

Durham Gilesgate Primary School

Fire Safety Emergency Plan

Fire Safety roles and responsibilities –

The following persons have fire safety responsibility within the school –

- Head Teacher – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.
- Caretaker – will during the course of his/her duties ensure that fire safety measures are in place.
- Teachers – will take charge of pupils to ensure their class evacuates the building in an emergency.
- will actively ensure that the means of escape in their classroom is never obstructed or blocked.
- All other staff – will cooperate in the emergency procedures in event of a fire.

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Non-employees will always sign the visitors book and this will be checked in the event of a fire to ensure all visitors have been evacuated safely.

Shared Premises

In premises that are shared with another organisations the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

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Details of the Schools Emergency Plan

How people will be warned if there is a fire

- The fire alarm will sound as a continuous ringing bell throughout the school.

What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head teacher (or deputy) as soon as possible, after ensuring pupils in their care have evacuated to a place of safety.
- Staff should not attempt to tackle the fire unless it is safe to do so, and they are confident they have received instruction to use firefighting equipment safely.
- Staff should evacuate by the nearest available exit
- Staff should not stop to collect personal belongings on their way out
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the headteacher.

What pupils or visitors should do if they discover a fire

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit with that adult and other children
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out

- All persons should exit by the nearest available and safe exit
- Staff responsible for children should ensure that all pupils in the class have left the room before exiting themselves. i.e. the last person out of a room should be an adult
- Staff should close the door behind them on leaving
- Staff and children should move quickly and not run
- The school secretary will take class registers and contact details to the assembly points
- All pupils, staff and visitors will go immediately to the assembly points. If the evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.

Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the register.
- The head teacher (or deputy) will check the admin corridor, KS1 rooms and KS2 rooms. Foundation Stage staff will check the EYFS wing.

Where people should assemble after leaving the premises

- Assembly Points
 - EYFS-EYFS playground
 - KS1 & 2- playground

Identification of key escape routes & how they are accessed to escape to a place of safety

- Escape via the quickest exit. See plan visible in each room

Procedure for calling emergency services

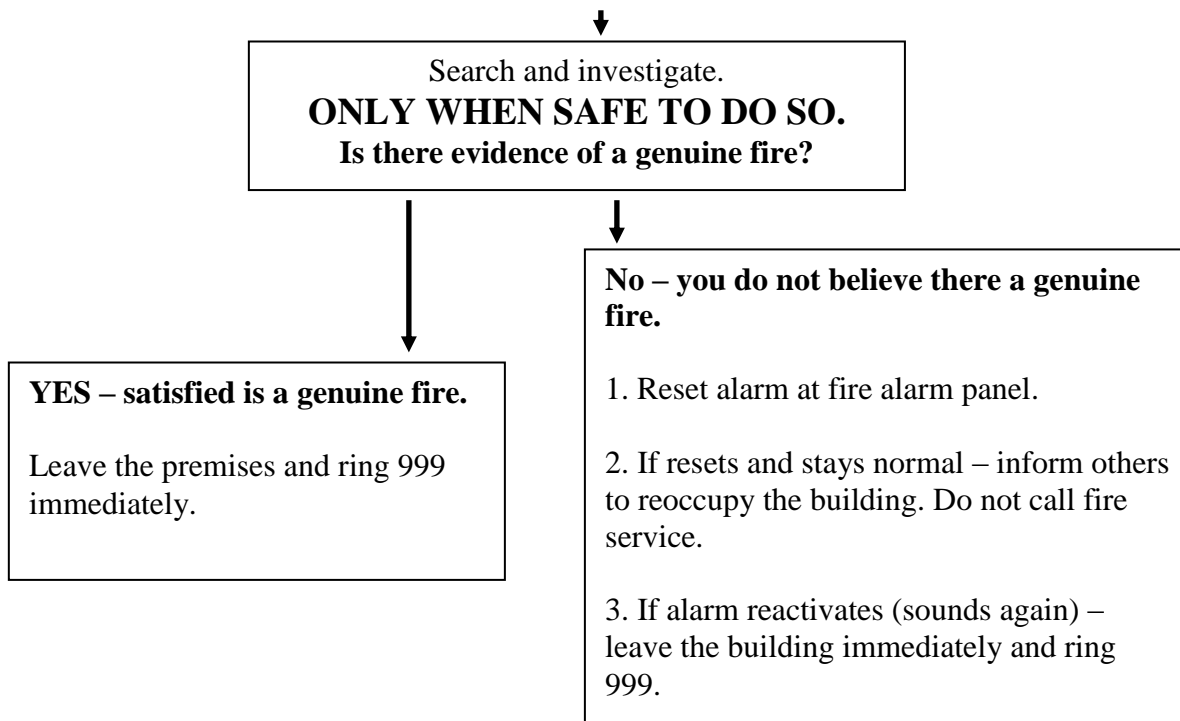
- Admin staff will call the emergency services:- Mrs. Huddleston

On hearing the alarm **the building will be evaluated as described above**. At the same time the designated person (Head Teacher) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.

Identify on panel where fire is located.

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Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel that they are confident to do so. If staff are unsure they should leave the fire to the Fire Service.

The duties and identity of staff who have specific responsibilities if there is a fire

- Admin staff:- telephone emergency services and take registers to assembly points
- Kitchen staff- turn off appliances before leaving the kitchen
- Cartakers- shut off any machinery in use

Arrangements for evacuation of people especially at risk

- The following people will have a personal evacuation plan-
 - Staff must take special care to ensure that all Hearing Impaired children in their classes are evacuated
 - Staff must ensure that SEN pupils are evacuated, particularly those with mobility issues or learning difficulties.

Any appliances or power supplies that have to be isolated if there is a fire

- Kitchen Equipment
 - Gas Isolation is linked to the ventilation system. On leaving the kitchen press the emergency stop button which will cut power to the vents and thus the gas supply.

Specific arrangements for high risk areas

- If open at the time the storage to flammable materials will be closed and locked
- Isolate cooking appliances

Contingency Plans for when fire safety systems (e.g. alarms) are out of order

- In the event of the fire detection system being out of order, staff will be informed of the need to verbally alert neighbouring classrooms in the event of a fire.
- In the event of the playground being unavailable the school field will serve as an assembly point.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

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- The headteacher (or Deputy) will meet the Fire Services on their arrival and assist with information re location of fire, any specific risks etc.

What training employees need and the arrangements for ensuring that this training is given

- Training in managing fire evacuation will be provided to the designated persons
- Fire drills will be held termly
- The emergency procedure will be shared with staff

Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time the schools will alert parents to collect pupils.
 - The school admin staff must take contact details out with them
- Alternative accommodation, if required, will be found

Liaison between building owners, employers, residents and rescue services

- Emergency premises assistance can be obtained from –

Property Helpdesk – 0191 383 5353

Service Direct - North 0771 3193 708 or 711
 - South 0771 3193 710 or 709

Health & Safety Team 0191 383 5567

Emergency Plan draw up by – Mark Turner

Date – This version February 2014

Review Period – Annually

Reviewed February 2015, February 2016, February 2017, December 2017

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