

A nurturing inclusive learning community that enables everyone to be their best



CALTON
PRIMARY SCHOOL



CALTON
PLAYGROUP

CALTON PRIMARY SCHOOL AND PLAYGROUP **FIRE EVACUATION PLAN**

**Approved by Leadership, Management and Premises
(LMP) Committee on**

Next renewal date: LMP Term 1 24/25

Introduction

This Fire Emergency Evacuation Plan (FEEP) explains actions to be taken in the event of a fire alarm and sets out procedures for calling the fire brigade; it also defines the responsibilities of staff members with specific roles, alternative procedures for differing scenarios during the school day and provides general information relating to fire safety.

The procedures set out in this plan should be reviewed regularly and on every occasion the staffing structure undergoes change. This plan will be reviewed by Governors annually.

A copy of this plan is available in the Site office, School Office, every Classroom, Staffroom, Playgroup and Onyx building. This document is also stored electronically on T: Drive in the staff handbook.

This plan should be used by any person who enters Calton Primary School during term time, out of term time and on weekends & evenings.

Pupil Registers

Pupils are recorded on electronic class registers as well as on a laminated paper copy called a Fire Register.

The Fire Register should be carried by class teachers at all times and kept up to date by recording all pupils who leave or return to site during the school day.

At the beginning of lunchtime, teaching staff will hand over the Fire Register to the lunchtime staff (LTS). During lunch periods Fire Registers will be the responsibility of the LTS team until they are handed back to the Teacher.

During the lunchtime period the school office will inform the Senior Lunchtime Supervisor and/or OPAL Play Leader of any pupils leaving or returning to site so that the LTS team can update the registers accordingly.

Staff and Visitor Register

Staff and those visiting Calton Primary School are required to sign in & out using the electronic touch screen located in the school foyer area.

When signing in, visitors must include the name of the member of staff they are visiting. The information on the electronic system will download onto a tablet which will be collected by the office staff on route to the assembly area, in the event of an evacuation.

Between 7am & 8am and 4.30pm & 6.30pm the Fire Warden will collect the tablet and be responsible for taking the staff register. No staff should be on

site outside of these times, during term time, without prior agreement from the Head Teacher and School Business Manager.

Visitors

Staff members are responsible for visitors they invite to site and should inform them of this plan, of where the evacuation area is and instruct them to assemble between points 'L' & 'M' in the event of a fire.

Where Staff have organised larger gatherings such as; meetings, training or other events, they should create and hold a register to aid the Register Coordinator.

The organiser is responsible for evacuating the group to the assembly area before checking they are all present according to their register.

External Lettings

Calton Primary School is available for external lettings outside normal school hours. The person responsible for hiring any part of the school premises will be provided with a copy of this plan. They should hold their own registers and bring those to the assembly point in the event of an evacuation.

PEEPs (Personal Emergency Evacuation Plan)

PEEPs will be in place for individuals who require extra support during evacuations (e.g. disabled or sensory impaired). PEEPs should be adhered to in conjunction with this document. PEEPs are to be completed by the SENDCo and EHCP Support staff for each child who requires one, staff PEEPs will be completed by the School Business Manager as part of the Risk Assessment.

The Fire Alarm System

The fire alarm can be activated in three ways:

- Heat detection devices
- Smoke detection devices
- Manual break-glasses (Call Points)

The devices will activate the fire alarm when heat or smoke is detected. Anybody discovering a fire must activate a call point to raise the alarm.

The fire alarm will automatically alert a monitoring station who will contact a contracted security company if outside of school hours.

Firefighting Equipment

Fire extinguishers are situated near most fire exits, 1st floor areas, kitchens and boiler

rooms.

There are several types of extinguisher:

CO2	Use on liquid and electrical fires
Water	Use on solid materials such as; wood, paper, and textiles
	(Do not use on liquid, electrical or metal fires).

No one is expected to fight a fire.

All staff should be familiar with the location and basic operating procedures of the equipment in case they need to use it.

A person who feels competent, confident and safe can use firefighting equipment to confront a small fire as this can reduce the risk of the fire developing into a large one.

All staff and volunteers complete online fire safety training every three years.

False alarms

The Fire Warden will investigate the cause of the alarm and will check everything is safe before resetting the system and giving the all-clear for the premises to be re-occupied.

Fire Drills

Fire drills will be carried out every term and will be:

- Planned: Allowing staff time to prepare for an efficient evacuation.
- Unplanned: To assess the efficiency of a spontaneous evacuation under differing circumstances.

Calling the Emergency Services

Alerting the emergency services is the responsibility of any person who discovers a fire.

