

## **FIRE EMERGENCY PLAN- Reviewed March 2023**



### **HIGHFIELDS PRIMARY SCHOOL**

The main school building accommodates a Nursery and Reception area, Key Stage One, a hall, an office area, Key Stage Two area, Loft areas for Staff Room and Storage and a Science Room. There is a plan of the building attached to this emergency plan.

Other users of the building:-

- SIPS – School kitchen.
- Local/ Government Elections – School Hall
- Other lets

The Head Teacher is the Premise Manager responsible for this building. The Deputy Premise Manager is the Deputy Head Teacher. The most senior member of staff on site takes responsibility for procedures at the time of an emergency.

#### **1. Corporate Level One Risk Assessment and Fire Log Book.**

It will be the responsibility of the Head Teacher to ensure the corporate level one risk assessment is undertaken, this should be carried out with the assistance of the Site Manager, member(s) of the Governing Body committee and the school senior leadership team. The risk assessment and the action plan should be presented to the Full Governing Body for consideration.

The risk assessment and fire log book are located in the school's admin office. In the event of an emergency the fire log book and premise log book should be brought to the attention of the fire officer. Details of

hazardous substances kept on site and the location of asbestos are detailed and kept with the fire log book in front reception.

## **2. Fire Alarm**

The alarm points/break glasses are located next to or close by every fire exit.

### Nursery/ Year 2

- Main entrance
- Year 2 fire exit door
- Nursery, fire exit door.
- Nursery other door

### Reception/ Year 1

- Creative room
- Year 1 classroom
- Both Reception classrooms
- Two in hall by fire doors
- Kitchen – x2

### Corridor/Main entrance area

- Main entrance
- Library

### Key Stage Two

- Each of the classrooms on playground side of building – Year 3, Year 4, two Year 5, Year 6.
- Each of the classrooms on the rear car-park side of building and back entrance by Year 6.
- Outside of the Discovery Den adjacent to exit doors.

The call points are indicated on the building plans which are included in this document.

The fire alarm system is triggered either by a break glass system or by sensors - either heat or smoke. (The alarm is activated by manually breaking the glass in the alarm call points or by smoke or heat activating

one of the sensors automatically.) The sensors are indicated on the building plans which are included in this document.

A weekly regime of testing the fire alarm system is carried out by the Site Manager. (If the Site Manager is absent the test will be carried out by nominated staff members) This takes place usually on Thursday evenings at the end of the school day. This is recorded in the fire log book.

### **3. Fire Exit Doors**

Fire exits are located:-

#### Nursery/Year 2

- Main entrance
- Year 2 fire exit door
- Nursery, fire exit door.

#### Reception/Year 1

- Creative room
- Both Reception classrooms
- Two in hall (front and rear)
- Kitchen

#### Corridor/Main entrance area

- Main entrance
- Library

#### Key Stage Two

- Each classroom two per year group– Year 3, Year 4, Year 5, Year 6.
- Entrance by Discovery Den

These are also shown on the building plans included in this document. These doors are locked as late as possible in an evening as they are the means of escape.

#### **4. Assembly Point**

The Foundation Stage and Key Stage One will assemble on the Key Stage One playground. Key Stage Two will assemble on Key Stage Two playground. The assembly point for visitors is in front of the main entrance to the building.

In the event of inclement weather or other emergency, the children will be walked to Olive Hill Primary school, where arrangements have been made to accommodate them there. Contact at Olive Hill – Head-teacher. 01384 818858.

A secondary option is the school field located on perry park road.

#### **5. Fire Extinguishers.**

The fire extinguishers are indicated on the building plan:-  
There are three types – water, carbon dioxide and powder.  
Fire blankets are also available.

Exact location indicated on the building plans included in this document.

#### **6. Emergency Lighting**

Emergency lighting is located in corridors, toilets and the hall. The exact locations are marked on the building plans included in this document.

#### **7. Fire Safety Monitoring Inspections**

A monitoring inspection will be carried out on a twice yearly basis by the LA's chosen contractor. Details of this inspection will be kept in the Fire Log Book. Any faults or corrective action will be reported to the Head Teacher and/or the governing body.

#### **8. Visitors / Contractors**

All visitors/contractors must sign in on the Inventory System and wear a visitor badge containing a photograph throughout the course of their visit. They are requested to read the General Emergency Evacuation Plan which is displayed outside the school front office. It is the responsibility

of the visitor to report to the assembly point, having vacated the nearest exit.

