



SAINT JOHN'S

# FIRE POLICY and PLAN

Designated Member of Staff	Head Teacher
Date of Issue	Autumn 2022
Frequency of Review	Every two years

Issue Number	Issue Date	Summary of Changes
1	November 2022	Re-writing the fire plan
2	September 2024	Reviewed

Saint John's CE Primary School is a place "where we all flourish". As such, we take very seriously the need for prompt, appropriate action in the case of a fire.

**Action on discovering a fire:**

- Raise the attention of others by sounding the fire alarm
- Notify other members of staff of the location of the fire
- If competent and at no risk, consider use of fire-fighting equipment

**What to do if the fire alarm sounds:**

- Make your way to the nearest fire exit and assembly point (Playground)
- Ensure doors are closed
- Listen to directions given by the Fire Marshal (Head)

**Calling the Fire Brigade:**

- On hearing the alarm, the identified responsible person (School Business Manager) to put emergency call into the fire service using a mobile phone

**Evacuation of the workplace including those particularly at risk:**

- All persons in the affected area should evacuate to the assembly point (Playground)
- Fire Marshal (Head) should check designated areas to ensure building empty
- Visitors and contractors made aware of procedures when signing Visitor book
- Disabled persons will have PEEP (Personal Emergency Evacuation Procedure) filed in the Fire Risk Assessment file

**Evacuation route:**

Hall	Junior cloakroom and corridor out of the building
Year 6	Year 6 cloakroom and past the play garden
Year 5	Junior cloakroom and past the play garden
Year 4	Junior cloakroom and corridor out of the building
Year 3	Year 2 classroom
Year 2	Year 2 classroom
Year 1	Year 1 classroom fire exit
Reception	Reception classroom fire exit
Office	Year 6 cloakroom and past the play garden OR the front entrance if more suitable
Upstairs	Year 6 cloakroom and past the play garden OR the front entrance if more suitable

**Evacuation Procedure:**

- Teaching Assistant to lead out first and pupils to follow. If no TA, a pupil to lead.
- Class Teacher to check classroom empty and close fire door. CT to be the last person out.

**Assembly points outside the building:**

- On exiting the building, go to the identified assembly point (Bottom Playground)
- If this area is considered unsafe, leave the school premises by the safest route: Witcombe gate or the Bottom Playground gate. Assemble in St James' Car Park.

**Liaison with Emergency Services:**

On arrival, the emergency services will require the following information:

- Where is the fire located?
- What does the fire involve (size and description)?
- Are all persons evacuated from the building?

**Escape routes and fire exit use:**

- Means of escape routes are checked daily
- Staff must be aware of alternative routes
- All doors must be able to be opened without use of a key; staff should be familiar with securing arrangements

**Fire-fighting equipment:**

- Fire-fighting equipment is provided to assist in securing your means of escape
- Only competent persons who have received training should tackle a fire - and providing it does not place themselves or any other persons at risk

**Responsibilities and duties to assist in case of fire:**

- All persons have a responsibility to ensure the building is evacuated by making their way to the nearest fire exit and designated assembly point
- Fire Marshal has the added responsibility to ensure designated areas are evacuated
- Staff who are trained in first aid fire-fighting, if appropriate and at no risk to themselves, may tackle the fire with a fire extinguisher

**Specific responsibilities:**

Office staff will check staff toilets and bring out the following:

- Pupil in/out book
- Staff signing in/out book
- Visitor signing in/out

Head Teacher/Deputy Head will do the following:

- Check pupil and disabled toilets
- Take out mobile phone and logon details for communication with Parents

School Business Manager responsible for Administrator role in her absence

Deputy Head responsible for the Head Teacher role in absence of Head

Senior Teachers responsible for Head Teacher role in absence of Head and Deputy

**Training required to meet the requirements of the fire plan:**

- All staff, induction and refresher training on fire evacuation with four-monthly fire drills
- Fire Marshal training for the Head Teacher
- Fire fighters (where deemed appropriate)