



## **Fire emergency evacuation plan and the fire procedure**

### **Important contacts:**

Emergency police and fire services: 999

Site maintenance: John Bennett 07880614142

Principal: Judith Ceuppens 07986744982

Vice principal: Sally Veale 07935047845

- **Procedures in the event of fire/procedures on discovering a fire**
  1. Fire notices giving this information are displayed in prominent positions, in each classroom/office. All staff should ensure they are aware of this information.  
A copy of typical fire notice is attached.
  
- **Calling the fire service**
  1. During an evacuation the fire warden should if a fire is found, contact the emergency services. The building is no longer monitored by the fire service. Any information that you can give, without compromising your own safety that could help the fire service, please give this information.
  
- **During a fire alarm**

When the fire alarm sounds all building occupants must evacuate to the assembly point.

The fire wardens will assist with this, the following are trained fire wardens

- John Bennett
- Kathryn Evans

Class teachers will take a register to ensure all children are accounted for.

Staff and visitor log will be provided by the front office.

In the event of a fire alarm occurring at home time (15:30) where pupils have started to go home and a register is unable to be taken, the fire marshal will report when the school has been checked and is clear. A head count of remaining pupils will be taken and no child is to be released into parent's care until this process is complete.

- **Social distancing**

Social distancing is to come second during an evacuation. Once all pupils, staff and visitors and accounted for and not before social distancing measures can be adhered.

- **Testing and maintenance of fire equipment**

The site manager carries out routine checks and tests on the fire alarm system and escape routes. All of which a record is kept in the fire log (blue folder inside fire cabinet, in reception) Other fire equipment is maintained by outside companies. All maintenance records are available on request.

- **Emergency procedures during temporary failure of fire equipment**

Any evidence or suspicion of failure of the fire emergency equipment identified by any member of staff should be reported to the site manager, facilities manager or bursar immediately. They will then arrange for a suitable repair or replacement.

- **Duties of Ash Grove Academy fire officer**

The fire officer is the "responsible person" as described in part 1 of British standard 8539.

His/her function is to advise the principal on matters relating to fire precautions and emergency procedures.

**His/her duties are:**

1. To carry out certain daily and weekly inspections in his area of responsibility regarding escape route, fire alarm panels and alarm tests.
2. To ensure that new members of staff are given instruction on fire emergency procedures.
3. To ensure that fire drills are carried out at least once per term (3 time per annum)
4. To ensure that **all** fire incidents, no matter how minor, are recorded in the fire log.
5. To ensure that in a situation requiring the attendance of the emergency services, adequate information is available to prevent, so far as reasonably practicable, their being exposed to risks to their health and safety.
6. To ensure that appropriate arrangements are in place for assisting the evacuation of sensory or mobility impaired occupants.

7. To check the posting of appropriate warning fire signs and notices and to correct any deficiencies.
8. To ensure that appropriate procedures are in place for securing windows and external doors at the close of each working day.

### **Fire warden duties**

The role of an Ash Grove Academy fire warden is to ensure the safe evacuation in the event a fire emergency and to be aware of and if necessary report anything which might compromise safe evacuation in the event of an incident. It is **NOT** the role of an Ash Grove Academy fire warden to attempt to tackle a fire.

### **Fire wardens at Ash Grove Academy will have the following duties:**

1. To familiarise themselves with all exit routes
2. To advise others on exit routes
3. To draw the attention of the principal (Judith Ceuppens) or site manager (John Bennett) to any deficiency or obstruction of these routes.

### **In the event of a fire alarm or fire, the Ash Grove Academy fire warden, if it is safe for them to do so:**

- I. Instruct personnel in the Ash Grove Academy buildings to vacate the building pausing only to make any equipment safe.
- II. Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes
- III. Instruct personnel outside the building to; a) congregate in the designated assembly areas and b) not to re-enter the building until instructed by the principal
- IV. Should any person refuse to co-operate with the fire warden, to warn such persons and report this to the principal

### **Visitors to Ash Grove Academy**

Ash Grove Academy has a significant number of transient visitors occupying facilities for short periods. This plan outlines the requirements to provide them with the information required in the event of an emergency evacuation of Ash Grove Academy buildings.

#### **Individual visitors:**

For individual visitors the member of Ash Grove Academy is expected to take responsibility for leading their visitor safely to the Fire Assembly Point in the event of an emergency evacuation.

#### **Group activities on arrival a member of Ash Grove Academy support staff will:**

- Instruct the leader of the group on the Fire Evacuation routes relevant to the parts of the building being used
- Identify the Ash Grove Academy Fire Assembly point
- Identify any specific evacuation needs for any member of the groups which might require a

### Personal Evacuation Plan

- Develop a PEP if needed
- Identify any planned fire alarm tests

### **The group leader must then:**

- 1) Familiarise themselves with all relevant fire exits and the location and content of Fire Action Notices in relevant parts of the building
- 2) Aid in the development of a PAP if required
- 3) Identify any other particular fire hazards
- 4) At the first assembly of the group instruct visitors on the:
  - I. Need for rapid evacuation in the event of an alarm sounding
  - II. Principal routes to evacuation from areas being used
  - III. Ash Grove Academy Fire Assembly Point
  - IV. Nature of the fire detection in the Ash Grove Academy buildings
  - V. Areas of Ash Grove Academy where smoking is and is not permitted
  - VI. Prohibition on the use of naked flames in Ash Grove Academy buildings

### **Fire Emergency Action Plan**

- All staff should acquaint themselves with the locations of fire alarm glass breaking and extinguisher point. (The nearest fire alarm glass breaking point is marked on the plan below with a blue dot.)
- Children who are not under the immediate supervision of their class teacher should know what to do if the fire bell sounds.



### Action to be taken in response to the fire alarm being sounded

1. The emergency assembly point is on the astro turf. The advised route is marked in red on the plan above. Members of staff should, however use their own judgement to determine the safest route at the time of the incident.
2. The signal to evacuate the building will be the continuous ringing of the fire alarm. When this occurs members of staff should assume responsibility for the orderly exit of all persons from the building. Calm and quiet are essential so that instructions can be heard.
3. Staff should identify a safe exit, instruct children accordingly, then make their way to the emergency assembly point. Close all doors on exit.
4. On leaving the building, office staff will bring all registers and signing in log.
5. Upon arrival at the assembly point children should line up in their respective classes. Staff should ensure that all children are present. When a class is fully accounted for the teacher should hold his/her register aloft. The principal must be immediately informed of any persons unaccounted for. Nobody is to return to the building without permission from the principal.
6. Social distancing is secondary to the above steps. Once all steps have been completed and not before, can social distancing measures be put in place.