Contractors must sign in on the Inventory System and wear a visitor badge containing a photograph throughout the course of their visit. Contractors should report to the Site Manager and state the nature of the work to be carried out and the impact this will have on the safe working practices within the school. The Site Manager will ensure that they are aware of the schools emergency procedures and if necessary how to raise the alarm in the event of an emergency. They will follow contractor procedures which are agreed upon arrival. In the absence of the Site Manager, office staff will be fully aware of expected contractors and procedures. If office staff are in any doubt, they will seek advice from a member of the Senior Leadership Team prior to allowing access to site.

In the event of long term building work, emergency procedures will be discussed at pre commencement meeting and updated weekly as work progresses.

## **9. Staff Training**

As part of the Induction Policy Pack, new employees will read the emergency plan and sign the Induction Checklist to state their understanding of this. For temporary employees of less than 1 term, refer to the visitors' section. As part of the induction procedure, new employees will be expected to undertake the electronic training package 'In the Line of Fire'. It will be the responsibility of the appropriate senior teacher for Induction and/or CPD to ensure that this is carried out and recorded in the CPD file and Induction checklist.

It is important that all school employees (teaching and non teaching) undertake formal fire safety training on an annual basis, this includes the 'In line of fire' online training. This may include hands on fire extinguisher/ general fire awareness training dependent upon role. It will be the responsibility of the school's senior leadership team to ensure this is carried out. All training will be recorded in the Fire Log Book. Access to this plan is via the intranet, hard copies distributed to all staff (including as part of induction) and hard copies available in visitors'/signing in books and fire log.

## **10. Fire Drills**

There will be a fire drill carried out on a termly basis; one will take place in September to take into account the new intake and any new members of staff. One fire drill will take place during the lunch time period. It is important that the school is evacuated within 2 minutes & 30 seconds.

Details of the fire drill will be recorded in the Fire Log Book by the Site Manager &/or a member of office staff and the Governing Body will be informed of dates, times and any specific problems.

Following a fire drill there will be a debriefing session with Head Teacher and Site Manager &/or a member of office staff; this will be recorded in the fire log book under staff training.

## **11. Special Needs**

Should any pupil require specific arrangements, a risk assessment will be undertaken and updated to take account of persons with special needs or requirements. Personal Emergency Evacuation Plans (PEEPS) will be completed for the appropriate pupils.

These will then be added as appendices.

A General Emergency Evacuation Plan (GEEP) is also in place and displayed outside the school front office. The purpose of the GEEP is to enable visitors to the building with restricted mobility or those who may not be able to evacuate the building unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

A copy of the plan is attached to the end of this document

## **12. Fire Evacuation Procedures for Highfields Primary School.**

(NB appendices includes bullet point version suitable for users of the building via lets – only to be followed after thorough understanding of this plan)

- a) On discovering a fire, raise the alarm by the nearest call point. The alarm is automatically connected to the fire brigade. The fire brigade telephone to check if a call-out is required. The secretary awaits this call (assuming own safety is paramount) whilst the 2 most senior members of staff on site investigate the zone. This is then reported back to the fire service under the Call Challenging Guidelines. Other members of SLT will ensure all children have been

evacuated safely, and will report back to the most senior member of staff on site.

(N.B. Since 1 June 2008 the West Midlands Fire Service are challenging calls for their attendance 24 hours a day 7 days a week. This means that if a 999 call is received at Fire Control, directly from a premise the person making the call will be asked a series of questions. Fire Control will want to know whether it is known for certain that the premise is actually on fire; responses to questions will affect the priority given to the call.

The purpose of call challenging by the Fire Service is to reduce the number of their attendances at false alarms and improve premise management by occupiers.)

- b) It is important that pupils are evacuated to safety, do not stop to collect belongings, go straight to the assembly point (see section 4) If it is possible, close windows and doors on the way out. If you feel confident to tackle the fire and have received the training then do so but you must not put yourself or pupils at risk. The teacher or adult in charge of the children at the time of the evacuation acts as fire warden for the children.

### **Lesson Time Procedure**

- a) All children to be evacuated to the school assembly points. (See above).
- b) School Attendees are viewed via Mobile Phone Apps on Head Teacher/P.A.'s phones.
- c) The Assistant Headteacher sweeps the toilet areas in KS1 to ensure that everyone has evacuated.
- d) The Deputy Headteacher sweeps the toilet areas in KS2 to ensure that everyone has evacuated.
- e) The Headteacher will check the ICT Suite.
- f) Before 8.30am and after 4.30pm it is the responsibility of the Site Manager to sweep areas in the event of the alarm being activated.