Nearest Exit

Everybody should evacuate the premises via their nearest safe exit.

Escape Routes

Fire exits are identified with illuminated fire exit signs. Fire Exits should never be obstructed.

Displays along all escape routes should be avoided or kept to a minimum and should always be treated with flame retardant sprays.

Windows and Doors

When evacuating a room, doors and windows should be closed behind you, where safe to do so. By doing so, it can contain fires, slowing the spread and protecting escape routes. When evacuating through communal areas such as corridors, please close doors behind you as you evacuate.

Secure Doors

Thumb turn mechanisms or emergency push bars are fitted to external doors to facilitate a quick exit. Magnetic locks fitted to doors will disengage, in the event of a fire alarm sounding, allowing unhindered movement.

Extended Evacuation to the Field

In a real fire situation, once registers are complete and everyone is accounted for, all persons should evacuate to the field. SLT on the Playground should coordinate this once instructed by the Fire Warden.

Testing of Call Points

Call points are tested weekly.

Action to be taken on discovering a fire:

- Operate the nearest call-point.
- Call 999 (the emergency services should be notified at the earliest opportunity).
- Note details of the fire (location, materials etc.) This will be important information for the emergency services.
- If the fire is small and it is safe to do so, and you are trained and competent you may attack the fire with available appliances.
 - (Firefighting is always secondary to life safety!)
- Evacuate by nearest safe exit.
- Make your way to the evacuation area and inform the Fire Liaison of all relevant information and any actions taken.
- Make yourself available to brief the emergency services when they arrive.

Action to be taken on hearing the fire alarm:

- Check your immediate surroundings and take stock of the situation.
- If it is safe to do so; switch off all electrical points, shut all windows and close doors behind you.
- Assist in the evacuation of any individual who requires assistance.
- Leave the building via the nearest safe exit.
- Make your way to the evacuation area and assemble at the appropriate point.

Fire Evacuation Roles and Responsibilities

Fire Coordinator: Co-Headteachers	
<p>The fire coordinator should:</p> <ul style="list-style-type: none"> • Carry a radio. • At the beginning of each day ensure all roles are occupied, in the event of absence arrange for each role to be covered. • Oversee evacuations ensuring proper distribution of available resources and helping where necessary. • When exiting via the main entrance, the Fire Coordinator should evacuate all persons from the foyer. • Persons who are not signed in should be evacuated to the pavement and the front gates should be locked or secure. • Individuals who have already signed in should be escorted to the visitor evacuation point so that they can be accounted for. • Supervise children arriving on site during an alarm and hand over to class teacher once safe to do so. Children should not make their own way to class following a drill. 	
Fire Warden: Caretaker/School Business Manager/Inclusion Lead	
<p>The Fire Warden should:</p> <ul style="list-style-type: none"> • Carry a radio • Report to the fire panel on the alarm activating, where safe to do so • Investigate and if a fire is discovered call 999. • If safe to do so attack fire with firefighting equipment. • If the alarm is a false alarm and the premises are safe reset or silence the system before allowing people to re-enter the premises. • The Fire Warden will liaise with Register Co-ordinators outside. 	
Register Coordinators: Behavioural Learning Partner, Attendance Officer & Administrator	
<p>The Register Coordinators should:</p> <ul style="list-style-type: none"> • Carry radio. • Check off all persons that have been accounted for by means of the class fire registers and Staff & Visitors register. • Inform the Fire Warden when all individuals are accounted for by way of confirming: <ul style="list-style-type: none"> ○ Playgroup children (Attendance Officer) ○ Reception/Key Stage One children (Attendance Officer) ○ Key Stage Two children (Attendance Officer) ○ Staff (Behavioural Learning Partner) ○ Visitors (Behavioural Learning Partner) • Inform the Fire Warden of details of any missing children. 	
Emergency Services Liaison: School Business Manager/Finance and HR Officer	
<ul style="list-style-type: none"> • Carry radio, site plan & fire zone plan. 	

