

*...those who hope in the LORD will renew their strength.*

*They will soar on wings like eagles; they will run and not grow weary,*

*they will walk and not be faint.' Isaiah 40:31*



**connect | nurture | aspire | learn | excel | hope**

# Reculver Church of England Primary School



## FIRE EVACUATION PLAN

For Academic Year 2018-2019

Date adopted by Local Governing Body: 23.02.18

Date of next Review 31.08.19

# Emergency Instructions

1	<p><b>The action employees should take if they discover a fire.</b></p> <p>Immediately operate the nearest alarm call-point.</p> <p><i>There are various call points around the school in red boxes. Please make yourself aware of where they are</i></p> <p>Evacuate the premises immediately on sound of the alarm.</p> <p><i>If trained to use a fire extinguisher, attack the fire if possible, with appliances available, without taking personal risks.</i></p> <p><i>There are various extinguishers around the school. Please make yourself aware of where they are.</i></p>
2	<p><b>How will people be warned in there is a fire?</b></p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p> <p><i>There are various call points around the school in red boxes. Please make yourself aware of where they are located.</i></p> <p><b>How will people be warned if there is a bomb threat?</b></p> <p>Office staff will visit each room with a notice instructing the teacher to leave their room with the children and assemble on the far side of the field. This is called a SILENT EVACUATION.</p> <p><i>Each class should have a booklet with all the signs for a silent evacuation available</i></p>
3.	<p><b>How the evacuation of the building will be carried out.</b></p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point on the School playground and line up in the area by their designated number.</p> <p><i>For an evacuation due to a bomb alert the muster area is the far side of the playing field.</i></p>

4.	<p><b>Identification of escape routes.</b></p> <p>All exit doors can be used as escape routes.</p> <p><i>Fire plans are in all classrooms and at various areas around the school. Please familiarise yourself with the escape routes.</i></p>
5.	<p><b>Fire fighting equipment provided.</b></p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p> <p><i>Please make yourself aware of where they are located.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b>On hearing the alarm:</b></p> <p>All staff will usher children out of the building and assemble at the muster point on the playground.</p> <p>Fire Wardens will ensure:</p> <ul style="list-style-type: none"> <li>• their areas are cleared of people</li> <li>• registers are collected on the way out</li> <li>• the Fire Service is called if necessary</li> <li>• a roll call is made to ensure everyone is out and registers raised to advise Fire Marshal (normally the Head Teacher) all are present.</li> <li>• Office staff will account for visitors with in school</li> <li>• The Fire Warden in Admin area will take the 'Grab Bag' out with them</li> </ul>

7.	<p><b>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</b></p> <ul style="list-style-type: none"> <li>• <b>visitors:</b> the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit with the class and they must assemble near the fence of Beltinge Day Nursery. The office staff will account for visitors from the sign in log.</li> <li>• <b>contractors:</b> must be given information about fire procedures and leave the building at the nearest exit. They should assemble near the fence of Beltinge Day Nursery and inform the Fire Marshal (normally the Head Teacher) that all their staff are present.</li> <li>• <b>people with disabilities:</b> specific arrangements may need to be made for those with disabilities. All children with disabilities will have a PEEP (Personal Emergency Evacuation Plan).</li> <li>• <b>kitchen staff:</b> are aware of fire procedures and will assemble by Beltinge Day Nursery where the kitchen manager will account for her staff and inform the Head Teacher.</li> <li>• <b>Kindergarten Kids After School Club:</b> to have their own fire plan in place and a copy to be given to the school to be held in the fire safety file.</li> </ul>
8.	<p><b>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• on hearing the alarm <b>THE FIRE MARSHAL</b> (normally Head Teacher) will Dial 999 and ask for the Fire Service or other emergency service as appropriate.</li> <li>• <b>FIRE WARDENS</b> will call the Fire Service in the absence of the <b>FIRE MARSHAL</b> (this may be best achieved using a mobile phone)</li> </ul>
9.	<p><b>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• The <b>SITE MANAGER, OFFICE MANAGER IN HIS ABSENCE</b> or another <b>FIRE WARDEN</b> member will liaise with the Fire Brigade on their arrival.</li> </ul>

10.	<p><b>The following arrangements and training is given to staff at Reculver CEP school:</b></p> <ul style="list-style-type: none"> <li>• all staff - fire drills three times a year</li> <li>• all staff - fire briefing once a year (may be in conjunction with fire drill)</li> <li>• Fire Warden training: for designated fire wardens/fire marshal</li> <li>• record of training to be kept within fire manual</li> <li>• training to be reviewed on a yearly basis and planned into budget</li> </ul>
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### **Further Information**

- All Fire doors on magnetic hold will release and close on the sound of the alarm.
- The wooden gate in the courtyard area (fire exit route for Seals, Starfish, Staff room and Grasshopper class) is bolted to keep it closed for safeguarding reasons. **THIS HAS TO BE A DOUBLE HANDED OPEN – MEANING - PULL BOLT ACROSS AND THEN PUSH OPEN.**
- The door from the Ark into the hall will also be a **double handed open should an extra handle be fitted. Meaning – hold both handles down to open. Remember this door opens INTO the Ark not into the hall.** However, the fire escape from the Ark should be into the play area first.
- The Site Manager will open all doors within the school at/by 7am each morning and lock up at 6pm promptly in the evening. All personnel should be out of the building by 5:45pm each evening to enable this task to be carried out.
- In the Site Manager’s absence, The Head Teacher or Deputy Head Teacher will open/lock up. Should they also be absent, The School Business Manager and Office Manager will carry out this duty. ***It is not the sole responsibility of the Site Manager to lock/unlock.***
- **Fire Wardens** in each area are to carry out a check each day to make sure that **ALL DOORS IN THEIR AREAS ARE UNLOCKED.** If they are found to be locked, please let the Site Manager or Head Teacher know asap.
- The ‘Grab Bag’ in the Admin area is to be taken out at all times.