- g) In the case of any of the above staff being absent, a weekly table is present on the staffroom board listing designated staff and the areas they need to sweep.

### **Lunch Time Procedures**

- a) All children to be evacuated to the school assembly points. Children in the hall will leave via the nearest exit in the hall and will be escorted by lunchtime staff to their assembly point via the quickest and safest route possible.
- b) Senior Lunchtime Supervisors will collect the school registers from the Principal Lunchtime Supervisor and will take them to the assembly point to ensure all children are present with the support of other Lunchtime Supervisors. A member of Lunchtime staff will then notify the Head/ or Deputy that all children are present.
- c) SLT/Senior members of staff will check the toilets, ICT suite and Discovery Den in school.
- h) In the case of any of the above staff being absent, a weekly table is present on the staffroom board listing designated staff and the areas they need to sweep.
- d) If the Fire Brigade attend, Office staff will open gates to allow access.

### **In all Situations:**

- a) The person liaising with the Fire Service will be the Head Teacher (in their absence the Deputy Head Teacher). Information contained within the Fire Log Book and the Premise Managers Health & Safety File will be made available to the Fire Service – this is to be brought out of the office by the receptionist. No one should enter the building until the Fire Service declares it is safe. If a call out has not been necessary upon inspection of the triggered zone, then the



most senior teacher will make the decision of when it is safe to enter the building. High visibility jackets will be worn by the Head Teacher/Deputy Head Teacher to make themselves distinguishable to the Fire Service.

The nearest fire hydrant is located on Heath Street, which is left out of the school gates and 1<sup>st</sup> right turn.. The hydrant is located around 50 yards from the intersection of Beeches Road and Heath Street. The most senior member of staff on site will point this out to the Fire Service declares it is safe. If a call out has not been necessary upon inspection of the triggered zone, then the most senior teacher will make the decision of when it is safe to enter the building. High visibility jackets will be worn by the Head Teacher/ Deputy Head Teacher to make themselves distinguishable to the Fire Service. (map in appendices)

b) In the case of inclement weather or other unforeseen problems, arrangements have been made to use the facilities at Olive Hill Primary School, parents will be contacted and arrangements will be made to pick children up from this venue. The details of which are contained in the Emergency Plan (not the Fire Emergency plan). The Head Teacher / Deputy Head Teacher will make this decision, following consultation with the senior fire officer. NB: Emergency plan details a memory stick containing all emergency details.

c) The Head Teacher/Deputy Head Teacher will contact the Directorate at Shaftesbury House by mobile phone. The Directorate will ensure that the Education and Lifelong Learning Business Continuation Plan will be put into place by officers within the LA.

d) Any accidents or incidents that occur during evacuation must be recorded on the Council's Incident Form. Health and safety officers will inform the Health and Safety Executive as required, by the RIDDOR Regulations

### **13. Evacuation during breakfast/after school clubs**

a) Staff on duty will evacuate all children to the school assembly points.

b) Site Manager will sweep the site to ensure everyone has evacuated.

- c) In the case of any of the above staff being absent, a weekly table is present on the staffroom board listing designated staff and the areas they need to sweep.

#### **14. Evacuation during Local or Government Election**

The responsibility of an evacuation during this time will fall to the presiding officer. It will be the schools responsibility to ensure that the presiding officer is aware of the fire alarm call points, location of fire extinguishers and has access to a telephone. This will be discussed in a site meeting between the presiding officer and the site manager prior to the polling date. The polling station is located in the school hall; the nearest exit is in the hall.

During the hours of darkness emergency lighting directs the way to safety. A copy of this emergency plan and map of the school will be given to the presiding officer by the Site Manager as part of the opening up procedure on the day of the elections.

#### **15. Other lettings or users of the building**

The responsibility of an evacuation during this time will fall to the person responsible on the lettings form. It will be the school's responsibility to ensure that the person responsible on the lettings form is aware of the fire alarm call points, location of fire extinguishers and has access to a telephone, when they collect the lettings receipt for the booking, along with the lettings policy.

During the hours of darkness emergency lighting directs the way to safety. A copy of this emergency plan and map of the school will be given to the person responsible on the lettings form as above.

