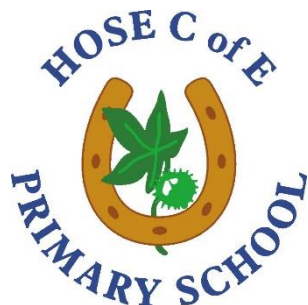


# **Hose Church of England**



# **Fire Evacuation Plan**

**September 2022**

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

**School address is:**

Hose Church of England Primary School  
Bolton Lane  
Hose  
LE14 4JE  
Phone number – 01949 860312

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

**Classroom Staff/Support Staff**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Office staff take registers to teachers
- HT has mobile phone
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point
- Staff will check children against the register and immediately inform administration staff/HT of any missing children
- All children assemble with their class groups at allocated assembly points
- Staff close doors and windows (if able) on leaving the building
- HT checks toilets
- Registers **MUST** be called

**Administrative Staff**

- Unless otherwise informed that a fire drill is to take place, the HT, SLT or office manager will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999

- The school registers will immediately be distributed to the assembly points on the front playground or on The Green if playground not deemed safe
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Office Manager.

### **Headteacher and Deputy Headteacher**

- The SLT will monitor the evacuation of the premises from the two assembly points (main playground and The Green)
- To enable them to monitor the assembly points, teaching staff will raise the registers if they tally. Any missing pupils/staff must be reported to the Office Manager
- When the headcount has been completed, the teacher will inform the Office Manager that everyone is present.
- Headteacher will check all areas in the school stating that all areas are clear.
- SLT will then monitor the school main entrance to wait for the fire brigade and ensure no persons re-enter the premises.

### **Superstars**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- The supervisors of Superstars will call the Fire Brigade if no school staff in the office.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must bring register with them to check all children present
- Staff will check children against the register and immediately inform the manager of any missing children
- Close doors and windows as you leave
- Do not re-enter building until told to do so by Manager or Fire Service

### **Kitchen Staff**

#### **When the alarm is activated staff will:**

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assemble at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher or Fire Service

***No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.***

- Further Evacuation from the playground is through the gates onto the The Green – Code **3043**
- Alarms, break glass and smoke detector units are situated throughout the buildings.
- The main fire alarm panel is situated on the wall opposite the main entrance doors. **This is serviced annually and checked weekly.**

### **Evacuation Procedures**

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with staff Conduct Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign visitors book.
- Regular fire drills are arranged termly

### **Key Escape Routes**

- All areas have direct escape routes to assembly points on to playground. If necessary pupils and staff can further be evacuated from the site via The Green (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- Each room has a fire evacuation route poster
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested monthly and fully serviced annually.

### **Fire Fighting Equipment**

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually.

### **Assembly Points**

- Main Playground
- The Green

### **Fire Risk Assessments**

Risk assessments are carried out annually.

## **Personal Emergency Evacuation Plans (PEEP)**

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff/adult involved either directly with a disability or with a child's support worker and class teacher.

## **General Fire Precautions**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

## **Fire Prevention Measures**

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

## **Fire Protection Measures**

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire - It is illegal to smoke on our school site.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**