



# Fire Evacuation Plan

<b>Policy Reviewed:</b>	September 2020
<b>Next Review:</b>	September 2021

## Procedures

1	<p><b>The action employees should take if they discover a fire</b></p> <p><i>Immediately operate the nearest alarm call-point. Contact/ refer the incident to the site manager, if safe to do so. Evacuate the building by the nearest clear fire exit.</i></p>
2	<p><b>How will people be warned if there is a fire</b></p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point, in the form of a loud, high pitched warble.</i></p> <p><i>The fire alarm system is linked to the fire service.</i></p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly points on the Upper playground for years 4 and 6, the lower playground for Years 3 and 5.</i></p> <p><i>Nursery (inc 2 year olds) will line up against the railings on the Upper Playground.</i></p> <p><i>Reception, Year 1 and Year 2 will assemble on the concreted area outside of the Year 2 windows. Year 2M will assemble alongside the handrail on the path by the small car park.</i></p> <p><i>All pupils will leave when instructed to by their class teacher. They will leave by the fire exit within their classroom. If the class is at an alternative location, they should leave by the nearest available exit.</i></p> <p><i>Teaching staff should leave with the class that they are currently with or in the case of lunchtime groups, they should ensure that all pupils leave the building safely and line up with their individual classes.</i></p> <p><i>All contractors should report to Steven Monks/Lyall Mew who will be located in the centre of the Upper playground. In the case of contractors currently working on building work, their own procedures for what to do in event of a fire should be developed through their Health and Safety procedures.</i></p>
4.	<p><b>Identification of escape routes</b></p> <p><i>All exit doors can be used as escape routes. The staircase and routes leading to the front door are protected routes. The main exit routes for each classroom/ public area are:</i></p> <p><i>2 year old provision- Through the intervention room entrance. Nursery- Through the Nursery main entrance. Reception M- Fire exit located at the rear of the class. Reception S- Fire exit located at the rear of the class. Year 1JC- Fire exit located at the rear of the class.</i></p>

	<p><i>Year 1C- Fire exit located at the rear of the class.</i></p> <p><i>Year 2GW- Exit via back classroom door and adjacent fire door</i></p> <p><i>Year 2M- Exit via fire exit located at the rear of the classroom.</i></p> <p><i>Year 3M- Fire exit located at the rear of the class onto lower Y3/5 area playground.</i></p> <p><i>Year 3B- Fire exit located at the rear of the class onto lower Y3/5 area playground.</i></p> <p><i>Year 5M- Exit down the stairs and out of the door on main corridor onto lower Y3/5 area playground. If this is blocked out through 3B.</i></p> <p><i>Year 5Y- Exit down the stairs and out of the door on main corridor onto lower Y3/5 area playground. If this is blocked out through 3B.</i></p> <p><i>Year 5C- Exit classroom and down corridor out of fire exit in Y5 main corridor.</i></p> <p><i>Year 4C- Fire exit located at the rear of the class, along the patio area and on to the upper playground.</i></p> <p><i>Year 4s- Fire exit located at the rear of the class, along the patio area and on to the upper playground.</i></p> <p><i>Year 6RH- Exit down the stairs and out through the fire exit located next to the girls' toilets on the 4/6 corridor- if this is not accessible- exit through Y4.</i></p> <p><i>Year 6LH- Exit down the stairs and out through the fire exit located next to the girls' toilets on the 4/6 corridor-- if this is not accessible- exit through Y4.</i></p> <p><i>Year 6N- Exit at rear of classroom, walk through the outside area and assemble on lower yard by Year 3/5.</i></p> <p><i>Junior Hall- Pupils will leave the hall via the main exit and the rear exit leading to nature trail, As directed.</i></p>
5.	<p><b>Fire fighting equipment provided</b></p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p> <p><i>Please note, Base Academy do not operate a fire fighting policy – fire fighting equipment should <b>only</b> be used in the event of an emergency, e.g. the only available escape route is obstructed/blocked.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b>See APPENDIX 1 for list of Fire Wardens and specific areas of responsibility</b></p> <p><b><i>On hearing the alarm:</i></b></p> <p><i>All staff will ensure visitors evacuate and gather at the assembly point. These are the lower Y3/5, upper and lower main playgrounds.</i></p> <p><i>Class teachers/ those leading the class:</i></p> <ul style="list-style-type: none"> <li>• <i>Classrooms are evacuated.</i></li> <li>• <i>A roll call is made to ensure everyone is out</i></li> </ul> <p><i>Fire wardens will ensure:</i></p> <ul style="list-style-type: none"> <li>• <i>Their areas are cleared of people</i></li> <li>• <i>Fire doors are closed</i></li> </ul> <p><i>Office staff:</i></p> <ul style="list-style-type: none"> <li>• <i>collect visitor register and take to assembly point</i></li> <li>• <i>call 999</i></li> </ul>





