



Fire Emergency Evacuation Plan and Fire Procedures

January 2024

Introduction

Gorsemoor Primary School is committed to providing a secure environment for pupils, where children feel safe and are kept safe. This document details the fire and emergency evacuation procedures for these premises. All staff must ensure that they are familiar with these procedures and act upon the requirements.

Action on discovering a fire

On discovering a fire, sound the nearest fire alarm immediately by pressing the button on the red fire alarm call point. In the event the call point is faulty shout 'FIRE' and operate another call point on your way out. Fight the fire with the nearest available fire extinguisher, only if the fire is in its initial stages and you feel you are not putting yourself in unnecessary danger, or that your only exit is blocked.

Visitors & Contractors: Immediately report to the nearest member of staff. If no staff immediately obvious raise the alarm by operating the nearest red 'break-glass' call point. If this fails to operate shout "FIRE" and operate another call point on your way out. Evacuate the building by the nearest available exit and report to the person taking the role of the Chief Fire Marshal at the assembly point.

Action on hearing the fire alarm

All adults and children should leave the building with the pupils in an orderly manner, exiting through the nearest fire exit to the pre-determined assembly point. For most people this will be the rear playground, with the exception of Nursery staff and pupils, who will exit to the front of school at the top of their playground.

Teaching Staff

In all cases where a teaching member of staff is escorting pupils out of the building, a member of staff must be the last to exit the room, and ensure that all external fire exit doors are closed behind them.

As teaching staff exit, they should endeavour to take their laminated fire register with them – this will support roll call once outside.

In the event that an exit is blocked or it is the point of a fire, a member of staff should use their initiative to exit pupils to safety by the nearest fire exit or use the nearest available fire extinguisher to enable safe exit. Signs in the corridors clearly show the direction of the nearest evacuation route.

Members of staff who work on a one-to-one basis with a pupil, must remain with that pupil at all times.

If a pupil has a temporary disablement i.e. a wheelchair, they must be accompanied by a member of staff at all times.

Staff with a walkie-talkie should also endeavour to bring this with them. This is particularly important for nursery and office staff to enable effective communication during the evacuation.

Support Staff

A member of the office staff will conduct a sweep of their allocated area and bring relevant gate keys, a walkie talkie and iPad with them to support role call through Pupil Asset.

A member of staff has been allocated as a front of school fire marshal. main school. This will support the sharing of information on arrival of a fire engine, and will also maintain the security of the building, ensuring that no unauthorised persons enter the building.

Under no circumstances should anyone re-enter the building until told it is safe to do so by the Chief Fire Marshal.

Summoning the Fire & Rescue Service

During school hours, a member of staff from the main office will contact the Fire Service.

At other times the most senior member of staff should ensure that the fire service has been called.

During school holidays and out of school hours, the Site and Buildings Supervisor will contact the fire service when on site.

Roll Call

Once outside, children should be lined up silently to enable roll call. Teachers will conduct the roll call for their class using the laminated fire register. Once teaching staff are certain that they have everyone in their class, they should raise their hand in the air to signal this to the Fire Marshals. They should only withdraw their hand, once informed to do so.

The Nursery roll call will be conducted by a member of the nursery staff using the laminated class register, once completed they should inform the front of school fire marshal who will radio this through to a member of the admin team.

A member of staff from the office will complete the roll call for visitors and staff on the office iPad. If safe to do so a member of the office staff will print off the fire evacuation list from InVentry before exiting the building.

Fire Marshals

The Responsible Person (Headteacher) will nominate members of staff to carry out the role of a Fire Marshal.

A senior official (Chief Fire Marshal) has the responsibility of maintaining high standards of fire precautions. The senior official will have a nominated Deputy who will act as senior official in their absence.

Daily responsibilities of a Fire Marshal

- Fire Doors and Fire Exits are closed, clear, unlocked and ready for use.
- All escape routes are safe, unblocked and clear.
- Fire extinguishers are sealed and in correct locations.
- Fire safety signs are clearly in position.
- Fire alarms are clear and unobstructed.
- Faulty emergency lighting must be reported.

