

Long Sutton C of E Primary School

Fire Emergency Evacuation Plan

July 2024

This Emergency Plan has been developed following fire risk assessments of the relevant building.

The purpose of the plan is:

- To ensure the safety of all persons in the event of a fire
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- To ensure adherence to official guidance and related standards

Copies of the Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment is kept by the School and is available for inspection by the Fire Service and building occupants.

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| 1. Address of the premises to which this Fire Emergency Plan relates | Long Sutton C of E Primary School Martock Road Long Sutton TA10 9NT Telephone: 01458 241434 |
| 2. Use of the Premises | 4 Class primary school plus pre-school |
| 3. Responsible Person | The Head Teacher, Mrs Lizzie Reynolds, has overall responsibility of the school building |
| 4. Other Management responsibilities for fire safety | The Headteacher, caretaker and nominated fire marshals are responsible for overseeing the fire safety arrangements in the building. Telephone: 01458 241434 |
| 5. Fire Warning Arrangements | An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the building. Plans are held within the school of the alarm provider Coomber. Telephone: 01823 282888 (or out of hours 07764 532822) The fire alarm panel is located in corridor along from the main door, just after the second passageway to the toilets. It is on the wall. The general alarm signal is clearly audible throughout the premises. |
| 6. Action in the event of a fire | On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. Call points are located at all external exit doors. On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency exit route and proceed to the Assembly Point and detailed on the Fire Action Notices. |

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| | <p>Persons evacuating must:</p> <ul style="list-style-type: none"> • obey the fire marshals instructions; • ensure others in the vicinity also evacuate; • assist any person who needs help, if safe to do so; • not stop to collect any personal belongings; • not use the lift • proceed directly to the Assembly Point (location is detailed on the Fire Action Notice at each alarm call point) • remain there until officially instructed otherwise • The Office staff will bring the 'Grab Bag' out. This is kept in the office. <p>The Office Staff will telephone the Fire Rescue Service in accordance with local procedures.</p> <p>All other staff are aware of procedures in the event of staff absence</p> <p>The fire files, telephone numbers, passcodes and records are held in the school office or Head Teacher office.</p> |
| 7. Emergency escape routes | <p>Emergency escape routes are clearly signed and are kept immediately available and unobstructed at all times.</p> <p>All users of the building should ensure that they are fully aware of both obvious/familiar <u>and</u> alternative escape routes.</p> |
| 8. Arrangements for fighting fires | <p>Fire-fighting equipment is provided and maintained. See attached plan</p> <p>Persons without specific training are not expected to fight a fire but all occupants should familiarise themselves with the location and basic operating of the equipment in case they need to use it (i.e. only in order to escape, if cut off by fire)</p> <p>Fire Marshals are nominated and trained to use the fire fighting equipment provided.</p> <p><u>FIRE MARSHALS</u></p> <p>Names: Lizzie Reynolds, Clare Cole, Emily Bowditch, Julie Moseley, Margaret Cornthwaite, Victoria Gould</p> |
| 9. Procedures for evacuation and liaising with the fire brigade | <p>The Office Staff will:</p> <ul style="list-style-type: none"> • check the alarm panel and confirm if fire/smoke has been detected • Direct fire marshals as necessary • Direct evacuation persons away, towards the assembly point • Call the fire brigade • meet and direct the emergency fire service • collate information from fire marshals to complete a successful evacuation of the premises <p>All classes to evacuate to the assembly point on the field beyond the by the playrun. Class adult to take register out with them Evacuation instructions are displayed in all classes. Children are to be checked by the class teacher and the fire register held in the air once all are accounted for. Keep children still and quiet in class</p> |

