

EMERGENCY FIRE

EVACUATION PLAN



*Current document may be accessed under the policies tab at:
www.woodlandsec.org.uk*

Document Control

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Reviewed by:	Headteacher and Link Governor
Approved by	Management Committee (July 18)
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1 Primary Actions

On finding a fire, sound the fire alarm at the nearest fire alarm call point using the call point key all staff are provided with.

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

On hearing the fire alarm the admin staff will call the **Fire & Rescue Service (999)**

The **assembly point for all staff and students is the MUGA** to the rear of the site. **Visitors should assemble in the turning area at the front of the school.**

2 Evacuation Management

Incident Controller – The Headteacher or a nominated member of the 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 & Rescue Service** as necessary
- Coordinate, disseminate and act on information from the assembly point and **Fire & Rescue Service**

Roll Call Manager – The Admin staff will be responsible for ensuring the roll call is undertaken and passing relevant information relating to this to the **Roll Call Manager**

The Incident Controller or, in their absence another member of the Leadership team- will meet the **Fire & Rescue Service** on their arrival and provide details of the fire, any persons unaccounted for and present them with the Fire Safety Manual. They will remain available to liaise with the **Fire & Rescue Service** as necessary & inform them of any updated information relating unaccounted persons.

Fire Marshall Roles

- **Staff** will be responsible for ensuring children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.
- Staff should endeavour to close doors on evacuating rooms to prevent spread of fire
- **Fire Marshalls** will conduct a sweep of their designated area to ensure that all children, staff and visitors have evacuated.
- **Kitchen staff** will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm

3 Visitors, Contractors & Special Needs

All visitors and contractors will be accompanied at all times, if not they will be issued with a fire alarm call point key.

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

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

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.

4 Fire Fighting Arrangements

Generally, with the exception reactive fire fighting to secure means of escape, a 'flight not fight' policy exists in the premises.

The 'appropriate provisions for the use of fire fighting equipment' in the premises will **only be undertaken by suitably trained staff** when they have assessed the situation as being reasonably safe to do so.

This fire fighting will only be undertaken by a minimum of two suitably trained, qualified and designated staff **who must have due regard to the following:**

They **WILL:**

- Only undertake these activities with the agreement of the **Incident Controller** or the senior most person available, if this is not the **Incident Controller**.
- Ensure the **Incident Controller** is aware they are tackling the fire and they must report back to that person when they leave the building. NB: The **Incident Controller** must inform the **Fire & Rescue Service** on their arrival if they are still in the building.
- Only tackle small contained fires
- Take two extinguishers if possible
- Leave the building if the first extinguisher has little or no effect on the fire
- If one person has to leave the building both, or all if more than two, will leave.

They will **NOT**:

- Enter thick smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Remain in the building if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

5 First Aid Arrangements

A first aid kit will be taken to each 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.

6 Emergency Information Pack

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

- The asbestos register (or copy).
- The evacuation strategy and list of responsible people.
- A drawing of the premises indicating:
 - Essential structural features such as the layout of the building, escape routes, doorways, partitions, corridors stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape.
 - The location of any hazardous or flammable material and pressurised gasses e.g. oxygen and LPG etc
 - The location of the main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves
 - The location of fire alarm call points and control equipment for the fire alarm;
 - The location of the two nearest hydrants and/or large amounts of open water, such as rivers, ponds or swimming pools if close by.

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