Responsibilities of a Fire Marshal in the event of an emergency

- Ensure they have their Fire Marshal Kit.
- Start the evacuation (sweep) of their designated area, if it is safe to do so i.e. without putting themselves at risk
- Ensure everyone who is struggling to leave the area is assisted and taken out.
- Head to their designated area.
- Gather information from colleagues and other Fire Marshals;
 - Is everyone accounted for?
 - Where is the fire?
 - What started the fire?
 - Anything else of relevance to the fire service

GORSEMOOR PRIMARY SCHOOL FIRE MARSHALS

	Name	Responsibility
The Responsible Person (Senior Leaders)	Emilie Lees Nicki Costello	<ul style="list-style-type: none"> • Liaise with Fire Marshals • Meet with Fire Service when they arrive and provide them with any information they may require.
Chief Fire Marshal	Paula Bishop Office Manager	<ul style="list-style-type: none"> • Take a walkie talkie on exiting the building • Print out inventory list in the absence of Laura Smith • Print off the pupil asset list in the absence of Lynn Horton • Check Alarm System to establish if/where the Fire is • Silence alarm once safe to do so (Only if a practice or false alarm) • Inform Fire Marshals once school is safe to re-enter • Conduct roll call of all visitors named in signing in book
Deputy Fire Marshal	Chris Nicholls	<ul style="list-style-type: none"> • Check Main alarm panel to identify location of alarm activation. • Sweep Office areas including staff room and staff toilets • Silence alarm once safe to do so (Only if a practice or false alarm)

		<ul style="list-style-type: none"> • Inform Fire Marshals once school is safe to re-enter • Take a walkie talkie on exiting building.
Front of School	Clare Walton	<ul style="list-style-type: none"> • Liaise with Fire Marshals and update Senior Leaders • Take a walkie talkie • Remain at the main school entrance to co-ordinate emergency services and prevent access to the school by parents/visitors. • Nursery Roll call for staff, radio through to Admin staff • Collect late pupil arrivals and keep with them in the nursery playground until safe to go back into school • Once in school sign in the pupils on Inventory and take to classrooms
Roll-Call	Lynn Horton	<ul style="list-style-type: none"> • Print off fire evacuation pupil list from pupil asset • Sweep offices and reception area on the way out • Support staff with roll call of pupils
Roll-Call (Deputy)	Laura Smith	<ul style="list-style-type: none"> • Print out the inventory fire evacuation list • Carry out roll call of visitors in absence of Lynn Horton • Support with Roll call
Nursery Fire Marshal	Claire Campbell	<ul style="list-style-type: none"> • Sweep Nursery areas

		<ul style="list-style-type: none"> • Conduct roll call of nursery children and staff and liaise with front of school fire marshal. • Ensure all exit doors/windows are closed after staff and children have exited the building. • Ensure no one re-enters building through Nursery gate
Nursery Fire Marshal (Deputy)	Elouise Litchfield	<ul style="list-style-type: none"> • Support Nursery Fire Marshal with evacuation. • Carry out duties of the Nursery Fire Marshal in the event they are absent.
Reception Fire Marshal	Sarah Etchells	<ul style="list-style-type: none"> • Sweep Reception classrooms including toilets and quiet areas.
Key Stage One Fire Marshal	Jennifer Wilson	<ul style="list-style-type: none"> • Sweep Year 1 including toilets and quiet areas • Sweep Year 2 including toilets and quiet areas • Sweep LRA area • Sweep Hall
Lower Key Stage 2 Fire Marshal	Jane Ryan	<ul style="list-style-type: none"> • Sweep Year 3 including quiet areas • Sweep purple Room • Sweep main pupil toilets • Sweep Year 4 including quiet areas • Library Room • Ensure Playground doors are closed to ensure no one re-enters the building
Phase 2 Fire Marshal (Deputy)	Natasha Ball	<ul style="list-style-type: none"> • Sweep Year 3 including quiet areas.

