

EMERGENCY ACTION PLAN SCOTTS PRIMARY SCHOOL

Aim:

- To ensure the safety of all pupils, staff and visitors should a fire evacuation take place.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.

Objectives:

- To evacuate the buildings safely and quickly in the event of an alarm activation.

Actions:

- All employees will be briefed on the evacuation plan and their responsibilities.
- Employees will be designated specific roles that are outlined as follows:

All Staff:

- All staff are required to sign in and out whenever they enter and leave the building.
- If a fire or emergency situation occurs immediately activate the fire alarm and proceed with the evacuation.
- The assembly points are located on the junior playground for the juniors and the infant playground for the infants.

Contingency Plan – in the event of fire gases blowing in the direction of the assembly points the children will be assembled on the grass field opposite the playground.

Evacuation of the hall will be via all fire exits including the one leading into the car park

- The fire instructions are posted in every classroom and provided as appendix 1 to this document.
- A fire drill will take place once per term.

The Business Manager/Deputy are responsible for the following:

- Contacting the Fire Brigade
- Evacuating the building via the nearest exit checking the medical area, taking with them the class registers, emergency contact details, emergency box and the gate key
- Providing all the class registers to the class teachers

The Admin Officer is responsible for the following:

- Evacuating the building via the nearest exit taking with them the Fire Evacuation report from Inventory (signing in system)
- Reporting to the Head Teacher/Deputy of any unaccounted persons.

The Head Teacher/Deputy/Senior Member are responsible for the following:

- Checking the toilet areas other than in the classrooms - Hall toilets/library toilets/KS2 building toilets
- Checking areas where children and or staff may be working unaccompanied - e.g Libraries/rainbow room/meeting room.
- Evacuating the building via the nearest exit
- Overseeing the evacuation
- Reporting to the Fire Brigade if there are any unaccounted persons.
- Providing direction on how the evacuation should progress
- Giving the all clear to re-enter the building

The Class Teachers are responsible for the following (Please also see attached appendix for YR procedures):

- Escorting their class and leave by the nearest available fire exit, checking the toilet area on route
- Proceeding to the assembly point which is located on the junior and infant playgrounds
- Collecting class registers from the business manager
- Calling the register and reporting to the Head Teacher/Deputy if there are any unaccounted pupils
- If possible the teacher should close the doors and windows upon exiting the classroom.

Support Staff are responsible for the following:

- Assisting class teachers to safely evacuate their class, if working with a small group the teaching assistant is responsible for safely evacuating those pupils

Head Cook is responsible for the following:

- Ensuring all kitchen staff safely evacuate the building via the nearest exit
- Proceeding to the assembly point which is located on the infant playground
- Reporting to the Head Teacher/Deputy of any unaccounted persons
- If possible appliances to be switched off

Peripatetic Teaching Staff are responsible for the following:

- Escorting the pupils in their care leaving by the nearest available fire exit
- Proceeding to the nearest assembly point, on the infant and junior playgrounds.
- Reporting to the Head Teacher/Deputy of any unaccounted persons

School Keeper is responsible for the following:

- Proceeding to the nearest assembly point on either playground.

after the evacuation

- Securing gates
- Replacing if required break glass units and extinguishers

Isolation Points

- Gas – Located in the Boiler House
- Electric – Located in the electrical intake cupboard

Fire Risk Register to include:

- Fire Plan marked with zones, fire call points, extinguishers, exits etc.
- Fire Log book to detail; weekly fire alarm call point tests, termly evacuations, fire awareness training for staff, quarterly and yearly maintenance for extinguishers and fire alarm system

Identified Place of Safety:

- R J Mitchell School, Tangmere Crescent, Off Airfield Way, Hornchurch, RM12 5PP

Further consideration must be given to other times in school not yet mentioned;

Break time Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and or proceeding to the designated assembly point
- Office staff are responsible for following normal procedures
- All other staff to evacuate the building using the nearest fire exit door

Lunchtime Procedures

MDA's are responsible for:

- evacuating the building escorting the children via the nearest fire exit and proceed to the designated assembly point - located on the junior and infant playgrounds
- Checking the toilets in the hall
- Checking the junior building
- Ensuring the registers are taken in the absence of the class teacher/TA and reporting any unaccounted pupils to the HT/Deputy
- Office Staff are responsible for following normal procedures
- All other staff to evacuate the building using the nearest fire exit door

Before School

- Pupils are not allowed access to the school building prior to the start of school day, unless taking part in a school club. Staff to take a club register
- All staff to evacuate the building using the nearest fire exit door
- Senior member of staff to contact the fire brigade, manage evacuating, if appropriate notifying parents
- The office staff are responsible for taking out the visitors book

After School Clubs

- Staff managing the club are responsible for escorting the children in their care, leaving by the nearest available fire exit, taking with them registers, emergency contact details
- All other staff to evacuate the building using the nearest fire exit door
- Senior member of staff to contact the fire brigade and manage the evacuation
- The office staff are responsible for taking out the visitors book

During Lettings

- The event organisers are responsible for escorting attendees out of the building using the nearest available fire exit, taking with them their register. Responsible for informing the School Keeper/Relief School Keeper of any unaccounted persons
- All other staff to evacuate the building using the nearest fire exit door
- School Keeper/Relief School Keeper to contact the fire brigade and manage the evacuation

Out of Term Time

- All visitors/contractors to sign in and out when on site
- School Keeper/Relief School Keeper responsible for contacting the fire brigade, taking out the visitors book, managing fire evacuation

SCOTTS PRIMARY SCHOOL

FIRE INSTRUCTIONS

WHEN A FIRE IS DISCOVERED OR REPORTED

- ❖ OPERATE THE NEAREST FIRE ALARM CALL POINT
- ❖ THE SENIOR PERSON PRESENT MUST ENSURE THAT THE FIRE BRIGADE IS CALLED
- ❖ CLASS TEACHERS MUST ESCORT CHILDREN FROM THE BUILDING (USING THE NEAREST AVAILABLE EXIT)
- ❖ ALL INFANT & JUNIOR CLASSES, STAFF AND VISITORS MUST ASSEMBLE IN THE PLAYGROUND

THE SENIOR PERSON PRESENT MUST CHECK THAT THE SCHOOL IS EMPTY AND TAKE THE CLASS REGISTERS TO THE ASSEMBLY POINT

A STAFF MEMBER MUST BE INSTRUCTED TO MEET THE FIRE BRIGADE AND DIRECT THEM TO THE INCIDENT

THE FIRE BRIGADE MUST BE CALLED IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

TO CALL THE FIRE BRIGADE LIFT THE RECEIVER AND DIAL 999

GIVE YOUR TELEPHONE NUMBER AND ASK FOR THE FIRE BRIGADE

WHEN THE FIRE BRIGADE ANSWER SAY –

FIRE AT SCOTTS PRIMARY SCHOOL, BONINGTON ROAD, HORNCHURCH, RM12 6TH

TELL THEM ANY OTHER IMPORTANT DETAILS THAT MAY BE KNOWN E.G IF ANYONE IS INJURED

Reception Fire Drill Procedures

Outside duty – 2 members of staff

1st member: open gate and lead children in a line to the infant playground (lead any wheelchair bound children out first)

2nd member: check area empty and exit onto playground

Inside duty – Teachers and TAs

Teachers: assemble children into a quick line by fire exit door

TAs: check inside area e.g. toilets, role-play, hidden spaces and then join the children at the end of class line

When outside taking the register

Teachers – call names, children to repeat back

TAs – do a quick head count and manage behaviour e.g. support children's replies, no talking and facing the front, standing in line etc