

Flushing C of E Primary School Fire Plan

Everyone has a role in ensuring that the School's fire precautions and arrangements work effectively. These pages provide information on these arrangements and what you must do.

Action to take in the event of a fire:

All staff, pupils and other visitors including contractors must know what action to take in the event of fire:

On discovering a fire or suspected fire:

- Alert others by activating the fire alarm by breaking the nearest 'break glass' call point. The alarm is signified by continuous ringing bells.
- The Fire Service should be phoned by the school secretary or the head teacher (or the teacher in charge) if the secretary is not present, by dialling 999. In this situation, if possible, the person concerned should hand over responsibility of their class to an HLTA/TA.
- The secretary (or Fire Warden, if secretary is not there), after phoning the Fire Brigade will bring out the class registers, Village Club keys and the signing in book.
- The teacher or person in charge of the class, should lead the evacuation of their class from the building through the designated route and proceed to the designated fire assembly point, which is the Sands Car Park. The register of each class will then be called. The signing in book will also be called to check on visitors. The person in charge of each register will report to the Fire Warden as to whether everyone is present and correct.
- Persons should be warned not to attempt to tackle a fire unless they have been trained to do so. If they have been trained in the use of fire extinguishers they may attempt to attack the fire using the extinguishers provided, without placing themselves at risk. They must always ensure that there is an escape route between themselves and the fire.



On hearing the fire alarm:

- Immediately evacuate the building using the designated escape route, or nearest route if designated is blocked and proceed to the fire assembly point.
- Doors should be closed as persons leave, and if possible windows too.
- Follow instructions given by the Fire Warden.
- Persons must remain at the assembly point until they are informed by either the fire brigade or the Fire Warden that it is safe to return to the building



Persons with disabilities

In the event of there being any pupil or member of staff having a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building, a personal Emergency Evacuation Plan should be developed for them.

Safe Haven

If the evacuation is for a real fire, once the above procedures above have been completed, and the Fire Brigade agree, the children will be relocated to the Village Club. Contact phone numbers for the parents will be kept in the back of the registers. If the Village Club is evacuated, the school becomes the safe haven.

Fire Warden

The Fire Warden for the school is the head teacher or the teacher left in charge in the absence of the HT.

The fire warden's role is, when the fire alarm sounds, to go to the fire box and put on the fire warden tabard (take the torch if required), phone the Fire Brigade if the secretary is not in and then to check, as far as possible, that the rooms are clear and to report to the fire assembly area to check that registers have been completed. The Fire Warden would then report to the fire brigade as to whether the building is clear. Fire wardens are not expected to fight fires or to place themselves at risk! They will receive training to ensure that they can undertake their duties safely.

Staff are asked to report to the Fire Warden any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher that has been tampered with.

Fire prevention

Everyone has a role to play in reducing the risk of fire:

- Do not overload electrical sockets, or tamper with plug fuses
- Do not place objects on or near heaters.
- Observe the 'no-smoking' signs. (Smoking is not permitted in the building)
- If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire brigade.

Information

All employees shall receive appropriate information and instruction to ensure that they understand the School's fire precautions and the action to be taken in the event of fire.

Fire Evacuation from the Village Club

- During a lesson

Break glass, bells procedure are the same as the school. The pupils should leave by the front entrance and line up at the end of the corridor. The teacher should check that the room is clear before closing the door. The teacher should then lead the class out of the corridor to the pavement and back into school to call the register officially and ask the secretary/Fire Warden to phone for the Fire Brigade.

If the designated escape route is blocked, the emergency exit should be used which leads back to the Sands Car Park.