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| | <p>groups and await further instructions from the Head Teacher or in her absence, the Senior Leader on site.</p> <p>If an alternative assembly point is required, fire marshals will notify all staff on exit.</p> <p>The following information will be required for the Fire Service:</p> <ul style="list-style-type: none"> • whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked; • any dangerous substances stored in the building that could ignite (see attached plan) • where the fire is thought to be located; and the best route to get to any trapped persons |
| 10. Other key responsibilities in the event of a fire | <p>Nominated fire marshals are provided (section 8).</p> <p>Records are held of all nominated persons and training.</p> <p>In an evacuation, adequate fire marshals are available for the following, under the direction of the senior member of staff:</p> <ul style="list-style-type: none"> • checking that each designated area is clear of all personnel and closing doors if safe to do so • directing evacuation persons to the assembly point • reporting each area clear • preventing persons from entering/re-entering the building • attacking small fires with firefighting equipment if trained and safe to do so • conducting regular fire safety inspections of their area and reporting any results <p>All staff have a responsibility to ensuring that all persons present evacuate safely to the final assembly point and for reporting that their area is clear. Fire Marshals will check all areas in the building.</p> <p>All evacuations are recorded.</p> |
| 11. Persons who are especially at risk | <p>Fire risk assessments have determined that no persons are considered to be especially at risk from fire, provided that all relevant fire safety arrangements, as described in this plan and the fire risk assessment for the building are fully implemented and maintained.</p> <p>At certain times young persons with extra needs may be present. Fire evacuation plans are completed for all SEN children that need additional support with an evacuation.</p> <p>These are held by the class teacher and a copy is kept by the SENCO and in the fire folder.</p> |
| 12. Special arrangements for disabled, young and elderly persons evacuation | <p>School staff will assist any disabled visitors or staff from the building during a fire evacuation.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating should ask to see a copy of the Fire Evacuation Plan. Arrangements for the safe evacuation of persons with disabilities is as follows:</p> <ul style="list-style-type: none"> • all persons are provided with comprehensive information (this plan) |

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| | <ul style="list-style-type: none"> Visitors with disabilities should make themselves known to Reception where they will receive guidance on what to do in an evacuation Regular users of the building are consulted and their needs discussed and assessed. Individual Personal Emergency Evacuation Plans will be agreed, documented and implemented. All students with additional needs have PEEPS agreed and implemented by the SENCO. |
| 13. Presence of visitors, contractors, service providers, etc. | <p>Building contractors and other external contractors/visitors (members of the public) may be present at times.</p> <p>Where planned events exceed the normal conditions, arrangements for evacuation will be assessed and appropriate provisions made.</p> <p>All contractors must agree to the fire safety arrangements and are adequately informed and instructed that Safe Systems of Work are adhered to throughout. Any dangerous substances present must be declared with the exact location to the appropriate person.</p> |
| 14. Shutdown/isolation of critical machines, appliances, power supplies etc in the event of a fire | <p>The lunchtime staff will shut down kitchen equipment at the emergency cut-off switches in the kitchen and confirm the area clear, if safe to do so, before leaving.</p> |
| 15. Specific arrangements, if necessary, for high risk area of the workplace and dangerous substances | <ul style="list-style-type: none"> No areas of the school building are considered a high fire risk. Small quantities of various cleaning substances may be present in the relevant areas, caretaker and cleaning cupboards. No significantly dangerous substances are normally present. Some swimming pool chemicals are kept in the pool room. The chlorine is kept separate in a locked fire proof cabinet in the pool room. <p>If any dangerous substances are brought onto site by contractors the following details must be supplied:</p> <ul style="list-style-type: none"> Chemical identity/trade name Quantity Location Brief details of use and storage Material data sheet <p>The person concerned must report when the substance has been removed.</p> |
| 16. Arrangements for an Emergency Plan to be used by a hirer of the school building | <p>The school will ensure that:</p> <ul style="list-style-type: none"> Procedures are in place to ensure that this plan, together with appropriate information will be made available to any person or organisation hiring or using the premises Any activity not adequately addressed by the current Fire Risk Assessment will be controlled, assessed and planned for in advance of the event Arrangements for persons with additional needs will also be addressed as in section 12. Fire evacuation information is part of the pool hirer information. |
| 17. Contingency Plan for when life safety systems (fire detection, emergency lighting) are out of order | <p>In the event of temporary disablement of any of the critical systems, arrangements will be in place to assess and ensure that an adequate level of protection is maintained to meet risk levels.</p> <p>The Head Teacher and Office Staff are responsible for ensuring that planned temporary disablements (eg building work) are risk assessed and authorised in advance, monitored and minimised in extent and duration.</p> |

