



## Fire Evacuation Plan

Date approved by the Full Governing Body: - January 2026

Date of review: - January 2027

### 1. Introduction.

This guidance is specific in dealing with an evacuation of the school building in the event of a fire. This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.

Staff and the school's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Headteacher

### 2. Action in the event of a fire or suspicion of a fire.

Immediately raise the alarm by activating the nearest available fire alarm call point. If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should:

If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc. in use as part of the classroom activity or lesson.

The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. If not supervising pupils and it is possible, shut any windows that may be open. Finally, close the door to the room in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

### 3. How to raise the alarm.

Activate the nearest break glass type fire alarm call point. The call point can be activated by pressing firmly onto the middle of the panel that is incorporated within the call point unit.

On hearing the fire alarm system the Headteacher, Deputy Headteacher, a member of the Senior Leadership Team or one of the school's Administration Officers should:

- Dial 999 for emergency services.

- Once the call is answered, ask for the fire service, then once through to the Fire brigade control room inform the operator of the following **THERE IS A FIRE AT: ALTON INFANT SCHOOL, NORMANDY STREET, ALTON, HANTS, GU34 1DH. [TEL:- 01420 83857](tel:0142083857)**.
  - The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given.
- 4. Evacuation, assembly point and actions to take on hearing the fire alarm.**

On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any nearby classroom, room or area.

Leave the building via the nearest available escape route and assemble at the schools designated **fire assembly point on the middle main playground area between the steps. Colour spots indicate where each class should assemble and line up.** See Annexe A for further Fire Drill Procedures.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.

There should be silence throughout the duration of the evacuation and until the all clear is given by the Headteacher, Deputy Headteacher or member of the Senior Leadership Team.

See Annexe A (Fire Drill Procedures) for staff responsibilities during an evacuation to ensure that everyone is out of the building. The school's kitchen staff are also responsible for turning off all gas and electrical appliances that do not automatically shut down on the operation of the fire alarm.

The Headteacher, Deputy Headteacher or a member of the Senior Leadership Team will oversee the evacuation and check that all is in operation in accordance with this plan.

#### **5. Evacuating the school building - arrangements for people with disabilities or special educational needs.**

Designated members of staff or Special Needs Assistants will assist with the evacuation of members of staff, students or visitors should they have a sight, hearing, learning or mobility disability. Staff who supervise pupils who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed about the pupil's personal evacuation arrangements and should follow the plan provided for them.

## **6. Roll Call Managers.**

The school's Administration Officers will be responsible for ensuring that the roll call is undertaken and that class teachers are able to take a roll call and pupil count in-line with the day's attendance numbers and registers.

## **7. Fire Service Reception.**

The school's Administration Officers or Headteacher, Deputy Headteacher or a member of the Senior Leadership Team, will meet the Fire and Rescue Service on their arrival and provide details and the main location of the fire and any persons unaccounted for. They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information related to unaccounted persons.

## **8. Visitors and contractors.**

Unaccompanied 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 area working and will be required to attend the assembly on operation of the fire alarm.

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

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

## **9. Fire Fighting Arrangements.**

Generally, with exception of reactive firefighting 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 it is safe to do so.

If staff use a fire extinguisher they must follow the advice below:-

They **will**:-

- Only tackle small fires
- Ensure that 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 is obviously a rapidly developing fire of 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 are affecting their breathing.
- 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.

## **10. First Aid Arrangements.**

A 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. The first aider will usually be one of the Administration Officers and/or other trained staff first aiders.

## **7. Emergency Information Pack.**

To enable the Fire Brigade Commander to better assess the risks to fire firefighters a Fire Service Emergency Pack will be taken to the assembly point and presented to the Fire Service on their arrival. This will include, as a minimum: -

- The asbestos register (or copy).
- A drawing of the premises indicating: -
  - Essential structure 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 any means of escape of known).
  - The location of highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
  - 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 the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

## **Annexe A.**

### **FIRE DRILL PROCEDURES**

- Assembly point is the middle playground between the steps.
- Colour spots indicate lines for each class.
- All classes including the NEST class to exit via their classroom door or the nearest available door.
- WILLOW class teacher will open YR playground gate.

- ELM class teacher will send children to join Willow Class and then check toilets and collect 'checked' card.
- Headteacher will check main toilets and collect 'checked' cards.
- Children in Gold Room will be brought downstairs by staff and taken out to the assembly point via YR exit.
- OAK class teacher will send children to join BEECH class and then check Library and NEST Classroom, collecting 'checked' cards from each location.
- NEST class Room Leader will lead the children out of the Year 2 corridor door. Any pupil with a Personal Emergency Evacuation Plan (PEEP) will be at the back of the pupil line with their nominated adult. Any pupil with a PEEP will move up the main playground walkway with their nominated adult and then wait and assemble at the walkway opening to the main playground.
- Office staff will collect the emergency box, asbestos register and open the **playground gate** by the Nest classroom.
- Dining room/hall - if a class is using the dining room/hall, it is the responsibility of the class teacher/monitoring adults to exit via the wide/most suitable designated fire exit and to check the toilets on leaving.

All staff should adopt a calm manner and proceed to evacuation ensuring the overall safety of all.

All 'checked' cards should be handed to the Headteacher (or most senior member of staff in the HT's absence).

Each class should be head counted immediately to ensure all children are present and numbers are correct. If a child is missing, inform the Headteacher immediately.

Raise your arm when completing the head count until the HT takes note.

Pupil lunchtime number sheets and electronic registers are available to check names if numbers **are not** correct.

Each class teacher is responsible for checking that all adults in their class have evacuated the building with them.

Visitors are responsible for their own safety.

### LUNCHTIME

- Children on the PLAYGROUND will line up as above.
- Children in the dining room/hall will be taken out of one of the top exit doors.
- One member of staff from the hall will check the dining room toilets.
- One member of staff will check the main toilets and year one cloakroom.
- Lunchtime supervisors to complete a head count of their designated class. Numbers are then reported to class teachers and the office staff in-line with day's attendance and registers.
- Staff in the old building will check the corridors, offices, library, Nest classroom and Year 2 classrooms.
- Staff on the second floor using the Staff Room or Gold Room will walk calmly down the stairs and exit to the assembly point through the nearest fire exit.