	<p><i>Attendance lead:</i></p> <ul style="list-style-type: none"> <li>• <i>Collect and distribute registers</i></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> <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i></li> <li>• <b>Contractors:</b> <i>must be given information about fire procedures and leave the building at the nearest exit.</i></li> <li>• <b>People with disabilities:</b> <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser and any adaptations presented to the Health and Safety lead, as well as the SENCo.</i></li> </ul>
8.	<p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• <i>Fire alarms in both buildings are directly linked to the fire service. Fire alarm testing is c</i></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>• <i>Lisa Whittaker, Rhian Driver, Steven Monks, Nadine Barnes will liaise with the Fire Service upon their arrival.</i></li> </ul>
10.	<p><b>Arrangements, procedures and training:</b></p> <ul style="list-style-type: none"> <li>• <i>All staff: Fire Drills three times a year</i></li> <li>• <i>All staff: Fire briefing once a year (may be in conjunction with fire drill).</i></li> <li>• <i>Fire Warden training: for designated fire wardens – where applicable</i></li> <li>• <i>Record of training to be kept within Fire Manual/on staff records.</i></li> <li>• <i>Refresher training to be delivered on a 3 yearly basis.</i></li> </ul>

Signed \_\_\_\_\_ **Head of School**

Signed \_\_\_\_\_ **Lead Governor**

Review Date *September 2021*

APPENDIX 1 – FIRE WARDENS

<p><u>Fire Warden Area Card</u></p> <p><b>Name</b>-Tatenda Kachidza</p> <p><b>Areas to be checked:</b> Main Store room Main Kitchen Rear Store Room Caretaker’s Room and Corridor Main Dining Room</p>	
<p><u>Fire Warden Area Card</u></p> <p><b>Name</b>-Nadine Barnes</p> <p><b>Areas to be checked:</b> Main entrance SLT offices Small Kitchen and Photocopy rooms Collect register/visitor book if necessary</p>	
<p><u>Fire Warden Area Card</u></p> <p><b>Name</b>- Vicky Griffiths</p> <p><b>Areas to be checked:</b> Staff toilets Staff room Photocopy room Music room</p>	
<p><u>Fire Warden Area Card</u></p> <p><b>Name</b>- Andrew Nicholson</p> <p><b>Areas to be checked:</b> Year 5 stairwell Year 5 cloakrooms Year 3 cloakrooms Boys/ Girls toilets</p>	

Fire Warden Area Card



**Name-** Vicky Entwistle

**Areas to be checked:**

Year 6 stairwell  
Year 4/6 cloakrooms  
Boys/ Girls toilets  
Learning pods

Fire Warden Area Card



**Name-** Kim Gahn

**Areas to be checked:**

Nursery toilets  
Storeroom

Fire Warden Area Card



**Name:** Z McArdle

**Areas to be checked:**

Year 1 corridor and toilets

Fire Warden Area Card



**Name:** C Fothergill

**Areas to be checked:**

Reception toilets  
Reception Store Room

Fire Warden Area Card



**Name:** L Crossley

**Areas to be checked:**

Year 1JC cloakroom  
Year 2 cloakroom areas  
Intervention room and PPA room  
Staff room and Infant library  
Staff toilets