

Friars Primary (Foundation) School Fire Emergency Plan

Action on discovering a fire:

Children – will report immediately to an adult and will not attempt to tackle it.

Adults – will report immediately to the office so the fire alarm can be rung. Alternatively if the adult who has been alerted to the fire is near one of the fire actuation points they will break the glass and the alarm will sound. Depending on the location of the fire, children will be taken immediately out of the vicinity to assembly points and will be supervised by an adult. For example if the fire is in a classroom the teacher will follow fire drill procedures immediately and break the glass of the fire actuation point nearest to the relevant fire exit. Regardless of the nature of the fire, the immediate vicinity will have to be cleared and not tackled.

Warning if there is a fire:

As soon as the fire has been reported to the office the fire bell will be sounded for a minimum of one minute. Alternatively if the fire is discovered and children and adults are leaving its vicinity immediately, the fire alarm will be raised by an adult breaking the glass of one of the fire actuation points by the fire exit that they are leaving through. If the fire alarm system in the reception area is unreachable, a hand held bell kept in the school office will be rung.

Calling the fire brigade:

Whichever adult is alerted to the fire initially will report it to the office (either using the nearest classroom phone or by coming to the office) immediately where office staff will ring 999. Staff other than HT, DH or office staff should not ring 999. The Headteacher or Deputy Head/SBM in his absence will be informed immediately. If the source of the fire is the office, 999 will be called from the Headteacher's or office staff's mobile phone.

Evacuation of the school:

Normal fire drill procedures throughout the school day (including lessons, break times and lunchtimes) will apply. All rooms will be evacuated through the designated doors as indicated by the fire signs in each room. No belongings will be collected by adults or children. They will walk silently and calmly to their evacuation points through the nearest available exit as indicated on the fire signs in each room. All fire exits in the school are checked several times daily for obstructions by all staff. A responsible adult will be the last person to leave each room and all doors are closed. The most senior member of staff in the school will be the last to leave the building after they have done a trawl of all exterior (to classroom) spaces

such as toilets, the yellow room and the sensory room. However, it is the responsibility of the individual child to exit the building by the nearest fire door if for some reason they are not with the rest of their class.

If a fire occurs before school starts, no children or other adults will be allowed into the building and will be guided through to evacuation points by the premises officer. If a fire occurs after the school day but when children are still on-site activity/playcentre registers will be used in place of class registers. InVentry Evac, has been uploaded to Head, Deputy and SBM mobiles – in the event of an evacuation staff and visitors will appear on the app.

If a fire occurs during an evening event such as parents' evening, governors meeting or school production it will be the responsibility of staff to make parents and visitors aware of fire drill procedures. Parents are also made aware of these procedures through information posted on the school website and in newsletters sent out.

Power / process isolation:

See attached sheet on emergency shut off information. It will be the responsibility of the caretaker and / or headteacher to assess the risk of shutting off any particular services.

Places of assembly and roll call:

All children and adults assemble on the playground. Children will assemble in their designated class lines in silence. Registers are brought to teachers by the office staff. If class teachers are on site, they do a head count of all children present in their line and compare it to the number of children in that day as recorded on the register They then raise it clearly once all children are accounted for. If a teacher is not on site (i.e. at lunchtime) it will fall to a member of support staff (teaching assistants, office staff) or playcentre supervisor (i.e. if the fire is after school but during an out of hours activity) to take the register.

There are designated midday supervisors for each year group if a teacher is not on site to do a roll call at lunchtime (see staffing structure for current school year).

All adults are visually noted by the Head and Deputy and verbal confirmation is given by colleagues if an adult (member of staff / visitor / helper) is not present on the playground. This process is also assisted by InVentry App. If the fire is of such intensity that assembling on the playground presents a risk, the assembly point will be the garden area outside Brookwood House on Webber Street.

Liaison with emergency services:

The Headteacher will be the main point of contact for emergency services and in his absence the Deputy Head. All external entrances to the school will be opened by the premises officer or in his absence the office staff to ensure that emergency services have access to the site.

Identification of key escape routes:

During regular fire drills, all designated fire exits are brought to the attention of children and adults. On the ground floor the key escape routes will always be the designated fire exits. On the first floor, if the fire prevented people from going down the indoor stairs, the fire exits in the upstairs classrooms would be used to get the children out of the building onto the flat roofs. Ideally, they would then wait for the emergency services to attend and assist.

