



**Ashby Hill Top Primary School  
Fire and Emergency Evacuation Plan**

**Next review: September 2024**

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## **1.0 Introduction**

1.1 Ashby Hill Top Primary School is committed to providing a safe environment for both staff and pupils. The school/academy will take all steps reasonably practicable, to protect its staff, students and other persons from fire, by taking fire precautions to make its premises safe and complying with all related legislation.

1.2 The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as, flooding, gas leaks or bomb threats etc. Where there is information relating to a specific threat, it will be included in the appropriate section of the plan.

- 1.3 Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures, will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.
- 1.4 Where staff, pupils or any other person who regularly attends the school/academy is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

## **2.0 Fire Drills and Alarm Activations**

- 2.1 Regular fire drills will be carried out on a termly basis, as a minimum. Drills will include before and after school/academy activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. A Fire Alarm Test / Drill procedure for deactivating / reactivating the fire alarms monitoring system is to be detailed and implemented by the Premises Team. A copy of which can be found with the schools *Fire Safety Strategy and Procedures* document.
- 2.2 Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.
- 2.3 All activations of the fire alarm system will be recorded.
- 2.4 All incidents including small fires being extinguished will be formally recorded.

## **3.0 Tackling Fires**

- 3.1 Staff should not tackle a fire unless trained to do so and should not, at any time, put themselves at risk.

## **4.0 Grab Bag**

- 4.1 A grab bag containing significant information will be kept in the main office. On hearing the fire alarm sound, administration staff will be responsible for taking the bag to the nominated evacuation controller.
- 4.2 *Grab bag contents:*

A map of the site to include:

- evacuation routes
- assembly points
- asbestos locations
- storage of chemicals
- emergency lock of points (gas, electrical, water)

#### Registers

- Fire Warden check off sheets
- Pupil contact numbers

#### Useful contacts such as:

- Health, Safety & Wellbeing team,
- Property Services,
- Business Continuity or the Major Incident Line.

#### You may also wish to consider for inclusion in the grab bag:

- Torches (wind up are better)
- Emergency contact details
- Any spare keys or access codes (ensure these are secure)

Administration staff will be responsible for taking any pupils medication, which may be necessary, to the assembly point.

## **5.0 Immediate Actions to take on Discovering a Fire or on Hearing the Fire Alarm**

### **On discovering a fire:**

- Activate the nearest fire alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point /'s.
- Report immediately to the nominated Evacuation Controller and relay as much information as possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

### **On hearing the fire alarm:**

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

### **All**

- Do not stop to collect any personal belongings.
- If safe to do so, close windows and doors as you leave.
- Do not tackle a fire unless it is to aid your escape from the building.

**Individuals with specific responsibilities should carry out the duties that**

**have been allocated to their role i.e. Evacuation Controller, Fire Marshall, Panel Officer.**

## **6.0 Methods of Alerting Persons on Site**

6.1 Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarms sound is a continuous bell.
- If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by verbal and telephone instructions. Air horn
- Persons with hearing impairments are alerted by accompanying staff.

## **7.0 Methods for Communicating with the Emergency Services**

7.1 In the event of a confirmed or suspected fire, a nominated person is to place a direct call to the fire service by dialling:

- 9-999 from an internal phone
- 999 from a mobile

7.2 Nominated persons are: Administration staff

**In the event of a confirmed fire and you are unsure as to whether a call has been made to the Fire Service, anyone can call the fire service.**

7.3 The person calling the fire service needs to give as much accurate information to them as possible i.e.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? i.e. cooking, hot working, naked flame, arson.

## **8.0 Staff with Specific Responsibilities**

8.1 **Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required

- Headteacher: Sylvie Newman
- Deputies- Other members of senior management team:
  - *Nicola Middleton*

- *Juliet McAuliffe*
- *Lucy Savory*

8.2 **Fire Marshals** – Responsible for assisting in the safe evacuation of the building, with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

- Fire Marshals
- EYFS – Gemma Fish
- Year 5/6 Base – Claire Ferguson
- Mrs. Barnes' Class – Sam Wilson
- Miss Beesley's Class – Lauren Stewart
- Year ½ Mobile – Lucy Masters
- Year ¾ Mobile – Emma Cresswell
- Mrs Poxon's Class – Julie Stubbs
- Sylvie Newman, Nicola Middleton, Juliet McAuliffe, Lucy Savory Dave Stewart – remaining areas of the school.

8.3 **Control Panel Officers** – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

- Control Panel Officers:
  - *Nicola Middleton*
  - *Juliet McAuliffe*
  - *Lucy Savory*
  - *Dave Stewart*

8.4 PEEP Support Staff – Responsible for providing support to individuals as per the information contained in the individual PEEP.

- PEEP Support Staff:
- As stated in individual pupil's PEEPS

8.5 All staff – Responsible for supporting the Evacuation Controller in restricting unauthorised entry into the building.

## 9.0 Specific Persons at Risk

9.1 Within Hill Top Primary School where persons have been identified as at risk, Personal Emergency Evacuation Plans (PEEPs) have been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Refer to specific PEEP documents for further information.