#### **16. Parents' Evenings**

It will be the responsibility of the class teacher to escort parents they may have in their classroom to the nearest fire exit and to the assembly

area, which will be the Key Stage One or Two playground. The Head Teacher will ensure the KS2 side is clear of all personnel and the deputy will monitor the KS1/EYFS side.

Staff will be aware of this procedure and this will be minuted in briefing.

## **17. Special Events e.g. Christmas Plays**

All risk assessments for specific events must include 'fire' as a hazard and any necessary procedures. A special fire risk assessment for a specific event may need to be undertaken by the school senior leadership team/organiser of event should this not be sufficient. The risk assessment will be discussed with members of staff and if necessary parents and/or pupils prior to the event taking place.

Copies of these risk assessments will be kept in the school fire log book with the level one risk assessment.

## **18. Review**

The Head Teacher and the school senior leadership team must ensure that the emergency plan is reviewed on an annual basis, or sooner, if there are any changes to staff that have specific responsibilities within this plan. The level one and two fire risk assessments will ensure any changes occurring from these will be taken account of and fed into the review of this document annually e.g. lets/special events that need further risk assessment

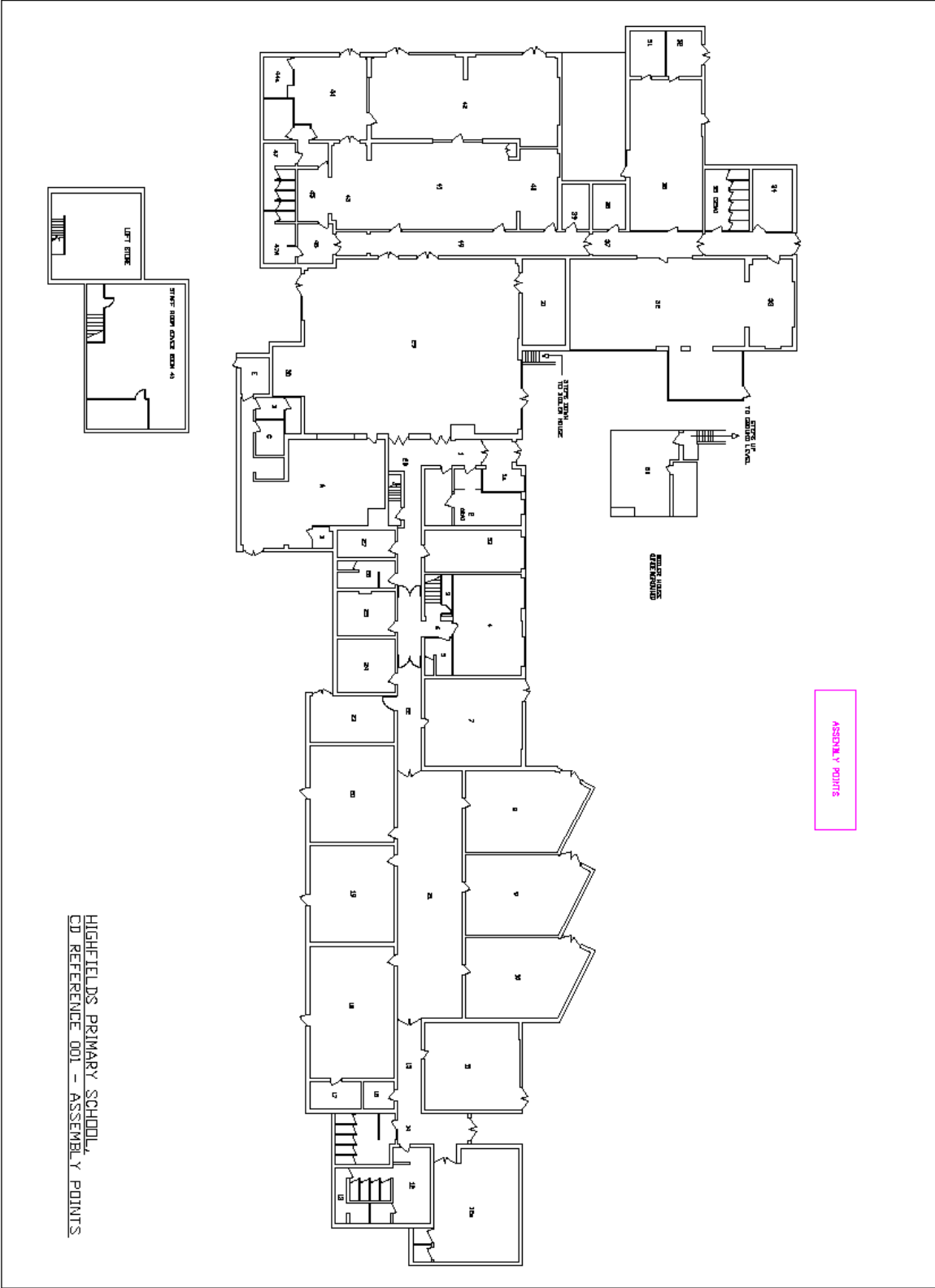
**The Fire Plan was reviewed and updated March 2023 and the next review will be due in March 2024 or sooner, if there are material changes to the content or any changes to staff that have specific responsibilities within this plan.**