<ul style="list-style-type: none"> • Close car park gates and wait for the all-clear or for the emergency services to arrive. • Communicate with and direct emergency services according to information given by the Fire Warden.
Gates: Senior Leadership Team (not already mentioned above)
<ul style="list-style-type: none"> • Be prepared to open the pedestrian gates to the field in readiness for an extended evacuation as instructed by the Fire Warden. • Be prepared to open the car park gates to the playground in case vehicle access is required by the emergency services. • Be available to cover any other role in the event of staff absence.
Class Teachers including Supply Staff:
<ul style="list-style-type: none"> • Carry the Fire Register and keep it up to date (other than lunchtime). • Area lockdown (turn off electrical switches, close windows & doors). • Ensure all pupils are present and evacuate the premises via the nearest safe exit. • Assemble pupils at the class assembly point. • Check the class register and if all pupils are present stand at the front of the class line to be easily seen and hold the Fire Register in the air. • If a pupil is missing, immediately inform the nearest person with a radio so that the name and likely whereabouts of the missing pupil can be communicated to the Fire Warden. • If Teachers are on PPA, they should assemble with their class.
□
Playgroup Staff including Supply Staff:
<ul style="list-style-type: none"> • Carry the Fire Register and keep it up to date. • Area lockdown (turn off electrical switches, close windows & doors). • Ensure all children are present and evacuate the premises via the nearest safe exit. • Assemble children at the designated playgroup assembly point. • Check the register and if all children are present stand at the front of the line to be easily seen and hold the Fire Register in the air. • If a child is missing, immediately inform the nearest person with a radio so that the name and likely whereabouts of the missing child can be communicated to the Fire Warden. • All Playgroup staff to assemble with children.
Learning Partners including Supply Staff:
<ul style="list-style-type: none"> • Assist the class teacher. • If the teacher is not present they are to assume the role of the teacher as listed above. • Learning partners are to stay with the class at the class assembly point.

<ul style="list-style-type: none"> Learning Partners stand at the front of their class line. If staff are supporting individual children, those children should be stood at the front of the line with their adult.
Supply Staff:
<ul style="list-style-type: none"> Carry out the responsibilities of the class teacher or Learning Partners as listed above.
Garnet Lead and OPAL Lead:
<ul style="list-style-type: none"> Oversee the evacuation of Garnet corridor (including Toilets), dining hall and kitchen and the assembly of children on the playground.
Lunchtime Staff:
<ul style="list-style-type: none"> Collect the Fire Register for the class they are assigned to. Supervise the evacuation of pupils from the premises. Direct all pupils toward their class assembly points. Assemble with the class they are assigned to, account for all pupils according to the register, hold up the class register when all pupils are accounted for and maintain supervision of the class until the teacher or LP arrives. When the class teacher or LP arrives the LTS should move to the staff assembly area between points 'K' & 'L'
Contractors/Visitors/Volunteers:
<ul style="list-style-type: none"> Evacuate via nearest safe exit. Assemble at the Visitor assembly point between 'L' & 'M'.
External Hirers
<ul style="list-style-type: none"> Persons responsible for the letting will evacuate their group to the assembly area before checking their register and reporting to the Fire Warden and/or Register Coordinators.

Special Conditions & Procedures

Before 8am

- Staff should not arrive on site before 7am.
- Visitors are not allowed to arrive on site before 8am, unless prior agreement with the Head Teacher and School Business Manager.
- The Fire Warden will report to the fire panel on the alarm activating, where safe to do so.
- The Fire Warden will investigate and if a fire is discovered call 999.
- The Fire Warden will collect the Staff and Visitor Register, if safe to do so, and head to the assembly point.
- The Fire Warden will complete the Staff and Visitor Register
- Staff at the assembly area should support in the process by discouraging any new arrivals onto site and closing the Silver gates at the front of school.
- Any external hirers should assemble and perform their own register check and report to the Fire Warden.
- If all persons are accounted for and it is safe to do so, the Fire Warden will re-enter the building to deactivate the alarm.
- Staff may return to the building once instructed it is safe to do so by the Fire Warden.

Between 8am and 8.55am

- All gates on Calton road should be secured. This should be a concerted effort by staff as they evacuate.
- Nobody arriving to site during a fire alarm should enter the premises.
- Staff arriving should either stay on Calton Road or make their way to the car park/field.
- SLT should evacuate parents, with their children to Calton Road.
- All gates on Calton road should be secured. This should be a concerted effort by staff as they evacuate.
- On hearing the fire alarm teaching staff should close all external doors to prevent more pupils entering the premises.
- Teaching staff should evacuate their class to the assembly point as soon as the playgrounds are clear.
- Children, whose parents are members of staff, will remain the responsibility of their parents until they are released to their class teacher.

Breaktime

- Staff on break duty should direct pupils to the assembly areas before joining their own class.
- Teaching staff should evacuate the premises and assume responsibility for their class.
- Fire Registers should be taken outside with classes at breaktime.

Lunchtimes

- Teaching staff will check the Fire Register is up to date before handing it over to the lunchtime staff who will assume responsibility for those pupils.
- In the event of an alarm, Teaching staff should make their way to the assembly area, and resume responsibility for their pupils.

