



School's Fire Emergency Plan

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Review Date: June 2024

Emergency plan

The purpose of this plan is to ensure that people in your premises know what to do if there is a fire and ensure the building can be safely evacuated.

Description of the building;

Causeway Green is a large, two form entry Primary School in Sandwell. The school is formed by three main school buildings, but all are connected. A plan of the building is attached to this plan.

Other users of the building;

- School kitchen staff
- Wrap around care- Breakfast Club and After School Club
- Local / Government Elections – school hall

The head teacher is the premise manager responsible for this building; the deputy premise manager is the site manager.

Fire Log book

It is the responsibility of the head teacher to ensure that a suitable Fire Risk Assessment is undertaken, maintained and reviewed on an annual basis or when any significant changes are made.

The assessment should be carried out and presented to the schools Governing Body for consideration.

The Fire Risk Assessment and Fire Log Book will be located in the School Office. In the event of an emergency the Fire Log Book should be brought to the attention of the Fire Officer.

Details of any flammable and / or hazardous substance substances kept on site are detailed within the Fire Log Book.

Fire Alarm

The fire Alarm system consists of manual break glasses and bells (the fire alarm is activated by breaking the glass of the manual call point).

The Fire Alarm system is tested on a weekly basis and is carried out by the site manager, if the site manager is absent the test will be carried out by School Office Manager. The Fire Alarm test takes place on *Monday at 4.30pm*.

Assembly Point

The nursery and reception will assemble on the EYFS playground, KS1 and KS2 will assemble on the KS2 playground. However, should these assembly points be restricted or unsafe, please see attached site map for nearest/alternative assembly points.

In the event of inclement weather or other emergency situations, the children will be walked to GOALS where arrangements will have been made to accommodate them.

Arrangements should be in place if parents need to be contacted to pick up children.

Visitors and Contractors

All visitors to the school must sign the visitor's book on their arrival; the visitor's book is located on the school reception desk. A visitor's badge will be issued and should be worn throughout the course of their visit.

Contractors must sign in the contractor's book; the contractor's book is located on the school reception desk and wear a visitor's badge throughout the course of their visit. Contractors should report to the site manager or school office and state the nature of their work to be carried out, and if it has an effect on the running of the school.

The site manager or school office will ensure the contractors are aware of the school's fire emergency procedures and if necessary how to raise the fire alarm in the event of an emergency, and where to assemble for the roll call.

If long term building work is to be carried out, emergency procedures will be discussed at a pre commencement meeting and updated regularly.

Contractors will be handed a Visitor Booklet and a coloured Lanyard (with ID badge) to wear whilst on site.

Staff Training / information

All staff are given information and instruction as soon as possible once they have been appointed, ensure all staff are included including staff who work outside of normal working hours, such as cleaners.

On their first day of work, new and temporary employees will be issued and asked to read the Fire Emergency Plan and Health and Safety Policy, and to sign they have read and understand it.

All staff/students will receive a Health and Safety Induction from the Site Manager.

All school employees (which includes teaching and non-teaching staff) undertake formal fire safety training on a regular basis. This includes hands on fire extinguisher usage and a general awareness to fire safety. It is the responsibility of the school's senior management team to ensure this is carried out and recorded. All staff are required to complete, In the Line of Fire training. All training should be recorded with the school records.

Fire drills

There will be a fire drill carried at least on a termly basis, and one will take place during September to take into account the new intake of new staff members and new pupils. One of the fire drills will take place at a lunch time.

It is important that the school is safely evacuated **within two and half minutes**.

Details of the fire drill will be recorded in the relevant section of the Fire Log book by the head teacher, and the Governing body should be informed of any significant findings following the drill.

A debrief session should be held following the fire drill to allow staff members to raise any concerns as well as any comments from the senior management team. All issues raised will be recorded in the fire log book, and the fire emergency plan will be reviewed as necessary.

Staff or students with special needs

Where people with special needs use or work in the premises, a written Personal Emergency Evacuation Plan (PEEP) may be necessary to enable them to leave the building safely in an emergency. PEEPs and procedures will be undertaken and updated to take into account any persons who may require special requirements.

Personal Emergency Evacuation Plans (PEEPs) are available to complete with any special requirements for persons.

Evacuation procedures relating to individuals are detailed on the accompanying PEEP, and training will be given to any member of staff who may be required to assist in the plan's implementation.

Fire Evacuation Procedures for a Primary School

- a) On discovering a fire or signs of a fire raise the fire alarm by your nearest manual call point
- b) It is important that pupils are evacuated to safety, follow your given instructions:

Go straight to the assembly point, and do not stop to collect any belongings (see section for assembly points)

If it is possible to do so please close doors and windows on your way out, if you feel confident to tackle the fire and have received suitable training then do so.

- c) A register will be taken at the assembly point.

Wait safely and calmly until advised it is safe to re-enter the building by SLT or the Fire Service.

DO NOT PUT YOURSELF OR PUPILS IN DANGER

d) No one should re-enter the building, except for nominated persons undertaking checks associated with the schools "Call Challenge" procedures.

The individuals who have been trained in, and who will undertake "Call Challenge" are School Office Manager and Premise Manager.

