

Fire and Emergency Evacuation plan for Cronton Church of England Primary School

Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point. Start the evacuation of all persons in the area. Attack the fire if trained to do so, with appliances available, without taking personal risks.</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>The fire alarm system will sound on operation of the manually operated alarm call-point or automatic detection system.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly points at the rear / front of the school</i></p>
4.	<p>Identification of escape routes</p> <p><i>All exit doors are identified with signage and emergency lighting.</i></p>
5.	<p>Firefighting equipment provided</p> <p><i>Fire extinguishers are located in all areas and near fire exit doors and fire blankets are located in the kitchen areas</i></p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All staff will usher pupils out of the building and assemble at the assembly points.</i></p> <p><i>Trained wardens will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people by completing a sweep</i>

	<ul style="list-style-type: none"> • <i>The Fire Brigade is called.</i> • <i>A roll call is made to ensure everyone is out.</i> • <i>Assistance is provided in the evacuation of any persons identified by a PEEP, they will all have taken part in the PEEP procedure.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • Contractors: <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • People with disabilities: <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Health and Safety Adviser.</i> <p>PEEP's will be completed for any pupil or members of staff</p>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this?</p> <ul style="list-style-type: none"> • <i>On hearing the alarm, the lead fire warden will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> • <i>Fire Wardens will call the Fire Brigade in the absence of the lead fire warden (this may be best achieved using a mobile phone)</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>The head teacher or deputy head teacher will remain at the main entrance and liaise with the Fire Brigade on their arrival.</i>
10.	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • <i>All staff: Fire Drills three times a year</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill).</i> • <i>Fire Warden training: for designated fire wardens</i> • <i>Record of training to be kept and reviewed annually by Compliance Education.</i> • <i>Training to reviewed on a yearly basis and planned into budget.</i>