

PROSPECT SCHOOL FIRE EMERGENCY PLAN



1. PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point. Contact reception 296110 or 296111 to confirm location of fire.

On hearing the fire alarm the Administrative Assistant will establish if it is a confirmed fire or a false alarm. In the absence of the Administrative Assistant the Senior Leadership Team will assume the duties of this role.

On receiving a call from the monitoring company the Administrative Assistant (Senior Leadership Team), if possible, will confirm if it is a true fire alarm or a false alarm.

On hearing the fire alarm, the building will be evacuated without delay.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

2 ASSEMBLY POINTS

The assembly point is located within the Multi Use Games Area located externally due west of the school building. In the event of the Multi Use Games Area not being accessible the second assembly point is located at the far end of the school playing field by the gate.

3 EVACUATION MANAGEMENT

EVACUATION MANAGER

The Responsible person or in her absence the Deputy Responsible person (or in their absence a member of the Senior Leadership Team) will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operating in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.
- On advice from the Fire and Rescue Services the Evacuation Manager will inform staff if it is safe to re-enter the building.

ROLL CALL MANAGER

The Roll Call Manager/ Administrative Assistant will take all registers and visitors book to the assembly point.

The Roll Call Manager / Administrative Assistant or in her absence the Assistant Headteacher will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager (Headteacher) and Fire Service Reception Marshal (Site Manager/Business Manager).

FIRE SERVICE RECEPTION MARSHAL

The Site Manager as the responsible Fire Co-ordinator will meet the Fire and Rescue Service on their arrival and provide details of the location of the fire; any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating to unaccounted

persons. In the absence of the Site Manager the School Business Manager will be responsible for Fire Service Reception duties.

FIRE MARSHAL ROLES

The fire Marshals will be responsible for General Fire Marshal duties as follows:

- To work in pairs whilst carrying out their duties.
- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Checking all toilets are vacated.
- Reporting their findings to the Roll Call Manager/ Administrative Assistant.
- Remain available at the assembly point to assist as necessary.
- To monitor final exit doors to prevent re-entry into the building.

STAFF ROLES

All Staff will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point. All Tutors to take their school mobiles to the assembly point in order to contact parents if necessary.

Kitchen staff will turn off all electrical apparatus that does not automatically shut off on operation of the fire alarm (if safe to do so).

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and will be shown the emergency exits in the area(s) in which they have access to or are working and will be required to attend the assembly point on activation of the fire alarm.

Visitors and contractors who may need assistance during evacuation, or require special arrangements to enable them to hear the alarm, will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

5 FIRE FIGHTING ARRANGEMENTS

Generally, with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

Re-enter the building.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 IN THE EVENT OF A CRITICAL INCIDENT ALERT

The Site Manager or a member of the Senior Leadership Team will ring the hand held bell (located in the admin office store) within the internal courtyard. The Fire Marshal team will help with the evacuation from the building. Staff are to escort pupils and visitors to the assembly point which is located at the far end of the school playing field by the gate (unless instructed by a member of the Senior Leadership Team of an alternative assembly point.) The MUGA is not to be used as it is too close to the school building. Staff to wait for instructions from the Evacuation Manager/ Responsible person.

7. FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

In the event of a child needing first aid, where appropriate, it is our policy to always notify parents of their child's injuries. Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event of a member of staff or visitor needing hospital treatment, a member of the Senior Leadership Team will attempt to make contact with the next of kin to advise of the situation.

8. EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

The asbestos register (or copy).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

Reviewed 8th January 2019