-Fighting Arrangements

Generally with the exception of *reactive* fire-fighting, priority will be given to securing a means of escape: a 'flight not fight' policy exists on the premises.

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

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

They **WILL**:

- Only tackle small fires;

- Ensure that 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 thick 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 products of combustion are 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.**

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.

Emergency Information Pack (Black bag located in the Office)

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

- The location of any highly flammable fuels or materials eg petrol in COSHH cabinet;
- The Asbestos Register (or copy);
- The Evacuation Strategy (this procedure) and list of responsible people.
- A drawing of the premises indicating:
 - Essential structural features such as the layout of the building, escape routes, doorways, partitions, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape).
 - The location of any hazardous or flammable material and pressurised gases. The location of mains electrical supply switch, the mains water shut-off valve and where appropriate, the mains gas shut-off valves.
 - The location of fire alarm indicator panel and any controls for equipment operated by the fire alarm;
 - The location of the two nearest hydrants.

These procedures relate to arrangements when the school is in session. In the event of a fire occurring out of school hours, all staff, visitors and contractors should proceed to the Fire Assembly Point whereupon the most senior member of staff will conduct a roll-call and follow the above procedures.

Signed:

(Headteacher) 3/8/2022

To be reviewed: Annually

Reviewed 19/09/2020 to add Walkie-Talkie protocols

Reviewed 27/08/2021 to remove Covid Specific Arrangements

Reviewed 28/03/2022 by Fire-Safety Co-Ordinator, improved instructions for Marshal protocols, improved instructions for Office Staff upon the alarm sounding. Additional notes to reflect that Site team to open gates for emergency service access upon hearing alarm. Addition of evacuation procedures throughout the whole day.

Reviewed 27/06/22 by Headteacher. A 2nd muster point has been added to the procedure and the fire marshal list updated in accordance with recent training. SCL removed.

Reviewed 3.8.2022 by HT. Fire Marshalls updated as staff will be in different positions in school from Sept 22.