



## 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 in **ON THE SCHOOL FIELD**. Children should line up in class groups

### Evacuation Management

The Headteacher (or deputy if HT not on site) is the Evacuation Manager. 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

### Roll Call Management

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.

### Before School

Breakfast Club register to be taken to Assembly Point by one of the Breakfast Club Team.

**Office Team:** to take daily registers, evacuation pack (black bag), and take any signing-in books to the Assembly point.

**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.

### Fire Service Reception Marshal

The Headteacher or appropriate deputy (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 or appropriate deputy will then remain available to liaise with the Fire Service as necessary and inform them of any updated information relating to 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. 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).

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

### **FIRE MARSHALS:**

CATHERINE MAIDMENT, CATHERINE STEVENSON, ANNE MARIE DURKIN, RUPALI GOEL  
JULIA LOWE, SHARON ASBURY, KERRI DEANS, SARAH HOPKINSON, EMMA ROWDEN, JACI  
MEMBERY, RUTH NELSON, SALLY LORY, KATRINA PEARSE, MICHELLE O'SHEA, MARY HUNTER,  
DANIELLE DAVENPORT, SARA ARMSWORTH, SAM SMITH, CATHERINE TRAER, JOHN  
KENNEDY, MEL BELCHER, LEE BAVASTOCK

### **FIRE SAFETY CO-ORDINATOR: CLARE DOWN**

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.

**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. The Evacuation Manager will affirm that they know where the Marshals are. They will then **sweep that colour zoned area collecting the numbered tokens 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 (Head Teacher or designated deputy in her absence).

On arrival at Fire Points, if both jackets have gone, other Marshals should then proceed to the Fire Assembly Point leaving through the 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.**

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

**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.

**Office staff** should bring to the Assembly Point all Bubble Registers, Signing In/Out Book; Fire Evacuation Pack; First Aid Kit; and a charged mobile telephone.

Once at the Assembly Point, teachers should quickly take a roll-call using that day's class register and report to the Headteacher that children are present or unaccounted for, holding registers high in the air once their class check is successfully completed.

### **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 that the school has two alarms 'LOCK DOWN' & 'FIRE EVACUATION'. In the event of a siren sounding please 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 'Practice 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**

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.

## **Routes for evacuation and location**

- Sears - route unchanged
- Pisa - Out through pen area
- Spinnaker - out through back door and round to muster point
- Blackpool - out through back door and round to muster point
- Petronas - out through quad door and out grey gate to muster point
- Canton - route unchanged
- Macau - out through side door directly to muster point
- Alloa - out through side door directly to muster point
- Wainhouse - route unchanged
- Stratosphere - out through side door directly to muster point
- Skylon - out through side door directly to muster point
- Aspire - out through side door directly to muster point
- Petrin - route unchanged
- Eiffel - route unchanged

Signed:

(Headteacher) 27/08/2021

To be reviewed: Annually

Reviewed 18/9/2020 with addition of Walkie Talkies. Marshal training for these on Tues 22<sup>nd</sup> Sept.

Reviewed 27/8/2021 with removal of Covid specific arrangements.