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| | The megaphone will be used if the alarm is out of action. This is kept in the school office. |
| 18. Fire information and instruction – staff, students and visitors | <p>Information and instruction is conveyed to staff and visitors by the following means:</p> <ul style="list-style-type: none"> • Fire Action Notices • Induction talks with new staff • Specific communication with visiting organisations etc <p>The Fire Emergency Evacuation Plan is available from school office.</p> |
| 19. Fire training programme – all staff | <p>Local information, instruction and training is based on the arrangements detailed in this Fire Emergency Evacuation Plan and includes the following:</p> <ul style="list-style-type: none"> • The action to be taken on discovering a fire • The action taken when the fire alarm sounds • Familiarisation with the means of escape from the premises • Other relevant information in the plan such as fire marshals, persons in need of assistance, safe shut down of equipment • The location of the assembly point • Appreciation of the use of fire resistant doors and of the need to close all doors where possible in the event of a fire • The location of fire fighting equipment • Local fire safety awareness and prevention <p>Fire drills and practised each half term. Issues following these are addressed as priorities.</p> |
| 20. Fire training programme – nominated staff | <p>As above and additionally as follows:</p> <ul style="list-style-type: none"> • Users of fire fighting equipment will be trained as necessary and undertake refresher training on a regular basis as advised. • Local briefing on their duties and arrangements for evacuation/clearing of areas – updated annually or following changes to staff • Personal Emergency Evacuation Plans in place for those who need them. • Fire plan distributed to all staff • Refresher training is carried out every three years. Level of cover is addressed annually or following changes to staffing. Training is booked where necessary. |
| 21. Fire safety systems | All access controlled doors and gates are linked to the fire alarm system and release automatically on activation. |
| 22. Fire safety arrangements – drawings and plans | <p>Locations of the following fire safety features are indicated on the accompanying plans:</p> <ul style="list-style-type: none"> • Fire extinguishers • Manually operated fire alarm call points • Electrical supply intake, main water shut off point and main gas shut off valve |
| <p><u>Fire safety Records</u></p> <p>Records relating to fire safety precautions are kept in the school office in the main reception area. These can be made available for inspection by any officer of the fire authority.</p> <p>Inspection, testing and maintenance are recorded for the following:</p> <ul style="list-style-type: none"> • Alarms and smoke detectors • Fire extinguishers | |

- Emergency lighting
- Fire drills

Records include:

- Date of inspection
- Any defects reported
- Date that defects were corrected

Fire records are now kept on CIVCA

Escape routes

Escape routes (corridors, stairways, walkways etc) and exits are sited as shown on the plan. All escape routes must be kept clear from:

- Potential sources of ignition
- Combustible materials
- Obstructions and hazards
- Holding open designated fire doors, unless by a fire alarm released device

Fire Alarm System

The fire alarm panel is checked on a daily basis to see that it indicates normal operation, any faults are reported and remedial action is taken without delay.

Testing and maintenance is carried out quarterly by Coomber

Emergency Lighting

All escape routes are adequately lit when the premises are in use. External lighting switches on when there is insufficient daylight or individual lights may be operated by an internal switch by the exit door.

The emergency lighting system utilises self-contained battery luminaires, trickle charged by the main electrical supply coming into operation on failure of mains lighting. Full testing and maintenance is carried out annually or sooner if required.

Fire Fighting Equipment

Fire fighting equipment is distributed throughout the building. All extinguishers are sited on wall brackets with the base at a suitable height for use by occupants of the school. These are permanent fire points in the building. Servicing is undertaken annually by a registered company.

A suitable number of staff appropriate to the size of the school have been trained.

Fire Safety Inspections and Risk Assessments

All staff are encouraged to maintain awareness and check for fire defects and deficiencies. The Caretaker undertakes weekly checks of the fire alarm and extinguishers, ensuring that all fire fighting equipment is present and fully operational. All checks are recorded.

Daily checks of doors are carried out. Any obstructions to walkways, corridors and exit doors are removed.

A note of any actions and the date of completion is recorded.

A full fire risk assessment is completed every year or in the event of any significant changes.