

**Fire evacuation plan template for simple premises
Form Number F607c**

The following evacuation plan template is intended for modification and use within simple premises.

Premises name, address and contact number	<i>Angel Road Junior School, Angel Road, Norwich, NR3 3HS 01603 425494</i>
Plan date	<i>1/10/14</i>
Review date	<i>1/10/15</i>

Sound of the alarm

The sound of the alarm will be: *(select as appropriate to the fire alarm system for your site)*

- A shouted warning/whistle sounding/air horn etc
 A continuously ringing bell, a continuous warning siren etc
 Other, please specify

Raising the alarm

In the event of a fire beginning:

- *If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point, commencing manual warning (whistle, shout etc)*
- *If fire is detected by automatic detectors, this will trigger the fire alarm*

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- *Chris Read or Al Whalen will take charge and lead in the fire evacuation*
- *The office staff will dial 999 and request attendance by the Fire Service. Staff member will give their name, name of building, building address (as detailed above), contact number and details of fire*
- *Caroline Lord will bring the visitors signing in book/sheet from reception desk, walkie talkies, pupil contact details, the pupil registers, emergency bag, and sweep the year 3 corridor and toilets.*
- *Al Whalen will sweep the year 5 corridor and boys toilets.*
- *Justine Sykes will take master keys, pick up the staff register and sweep the year 4 corridor and toilets..*
- *Justine Sykes/ Marion Roadley-Battin will bring the side gate key*
- *A member of the office staff (Louise, Louisa or Laura, depending on who is in) to bring out year group medication boxes.*
- *Staff will commence evacuation of the building with the pupils in the class/ group they are teaching at the time of the alarm – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. All staff must ensure that their rooms are empty of people before leaving and that the doors are closed behind them.*
- *All pupils will line up in their registration classes on the field at the side of the main school, including year 6.*

- Teachers/ teaching assistants will collect the registers from Caroline Lord and check all the children are present. When the register is taken, providing all children are accounted for, the teacher should hold the register up in the air so that the lead person and Caroline can see that the pupils are all present. Any missing children should be reported immediately.
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- All visitors are to meet at the fire assembly point on the field. (to the front of the year 4 exit) and will be checked off by Caroline Lord.
- All staff will be checked by Justine Sykes to ensure they are present.
- If the fire alarm sounds at lunch time or break time, all children are to line up on the grass with their teachers/ teaching assistants in their classes and staff are to join them as soon as possible. Those on playground duty/ MSA's should ensure the children are guided into their class lines.
- If alarm sounds during an after school club, coach/organiser is to bring out their group onto the field and take the register.
- Registers should be taken for after school performances in the evenings by the group leader and used in the case of an emergency.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- The lead person, (Chris Read or Al Whalen) is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- The Headteacher is to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Main doors at Reception on ground floor (Car park doors)
2. Back double doors leading off from the side of Reception. (Year 4/ pedestrian exit)
3. All doors leading from year 6 classrooms, science/DT classroom, Music Room, kitchen classroom, conference room, gym (All these doors are external and lead on to playground).
4. External doors leading from year 5 cloakroom to playground.
5. External doors leading from year 4/ year 5 corridor to playground. (playground exit)
6. External door leading from 3L and 3A for all children in year 3 classrooms
7. External side door leading along the side of the year 3 toilets
8. External fire escape steps leading off from 4B classroom, through the staff carpark and side gate.

Fire assembly point

The assembly point is the grass area outside the office for all the school. Each class lines up in their registration group.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: *Main boiler room*
- Mains fuse box: *Headteachers office*
- Mains water inlet: *Outside of school in the staff carpark*
- Gas/oxygen cylinder : *N/A*
- Location of fire alarm panel: *Headteachers office*

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan during the school day, 16 number of trained staff are needed on duty
- Between 4.30pm and 6pm (time)/on weekends/during special events (see variations section below) etc, 1 member of staff need to be on duty at all times

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc.

Two-way radio, mobile phone, torches, hi-visibility tabards for Chris Read, Al Whalen, Caroline Lord and Justine Sykes,

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances
None needed.

Back up arrangements

All classes will have a teacher regardless of absence.

All office team responsibilities are delegated with a reserve in the case of absence

The Deputy headteacher will be the reserve to the headteacher in his absence.

Responsibilities

For ensuring plan is up to date	<i>Justine Sykes</i>
For ensuring adequate staff are on duty to carry out the evacuation plan	<i>As above</i>
For training staff on the evacuation plan and in their roles and responsibilities	<i>As above</i>

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document