

EMERGENCY FIRE ACTION PLAN

ASSEMBLY POINT

PLAYGROUND, OR IN EXCEPTIONAL CIRCUMSTANCES, FIELD

ACTION ON DISCOVERY OF FIRE

- IF FIRE IS SEEN, SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- DO NOT PUT YOURSELF AT RISK
- AUTOMATIC LINK TO FIRE SERVICE – THEY WILL CALL US TO CONFIRM REQUIREMENTS

ACTION ON HEARING ALARM

Office Staff – if no office staff on site then SBM or HT

- Pick up registers, mobile phone.
- Check offices, staffroom, toilets
- Ensure all visitors are exiting the building
- Ensure that all staff have responded to the alarm and supervise fire assembly points in playground
- Liaise with Fire Service on arrival, hand over plan of building.
- Supervise roll call

Class Teachers

Stop the lesson, tell the children to stand and walk, not run, to the outside door unless they have been given instructions to exit by another door. Check toilets to ensure that all children have left the room or instruct LSA to do so. Do not leave the room until all children and LSAs have left. When assembled outside count children. If numbers incorrect then check register.

Learning Support Staff

Check toilets then support teacher to escort the children safely out of the building.

Kitchen Staff

Leave by outside door unless instructed otherwise. If the fire starts in the kitchen area, leave by the most accessible door ensuring that the doors into the main school are closed if possible. Alert school staff immediately.

Contractors

Check the area you are working in for exits and alarms. Alert school staff if a fire is discovered.

All children and adults should leave the building as quickly as possible.

Classes to line up in the playground facing away from the building. If this is not safe, then children to be escorted onto the field and lined up facing away from the building.

Class teacher to count their children and if numbers correct then indicate to HT/SBM that all present. If all class numbers correct then registers not needed. If numbers incorrect then registers to be distributed for checking.

Office staff/SBM to check number of adults against the INVENTORY system.