It includes the following:-

High visibility jacket

School Emergency Management and Business Continuity Plan

Torches

Emergency contact details of staff and children

Paper and Pencils

First Aid Kit  
Bottle of Lucozade  
Master Key for the Gate Barrier

**REMEMBER!**

**IT IS EVERYONES RESPONSIBILITY AND DUTY OF CARE TO LOOK AFTER  
EACH OTHER.**

## **Fire Safety Notes to Teachers and TAs**

All Teaching Staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge.

- Ensure that all fire exit routes are completely clear and easily accessible
- Check that all your fire signs and call points can be seen and easily accessible
- All classrooms, outside activity areas and corridors to be kept tidy and uncluttered
- Radiator tops should be kept clear – no paperwork to be placed on top
- No fire door should be held open with a door wedge or object. This could incur a £450 fine should we have a spot check from the fire service. If it were to be found on a visit to be held open, the person responsible for the action will incur the cost of the fine, not the school.
- Remove unnecessary extension leads and use wall sockets. Please see Site Manager should you need additional sockets.
- Ensure you discuss fire safety and evacuation procedures with your class children on a regular basis
- Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). The PEEP will clearly state what is to happen to these children in the case of an emergency. If the PEEP is put into action on the day, this **MUST** be reported to the Head Teacher/Fire Marshal.
- All staff in the SMALL HALL at the time of the alarm sounding will automatically become the Fire Warden. Please make sure the children and adults are evacuated safely through the fire exit door leading onto the playground. Take one last look before closing the door.

## **A guide to the duties of the Designated Fire Warden and Fire Marshal**

### **Fire Wardens**

In the event of a fire, Wardens are responsible for ensuring their areas are evacuated. In larger buildings more than one Warden may be required. Wardens must report that their area is clear to the Fire Marshal.

Fire Wardens must react immediately and be authoritative when asking people to leave a building. A systematic sweep of the buildings must be carried out and should include:

- a check of all areas open and accessible to occupants, including toilets
- closure of all doors and windows to prevent spread of a fire

Wardens must **remain vigilant** and **avoid putting themselves in danger**

Wardens also have a day-to-day duty to ensure that fire protection systems remain in good working order and have not been tampered with. Protection measures include:

- fire doors
- fire extinguishers
- fire alarms
- emergency lighting

Defects or abuse of these measures should be [reported](#) immediately.

To make sure that Wardens are competent in carrying out their duties it is important that they attend a Fire Warden and Fire Marshal training course.

### **Fire Marshals**

The role of the Fire Marshal is to co-ordinate evacuations until a safe conclusion is reached or until the Fire and Rescue Service has arrived. Duties include:

- ensuring everyone in the building has been accounted for
- ensuring that the emergency services are informed
- liaising with the emergency services on their arrival

- co-ordinating and directing Fire Wardens
- co-ordinating contingency planning should the situation warrant it
- interrogating the local fire panel and investigate the cause
- operating the fire panel to silence and reset following confirmation of false alarm
- informing occupants when the building is safe to re-enter

Fire Marshals must attend a Fire Warden and Fire Marshal training course. – this was carried out on 4<sup>th</sup> September 2017

### **Designated Fire Wardens and Marshals at Reculver CEP from September 2018**

Stella Collins – Marshal

Mick Ware – Marshal - Library

Kathy Newing – Warden – Admin – Large hall, kitchen and Crickets

Debbie Norton – Warden - Admin

Andrew Kent – Warden - ICT

Paul Grainger – Warden – SEN

Michelle Marsden – MDS – for MDS

Katherine Hamilton – Jaguars., Pumas and Panthers

Debbie Berry – Caterpillars and Dragonflies

Mark Chaplin – Lions, Tigers and Leopards

Fliss Boobyer - Turtles and Dolphins

Liz Madge – Ladybirds and Butterflies

Ashley Whitnell – Grasshoppers, Busy Bees

Sarah Maynard – Relief Warden

Aaron Caple – Jellyfish, Seahorses and old Octopus class on way out



**FIRE EVACUATION PLAN**  
**ACADEMIC YEAR 2018 – 2019**

**Confirmation Form**

**Every member of staff has the responsibility for the safety of themselves and others in the event of a fire or emergency evacuation.**

Please sign to say you have received, read and understood this Fire Evacuation Plan for Academic Year 2018-2019 and return the form to the Office/HR Manager.

I, .....have received, read and understood the Fire Evacuation Plan for Academic Year 2018-2019.

Signed.....date.....

