



FIRE AND EMERGENCY EVACUATION PROCEDURES

BLEAN PRIMARY SCHOOL

Policy Review date: January 2026

Headteacher: Mr I Rowden

Chairs of Governors: Mr H Samuelson

Date of Next Review: Autumn/Winter 2028

1. ACTION ON DISCOVERING A FIRE

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.

2. ACTION WHEN THE FIRE ALARM SOUNDS

- The office staff will call the emergency services.
- All members of staff will take responsibility for the evacuation of the building in the following way:
 - Teachers to collect pupil list from fire bags in Classrooms.
 - If a Classroom has Walkie-Talkie this must be taken to the assembly point as a means of communication with the Fire Wardens (it is the Teachers responsibility to ensure the Walkie-Talkies are fully charged and on Channel 5.)
 - Keep pupils calm.
 - All pupils must be quiet and walk, not run, during the evacuation.
 - Pupils must be led quietly to the nearest exit indicated on the plan. Pupils should not stop to pick up bags or go to the cloakroom.
 - If possible, classroom doors should be closed.
 - Follow the 'Green Exit' signs, or use the nearest available exit.
 - The school assembles either on the Infant playground or at the Year 2 garden master point – see plan displayed in class/room as to which assembly point you should use.
 - Pupils line up in classes, in register order, with their class teacher.
 - Office staff carry out the registers.
 - Class teachers check the register and report to the Wardens on the playground as correct, or the names of missing pupils. All register calls need to be complete before a search is organised.
 - Class teachers check teaching assistants attached to their class are present and report to Fire Wardens.
 - Office staff check staff attendance and visitor attendance and report to Headteacher/Deputy Headteacher as correct or the names of any missing member of staff.

DISABLED PERSONS

Disabled pupils are the responsibility of the designated teaching assistant or teacher. They will be evacuated through the nearest designated fire exit as per their individual plan if appropriate.

- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit.
- The evacuation from the building of any disabled person will be given first priority.

3. SUMMONING THE FIRE & RESCUE SERVICE

- The office staff will dial 999 to call the fire service. Other emergency services will be called if necessary. This will be coordinated with the office staff.
- In the event of any casualties, these will be looked after by a designated first aid person, who will have the responsibility for liaising with the ambulance service.

5. FIRE DRILLS

- Evacuation drills are carried out at least 3 times a year.
- The Site Supervisor/School Business Manager have responsibility for keeping records of the drills, and detailing any further action required.
- The Headteacher together with the Site Supervisors have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

6. STAFF ABSENCES

- If the Headteacher is absent, the duties are taken over by the Deputy/Assistant Headteacher.

7. VISITORS AND CONTRACTORS

- All visitors (not members of the public) and contractors must sign in on the Inventory System on arrival and sign out before leaving the premises.
- In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 - action to be taken on hearing the fire alarm or discovering a fire;
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
 - the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Blean Primary School Fire Escape Plan