## 10.0 Arrangements for Safe Evacuation and Muster (Assembly)

Time	Evacuation procedures	Assembly Point	Evacuation Controller	Method of Accounting for Persons	Person Checking Control Panel
Standard teaching times	<i>Teacher escorts class to assembly point via nearest and safest exit route (signed) Appointed fire marshals sweep building</i>	<i>School field</i>	<i>Member of SLT</i>	<i>Registers, contractors folder</i>	<i>Office manager Admin Officer SLT</i>
Break times pupils outside	Teachers on duty direct children to assembly point. Other staff assist as quickly as possible.	School field	Member of SLT	Registers, contractors folder	<i>Office manager Admin Officer SLT</i>
Break times pupils inside	As standard teaching times	School field	Member of SLT	Registers, contractors folder	<i>Office manager Admin Officer SLT</i>
Lunchtime Outside	<i>Lunchtime Supervisor's to escort pupils from playground areas and get them to line up as per std teaching times. Lunchtime Supervisor's in dining areas to escort pupils to assembly point via nearest and safest route (signed) (lunch boxes/meals etc to be left). Admin staff to evacuate as per std procedures taking registers etc. Any teaching staff on site to leave by the nearest safest exit route (signed) and meet up with their classes at the assembly point. Classes where teacher is not on site will be allocated a member of staff to take register</i>	<i>School field</i>	<i>Member of SLT</i>	<i>As std teaching times</i>	<i>Office manager Admin Officer SLT</i>



Lunchtime Inside	Lunchtime staff in classrooms follow normal procedures. Lunch staff in the hall use back hall door and bring children through green gate, opened by kitchen staff. Teaching staff out to take over.	School field	Member of SLT	As std teaching times	Office manager Admin Officer SLT
Assemblies Staff/pupils only	Classroom staff escort children out of hall. Foundation stage and years 1/2 through front door. Years 1/2 and 3/4 back door. Years 5/6 fire exit back door and green gate.	School field	Member of SLT	As std teaching times	Office manager Admin Officer SLT
Assemblies with Parents attending	<i>Class teachers and teaching assistants in hall escort pupils out of designated fire exit to assembly point SLT escort parents out of building via..... to assembly point</i>	<i>Pupils and staff school field parents same</i>	<i>Member of SMT</i>	<i>As std teaching times, parents to sign in on arrival</i>	Office manager Admin Officer SLT
Before/after school (pupils on site at clubs or activities)	All children in the hall to be escorted out to the normal fire assembly point on the field.	School field	Manager of the club and SLT member if still on site.	Club registers	Darryl Parker SLT if on site
As pupils arriving or leaving	All parents and children on site past the green Foundation stage gate escorted to the fire assembly point on the field.	School field	Member of SLT	All signed in electronically	Office manager Admin Officer SLT
Staff only on site (Consider Lone Working)	<i>Staff to leave by nearest and safest signed exit route</i>	<i>School field</i>	<i>Most senior member of staff present.</i>	All signed in electronically	Office manager Admin Officer SLT
Open house/ evenings	Parents responsible for escorting own children. Staff in areas sweep school.	School field	Most senior member of staff present	All signed in electronically	Office manager Admin Officer SLT
Plays/concerts	All children escorted by staff to assembly point through front and EYFS	School field	SLT	As standard	Office manager Admin Officer

	door. Parents use back hall door (fire exit and back door)				SLT
Organised events	Parents responsible for escorting own children. Staff in areas sweep school.	School field	Most senior member of staff on site	As standard	SLT

*Text is shown to give examples and to aid thought process only.*

Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.

## **11.0 Whole site evacuation**

- 11.1 If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with Ivanhoe College to relocate to their premises.
- 11.2 A member of senior management team will advise the local authority and communications team in the event of pupils having to be relocated to another site.
- 11.3 Parents / Guardians / Carers will be advised of the situation via a group text message.

## **12.0 Methods of Communicating Information Relating to Fire Evacuation**

- 12.1 Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings (teaching, support, admin and site / premises staff), fire drills and debriefs.
- 12.2 Lunch Time Supervisor's - Fire awareness training, communication of fire and emergency plan at LTS meeting, fire drills and debriefs.
- 12.3 Catering and cleaning staff – Communication of fire and emergency plan and pre-arranged meetings, fire drills and debriefs.
- 12.4 Shared users of site – Consultation in development of fire and emergency plan, communication of relevant information at staff meetings led by a member of the Senior Leadership Team responsible manager.
- 12.5 General visitors – Visitor/contractor leaflet, generally escorted on site.
- 12.6 Contractors – Visitor/contractor leaflet, site induction (as required).
- 12.7 Arrangements for when building or refurbishment work is being undertaken should be detailed here.

## **13.0 Specific Arrangements**

- 13.1 Lettings – As part of letting agreement, induction by Site Manager / Premises team.
- 13.2 Emergency services – Following initial 999 call, the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

Text is shown to give examples and to aid thought process only.

## **14.0 High Risk Areas / Activities**

- 14.1 Within Ashy Hill Top Primary School three areas have been identified as high risk with regards to fire/emergency.
- 14.2 Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- 14.3 Boiler/plant room – Access to this area is restricted. Premises team and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.
- 14.4 Children’s Kitchen – Access to this area is supervised. Staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.