3.15pm- 3.30pm

- Parents and pupils who have been released should be evacuated off site toward Calton Road by SLT and gates should be closed.
- Teaching staff should evacuate the remaining pupils to the assembly point as soon as the playgrounds are clear.
- Teaching staff can continue to release pupils to parents once the Fire Evacuation Procedure has been completed.

4.30pm- 6pm

- After the office is closed at 4.30pm, the same routine will apply as before 8am.
- All staff must be off site by 6pm when the Site team begin locking the premises. Between 6pm and 6.30pm, the Caretaker and Cleaner in Charge will maintain radio contact and evacuate in the event of a fire alarm and will alert the School Business Manager.

INSET Days and Out of Term

- Staff will sign in/out as normal.
- Children, relatives and friends of staff members who come to site must sign in and out stating which member of staff they are with and they will remain the responsibility of that member of staff at all times.
- Normal evacuation policies apply and Caretaker and/or School Business Manager will assume the role of the Fire Warden.
- In the event of an alarm activation, Staff should evacuate to the assembly point and await further instruction from the Fire Warden.
- Any external hirers should assemble and perform their own register check and report to the Fire Warden.

Events Attended by Parents & Visitors

(Assemblies, productions, parent evenings etc.)

a) Rainbow Hall

- SLT should evacuate parents & visitors through the main doors of Rainbow building to Calton Road.
- If the above route is unsafe evacuation should be to the back of the building via the rear corridor.
- Once outside, parents & visitors should be evacuated to Calton Road.

b) Gem Hall

- SLT should evacuate parents & visitors through the front entrance door to Calton Road.
- If the above route is unsafe evacuation should be to the back of the building via the rear and side corridors.
- Once outside, parents & visitors should be evacuated to Calton Road.

c) Garnet Hall

- SLT should evacuate parents & visitors to the playground via the three fire exits in Garnet hall.
- Once outside, parents & visitors should be evacuated to Calton Road.

Crèche

- The Fire Coordinator will ensure there are enough staff running the crèche to be able to supervise and transport the number of children present.
- The crèche will be located in Silver room.
- A paper register should be used for all children using the crèche.
- It should be explained to parents that if the fire alarm sounds they should follow directions given by staff and they will be reunited with their child at the assembly area.

Field

a) Teaching staff on the field with their class

The teaching staff must:

- Carry a radio
- Have the Fire Register with them.
- Communicate where the class is and that the class is accounted for.
- Keep the class on the field and should not move toward the assembly area until the all-clear is given.

b) Staff on the field with individual pupils or small groups

Members of staff must:

- Carry a radio.

- Return pupils to the assembly areas and hand them back to the class teacher so they can be accounted for.

c) *Lunchtime*

LTS must:

- Carry a radio.
- Return pupils to the assembly areas where they should line up with their class.

School Trips

- Teaching staff will tell the school office which pupils will be off site for school trips.
- Teaching staff must tell the school office which pupils will remain in school during school trips and which class will be responsible for them.

Group & Intervention Work

- The staff member responsible for the group should evacuate the pupils to the assembly area and reunite them with their class.

Fire Exits & Assembly Points		
	Nearest Fire Exit	Assembly Point
Playgroup	Playgroup Fire Exit	A
Blue	Classroom Fire Exit	B
Yellow	Blue Classroom Fire Exit	C
Red (Currently N/A)	Classroom Fire Exit	D
Green	Classroom Fire Exit	E
Purple	Classroom Fire Exit	F
Orange	Classroom Fire Exit	G
Magenta	Classroom Fire Exit	H
Indigo	Classroom Fire Exit	I
Turquoise	Rainbow Rear Corridor Exit	J
Staff	Various	K-L
Visitors inc Caterlink	Various	L-M
		N
Sapphire	Gem Rear Corridor Fire Exit	O
Ruby	Gem Rear Corridor Fire Exit	P
Diamond	Gem Rear Corridor Fire Exit	Q
Amethyst	Gem Side Fire Exit	R
Topaz	Gem Side Fire Exit	S
Platinum	Classroom Fire Exit	T
Mercury	Classroom Fire Exit	U
Titanium	Classroom Fire Exit	V
Iron	Classroom Fire Exit	W
Zinc	Classroom Fire Exit	X
Copper	Classroom Fire Exit	Y
Emerald	Front Foyer Entrance	Z
Palladium Offices & Staffroom		Palladium Corridor Fire Exit
Rainbow Offices & Meeting Room		Rainbow Main Entrance Fire Exit
Link Corridor Offices & Meeting Room		Gem Main Entrance Fire Exit

Staff and Visitors at points K, L and M should line up, single file, along the fence to make themselves easily identifiable to the Register Coordinators.