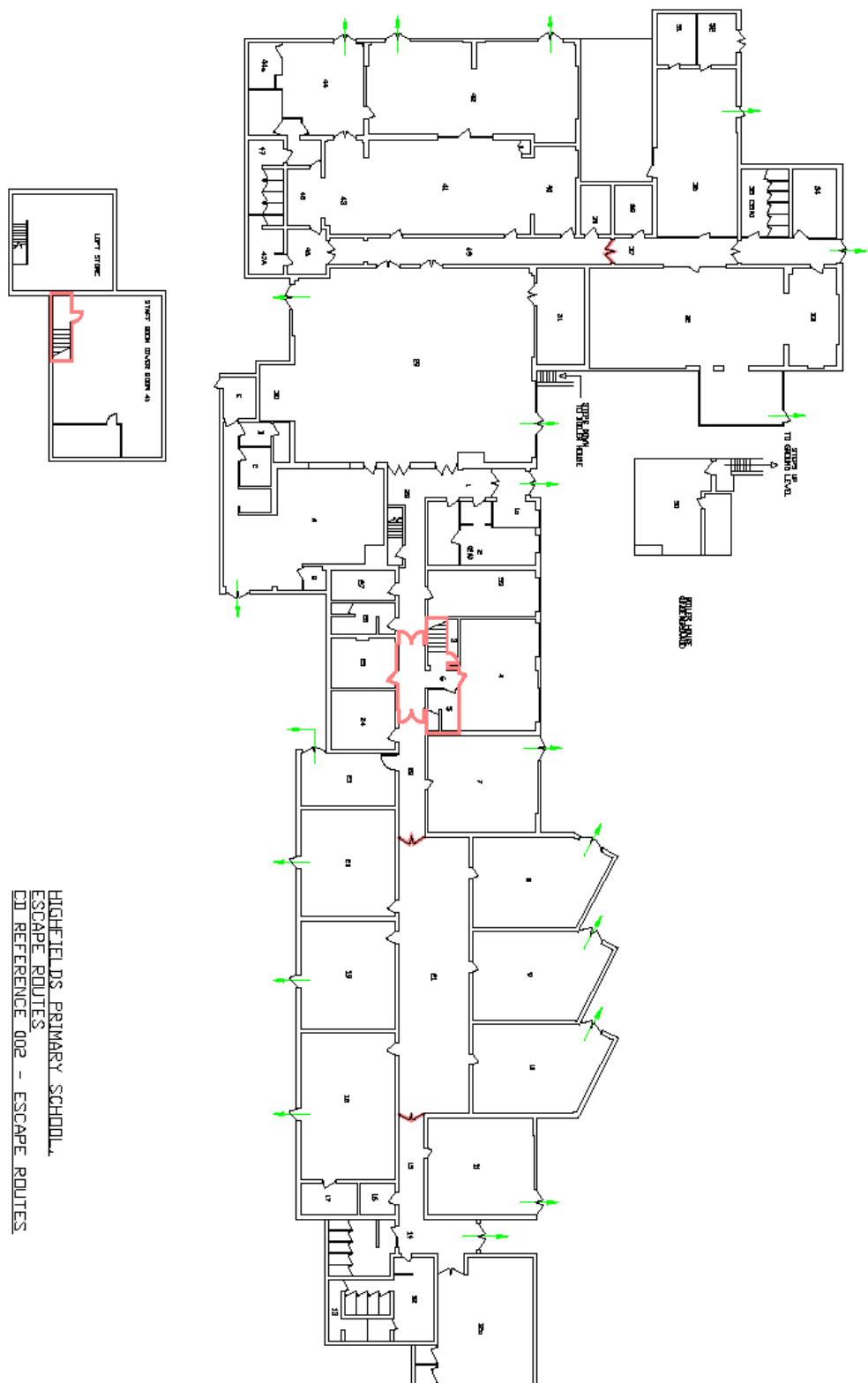
.....Chair of Governors

**Mrs S A Garratt**