In the new building, the first floor will be evacuated by the staircase. If trapped, then return to ICT suite or Art room and await rescue.

There is equipment on all areas in the event of becoming trapped.

Regularity of fire drills:

There is one fire drills per term during the school day at different times, some are announced or unannounced.

Fire fighting equipment provided in main school building:

Location	Type and amount of fire fighting equipment
Staff kitchen	Fire blanket x1
Hallway outside heads office	CO2 fire extinguisher x1
School hall outside music cupboard	Foam fire extinguisher x1
School kitchen by store cupboards	Powder extinguisher x1 CO2 fire extinguisher x1 Fire blanket x1
In between fire exits outside Year 1 classroom on ground floor corridor	CO2 fire extinguisher x1
Outside Y5 classroom upstairs	CO2 fire extinguisher x1

All fire extinguishers are checked annually by City Fire

Fire actuation points installed in main building:

- i. Staff room by fire exit
- ii. Staffroom kitchen
- iii. ICT suite by entrance from hallway
- iv. HT office by external exit
- v. Admin office by external exit
- vi. Front reception/entrance by main door

- vii. School hall by fire exit door
- viii. External entrance to SMT/kitchen/plant room
- ix. Ground floor Boys toilet off the hall by external exit
- x. Ground floor Girls toilet off the hall by external exit
- xi. Entrance to nursery classroom off ground floor corridor
- xii. By fire exit in nursery classroom
- xiii. Entrance to middle room in nursery classroom
- xiv. Entrance to reception classroom in middle room
- xv. By fire exit in Reception classroom
- xvi. By fire exit in Y1 classroom
- xvii. Entrance to playground in Y1 classroom
- xviii. Entrance to playground in Y2 classroom
- xix. Entrance to playground in Y2 classroom through the boys toilets
- xx. Exit to external flat roof area upstairs
- xxi. Roof exit in Y3 classroom
- xxii. By fire exit in Y5 classroom
- xxiii. By fire exit in Y4 classroom
- xxiv. By fire exit in Y6 classroom
- xxv. Portacabin entrance to playground

Firefighting equipment provided in annex building:

Location	Type and amount of fire fighting equipment
By main Entrance	CO2 fire extinguisher x 1 Foam fire extinguisher x 1
Conference Room	CO2 fire extinguisher x 1
Upstairs Lobby Area	CO2 fire extinguisher x 1 Foam fire extinguisher x 1
ICT Suite	CO2 fire extinguisher x 1

Fire actuation points installed in annex building:

- a. By main entrance door
- b. Dance Studio
- c. Bottom of staircase
- d. Upstairs Lobby Area

Specific responsibilities in the event of a fire:

Headteacher –

- Liaise with emergency services,
- assess risk of shutting off services
- risk assessments,

- overall responsibility for accounting for all children and adults including doing a sweep of the building in the event of an actual fire,
- ensure regular fire drills take place,
- Ensure all other staff are aware of their responsibilities.

Deputy Headteacher/SBM –

- All of the above in the absence of the Headteacher.

Class teachers –

- ensure they are the last person to leave their classroom after the fire alarm goes off,
- close doors behind them,
- Take the class register at the assembly point.

Office staff –

- ring fire bell,
- bring registers to assembly point,
- call 999

Support staff –

- ensure doors are closed on exiting the building,
- assist with ensuring children are calm and silent
- At lunchtime, guide children out of the hall to the assembly points

Premises officer -

- maintain fire equipment,
- assess risk of shutting off services
- record details of fire drills,
- ongoing contribution to fire risk assessment,
- ensure access to the site for emergency services

Children –

- if they discover a fire alert an adult immediately, do not try and tackle the fire and do not raise the fire alarms
- leave the building as they would during a fire drill,
- Be silent and calm at all times but particularly during roll call.
- If not with the rest of the class leave the building by the nearest available fire exit
- **Visitors –**
- Exit the building calmly and with due reference to fire exits / escape routes.

All staff last received fire warden training in April 2021.

This emergency plan will be reviewed in conjunction with the fire risk assessment on an annual basis.

Signed: _____ (Headteacher)

date: _____

Signed: _____ (Governing body representative)

date: _____

Review date: _____