

FIRE AND EMERGENCY EVACUATION PROCEDURES

LITTLETON PRIMARY ACADEMY

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

2. ACTION WHEN THE FIRE ALARM SOUNDS

- Organise the children so they are calm and listening to your instructions.
 - Leave by the nearest fire exit, taking children and any visitors with you. Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

3. FALSE ALARM PROCEDURE

Please take all evacuation orders/alarms as genuine.

Fire drills are carried out each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

4. DISABLED PERSONS

Children and adults with known disabilities will have their own PEEP (personal emergency evacuation plan). This is kept in the class information file.

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the car park, from where they can join the rest of the school at the assembly point if safe to do so.

5. SUMMONING THE FIRE AND RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any

relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

6. ACTION AT THE ASSEMBLY POINT

Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building.

The office staff will count to make sure that all of the staff have arrived on the playground and check visitors against the signing in book.

7. FIRE MARSHAL PERSONNEL (Teachers / support staff)

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area.

8. EVACUATION ROUTES

In each classroom there is a plan of the school with the evacuation route is clearly marked.

The back playground is the assembly area for years 3 – 6.

The front playground is the assembly area for years nursery – year 2.

It should be noted that the nursery is on a separate fire alarm system.

9. BOOKING IN/OUT PROCEDURES

All visitors and contractors are directed to the reception where they must sign in and out. The admin staff will bring the information to the assembly area during an evacuation.

This document should be brought to the attention of staff and any temporary workers at the Littletown Primary Academy premises.