		<ul style="list-style-type: none"> • Sweep purple Room. • Sweep main pupil toilets. • Sweep Year 4 including quiet areas. • Ensure all Playground doors to Year3/4 classrooms are closed to ensure no one re-enters the building.
Upper Key Stage 2 Fire Marshal	Vanessa Godward	<ul style="list-style-type: none"> • Sweep Year 5/6 classrooms including quiet areas and locker areas. • Sweep Study area. • Ensure external doors are closed in that area to ensure no one re-enters the building.
Upper Key Stage 2 Fire Marshal (Deputy)	Linda Smith	<ul style="list-style-type: none"> • Sweep Year 5/6 classrooms. • Sweep Study area. • Ensure all external doors are closed in those areas to ensure no one re-enters the building.
Catering Fire Marshal	Jo Love	<ul style="list-style-type: none"> • Sweep Dining Room, Hall and Catering areas including kitchen, cupboards and toilet. • In the event of a fire isolate the gas supply using the emergency yellow isolation points. • Lead kitchen staff to the roll call point on the playground by the pedestrian gate. • Report kitchen staff roll call to Paula Bishop or other admin staff supporting with roll call.
Catering Fire Marshal (Deputy)	Jackie Gaunt	<ul style="list-style-type: none"> • Carry out the role of Catering Fire Marshal if they are absent

Lunchtime Supervisor Fire Marshal	Christine Mankowski	<ul style="list-style-type: none"> • Conduct a sweep of the whole school • Remain on KS1 door to ensure no one re-enters
Lunchtime Supervisor Fire Marshal	Deb Westwood	<ul style="list-style-type: none"> • Conduct a sweep of the whole school • Remain on KS2 door to ensure no one re-enters

Staff Absences

Deputy fire marshals are named within the policy in the event of staff absence. They have all received adequate fire marshal training for the role.

It is important that staff ensure they sign out if leaving the premises during the day.

Fire Drills

Fire drills will be conducted once per term with at least one fire drill carried out at lunchtime. The alarm will be activated via the fire alarm panel in the main entrance by the Chief Fire Marshall/Site and Buildings Supervisor. Upon completion of the fire drill the alarm panel will be reset and staff/visitors will be notified that it is safe to re-enter the building. The Chief Fire Marshall will record the assessment of the fire drill including the time taken to evacuate the building and the time taken to complete the roll-call, and any remedial actions required.

Visitors and Contractors

Upon arrival at site all visitors and contractors must sign in at the main reception entrance using the InVentry screen, where details of the fire evacuation plan will be shown and the location of the fire assembly point. Visitors and contractors will be asked to park in the visitors parking area and not to obstruct emergency vehicle access points. In the event that visitors arrive during a fire alarm they will be directed to wait at the assembly point at the main pedestrian gate by the fire marshal on duty at the main entrance.

Co-ordination with other premise occupants

All hirers of school facilities will receive a copy of the school Fire and Emergency Evacuation Plan and any new hirers will receive a site induction before starting. Regular updates will be provided should any arrangements change. During school opening hours all hirers will assemble at the playground assembly point.

All hirers will do the roll call for their children and staff present.

After 6.00pm hirers will assemble at the main pedestrian gate at the front of school. The member of school staff on site will contact the emergency services.

Fire Alarm Test

The Fire Alarm is tested weekly by the Site and Buildings Supervisor by activating call points on a rotational basis This is recorded in the Fire Log Book. A 6 monthly service inspection of the Fire alarm system is carried out by Lantern Fire and Security. All Fire Extinguishers are visually inspected weekly and the check recorded in the Site Log Book. An annual inspection of the fire extinguishers is conducted in May by Chubb Fire and Security.

Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan, or PEEP, is a bespoke escape plan for individuals who may have difficulties evacuating a building to a place of total safety without support or assistance from others.

Where pupils or staff are unable to evacuate without support a PEEP will be put in place. This will be communicated with all relevant staff and parents in the case of pupils.

Location of Mains Isolation Points

Gas: Boiler Room

Electric: Main Kitchen

Water: Boiler Room

Fire Panel: Main Entrance