



SAINT JOHN'S

# FIRE PLAN

|                               |              |
|-------------------------------|--------------|
| Designated Member of Staff    | Head Teacher |
| Committee with responsibility | Resources    |
| Date of Issue                 | Autumn 2023  |
| Frequency of Review           | Annual       |

| Issue Number | Issue Date    | Summary of Changes       |
|--------------|---------------|--------------------------|
| 1            | November 2023 | Re-writing the fire plan |
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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 (Headteacher)

**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 predesignated assembly point
- 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                      Year 6 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 – Main Playground
- If this area is considered unsafe, leave the school premises by the safest route; Witcombe gate or the Car Park gate.

**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 that 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
- Visitor book
- Staff signing in/out book (during lunch)

Head Teacher/Deputy Head will do the following:

- Check pupil and disabled toilets
- Close Reception and Y1 classroom doors
- Take out mobile phone and logon details for text to Parents website
- Office Manager responsible for Administrator role in her absence
- DH responsible for the HT role in absence of HT
- FG responsible for HT role in absence of HT/DH

**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
- Fire fighters (where deemed appropriate)