Include details of the procedures to be followed for call challenging, including consideration of the following:

Before re-entering the building consider the following;

Is it possible establish how and why the fire alarm was raised

- *Break glass (manual call point)*
- *Heat or smoke detector*

Can the fire alarm control panel be checked? What information does it show, Manual Call Point, Smoke detector which zone within the school?

Communication with evacuating staff, can they confirm signs of;

- *Flames*
- *Smoke*
- *Heat*
- *Or has a staff member raised the alarm*
- *Check the fire panel*

If the building requires re-entering for further investigation

- *A minimum of two trained and nominated staff*
- *Some form of communication (how will this communication be maintained e.g. walkie / talkie or mobile telephone*

Ensure that the person who raised the alarm – call point. Informs the designated lead- Where/Why the alarm was raised?

d) School Office will be responsible for calling the fire brigade (or speaking with alarm receiving centre) in their absence this responsibility will fall to a member of Senior Leadership/ Safeguarding Team.

e) Class based staff will be responsible for collecting the school registers and take them to the assembly point

f) Office based staff will collect the staff and visitor log and take it to the assembly point

g) Red zone cards are located outside all toilets, staff on their way out (so long as it safe to do so and the fire alarm has been raised) to ensure that everyone has safely evacuated.

h) The person liaising with the Fire Service will be the head teacher (in their absence the deputy head teacher). Information contained within the Fire Log Book and the Premise Managers Health and Safety File will be made available to the Fire Service.

High visibility jackets will be worn by the head teacher / deputy head teacher to make themselves distinguishable to the Fire Service.

The nearest fire hydrant is located in the street outside the main gates. The head teacher / deputy head teacher will point this out to the Fire Service.

i) In the case of inclement weather or other unforeseen problems, arrangements have been made to use the facilities at the Oldbury Academy, parents will be contacted and arrangements will be made to pick children up from this venue. The head teacher / deputy head teacher will make this decision, following consultation with the senior fire officer.

j) The head teacher / deputy head teacher will contact the Directorate at Sandwell Council House by mobile telephone. The Directorate will ensure that appropriate persons will be notified and the Business Continuity Plan will be put into place by officers within the LEA.

k) Any accidents or incidents that occur during the evacuation must be recorded on the Councils Incident Form. Health and Safety officers will inform the Health and Safety Executive as required, by the RIDDOR Regulations.

Lunchtime Fire Evacuation procedures

a) Evacuating the dining hall (lunch time supervisors) will be responsible for the evacuation, following school procedures and routines. Pupils and staff should safely exit, at their nearest exit point and assemble at designated assembly point.

b) Wet lunch time- lunchtime supervisors will be responsible for the evacuation, following school procedures and routines. Pupils and staff should safely exit, at their nearest exit point and assemble at designated assembly point.

Lunchtime supervisors will ensure they have the school/class emergency bags and the fire registers.

Evacuation during Local or Government Election

The responsibility of an evacuation during this time will fall to the presiding officer. It will be the school's responsibility to ensure that presiding officer is aware of the location of the fire alarm manual call points, nearest fire extinguishers and their safest and nearest final exit.

These emergency procedures should be made clear to the presiding officer, including details of how to raise the alarm and make contact with the Fire Service via a mobile telephone.

The polling station will be located in the school hall; the nearest fire exit is the main entrance to the school.

Consideration has been given to the polling station during the hours of darkness and emergency lighting directs the way to safety. A copy of the fire emergency plan and a map of the school will be given to the presiding officer by the site manager as part of the opening and closing procedure on the day of the elections.

Parents' Evening

It will be the responsibility of the class teacher to direct parents they may have in their classroom to the nearest final exit and to the assembly point. The head teacher (in their absence deputy headteacher) will ensure that both sides of the building is clear of all personnel.

All staff will be briefed at the staff meeting prior to the parents evening with the necessary procedures.

Christmas Plays / Special Events

A separate fire risk assessment should be completed by the school senior management team for any special event. The findings of the risk assessment will be discussed with all members of staff and if necessary pupils prior to the event taking place.

Copies of the risk assessment will be kept in the school fire log book.

Ensure you understand the limits of the occupancy figures on school main hall.

Out of school hour activities

Causeway Green Primary School regularly operates activities outside of the normal school hours, these include breakfast clubs and after school clubs, *including sports, computing and Art clubs.*

In these instances, the following evacuation procedures will be followed:

- On discovering a fire or signs of a fire raise the fire alarm by your nearest manual call point/ Hearing the Fire Alarm.
- It is important that pupils are evacuated to safety, follow your given instructions:
- Go straight to the assembly point, and do not stop to collect any belongings (see section for assembly points)
- If it is possible to do so please close doors and windows on your way out, if you feel confident to tackle the fire and have received suitable training then do so.
- A register will be taken at the assembly point.
- Wait safely and calmly until advised it is safe to re-enter the building by SLT or the Fire Service.

Review

The head teacher and the school senior management team will ensure that the Fire Emergency Plan is reviewed on an annual basis, or earlier if there are any significant changes to staff that have specific responsibilities within this plan.

Monitoring

This School Fire Emergency Plan will be reviewed by the headteacher and Full Governing Body annually. At each review, the policy will be approved by the headteacher.

The Headteacher will share the School Fire Emergency Plan with the staff, pupils and parents at least once a year, as well as publish on the school website.

May 2021

Review: May 2022

Appendix 1:

