

## Fire Evacuation Plan

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

### Policy Review Information

<b>Policy</b>	WPA Fire Evacuation Plan
<b>Review schedule</b>	Every 2 Years
<b>Statutory Policy</b>	Yes
<b>Policy owner</b>	Principal
<b>Lead Reviewer</b>	Office and Finance Manager
<b>Approver and date of last approval</b>	Principal, November 2024

<b>Key review dates</b>	<b>By whom</b>	<b>Changes made</b>
26/4/16 policy written	A Ashcroft	
May 2020	L Perring	Adapted for WPA
Oct 2022	L Basilone	Reviewed and amended to rebrand
Oct 2024	H Robinson	Principal updated

### Fire Evacuation Management Plan

#### Fire Risk Assessment

The Fire Risk Assessment is sited in the School Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out annually. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy statement will be kept with the Fire Risk Assessment.

#### Doors and Exits

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. All access routes will be maintained in a safe condition. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

#### Fire Fighting and Detection Equipment

The caretaker checks all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Caretaker and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the School Office.

#### Fire Notices

Notices of fire procedures are fixed to visible sites around the school and in every classroom. Notices around the school have the following information:

**FIRE ALARM / BOMB THREAT INSTRUCTIONS:**

**IF YOU DISCOVER A FIRE**

Press the fire alarm nearest to where you are:

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit.
3. Classes line up next to the M. U. G. A.
4. Office staff to take Registers and visitors list book out.
5. Teachers should check that all children in their classes are out of the building.
6. **DO NOT PANIC.** Walk quickly and quietly in line, **DO NOT** return to the classroom or cloakroom to pick up personal belongings.
7. Await further instruction before returning to the building.
8. If it is a bomb alert **COLLECT** personal belongings if safe to do so before leaving the building.

**Fire drills**

Fire drills take place a minimum of every term, including at least one drill ‘out of hours’ to incorporate wrap around care clubs. Details are recorded and notes made of any problems which needing remedying.

**Evacuation Procedures**

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the fire assembly point indicated on the fire procedures notices. (MUGA)
- The premises, which should not be re-entered.
- The Fire Brigade will be summoned by the Business Manager or Office Assistant if the Business Manager is not on site.
- All staff will sweep their designated areas and report to the ‘Person in Charge’ at the assembly point.
- Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.

**Visitors, Contractors**

All visitors/contractors report their presence on site to the School Office and sign the appropriate ‘Visitors’ book and ensure they are familiar with the fire precautions. Office staff will remind visitors to read the emergency arrangements. Staff or others taking after school clubs will be familiar with the fire precautions.

**Roles and responsibilities in the event of a fire**

Teachers (all)	Responsible for evacuating children in their class and checking the classroom for any children left behind
----------------	--

Teaching assistants (all)	Check their immediate vicinity for any children who have not vacated with the teacher
Lunchtime supervisors (Teaching assistants)	Responsible for evacuating the lunch hall and ensuring children line up at the meet point Check disabled and staff toilets for children and make sure they evacuate with all other children
Kitchen staff	Kitchen staff are responsible for making sure they evacuate the premises and line up at the meet point (Kitchen Manager to check)
Fire marshals – Teachers x2 (JP, LP)	Sweep the building to ensure all staff and visitors have vacated the premises  The fire marshal will liaise with the Emergency Services and will supply details on location of fire, persons not accounted for, COSHH (flammables data)
Principal/Business Manager	Print off evacuation report and check with teachers that all children have exited the building and are lined up at the fire evacuation point  The Principal or business manager will take on the liaison role (see above) if either fire marshal is not on site when the emergency services arrive.  They will then be the nominated point of contact to liaise with the Emergency Services and will supply details on location of fire, persons not accounted for, COSHH (flammables data)

---

---

### What does PEEP mean in fire safety?

A PEEP is an individual escape plan for people who require extra assistance to enable them to exit a building in the case of emergency. This may be in the form of help, guidance or special equipment to allow them to evacuate rapidly and safely

PEEPs are usually required for staff and regular visitors with any of the following:

- Mobility impairments
- Hearing impairments
- Sight impairments
- Cognitive impairments

Children and the elderly will also need PEEP's if their mobility is reduced or if they would struggle to leave a building safely.

Sometimes, a temporary PEEP is necessary for people with short term conditions. These include injuries like a broken leg or ankle and women in the later stages of pregnancy. The RP should be made aware of these temporary conditions and take action as necessary.

In short, anyone who would have difficulty exiting a building quickly and safely, will need a Personal Emergency Evacuation Plan. We will fill in a PEEP for any individual who may need one.

Plans are kept in the Fire Controls folder (as well as each classroom for relevant pupil/staff)

Blank PEEP forms are stored in the Fire Controls folder and electronically G:/Shared drives/Office Admin/Templates & Blank forms/PEEP form

---