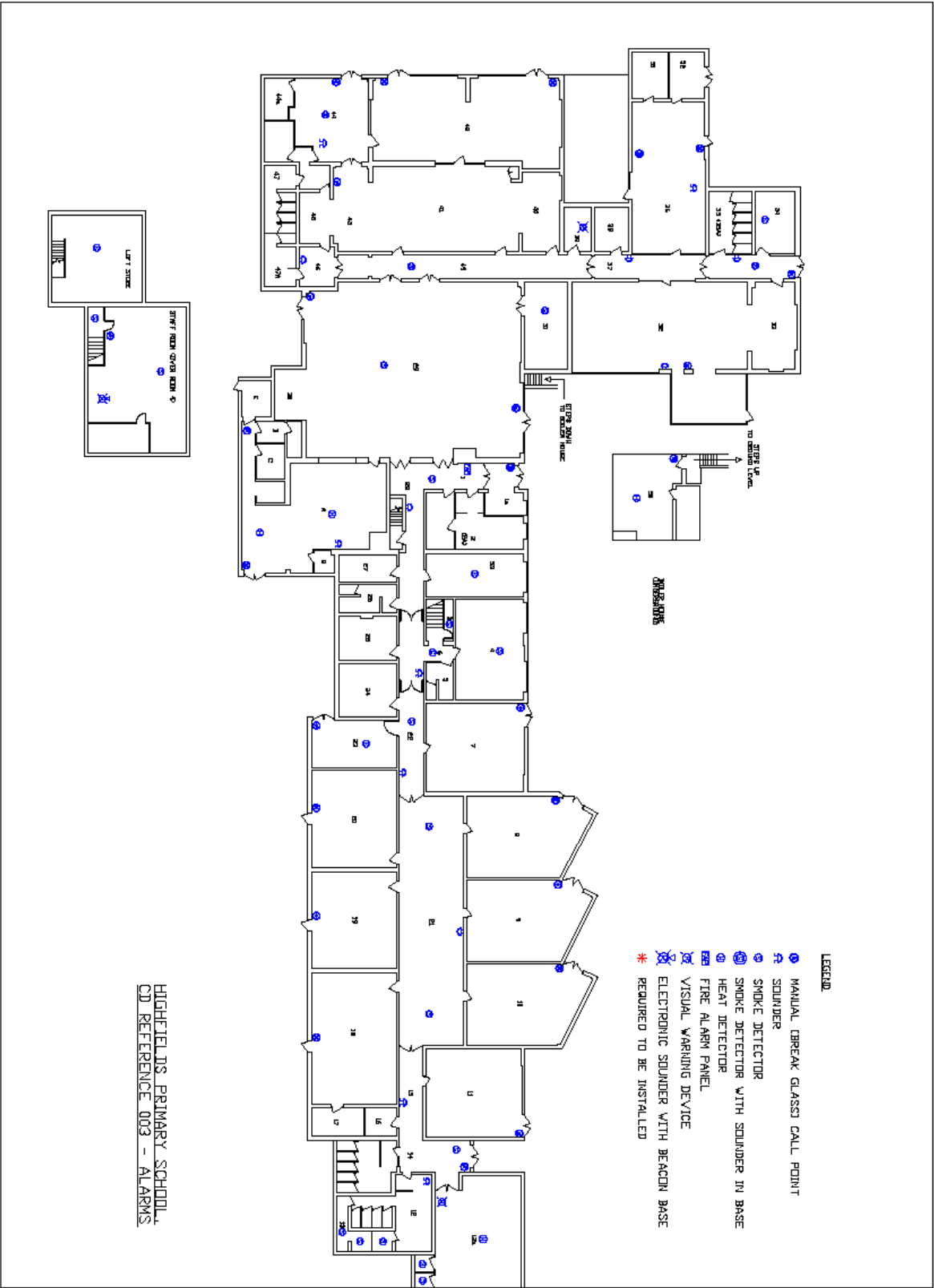
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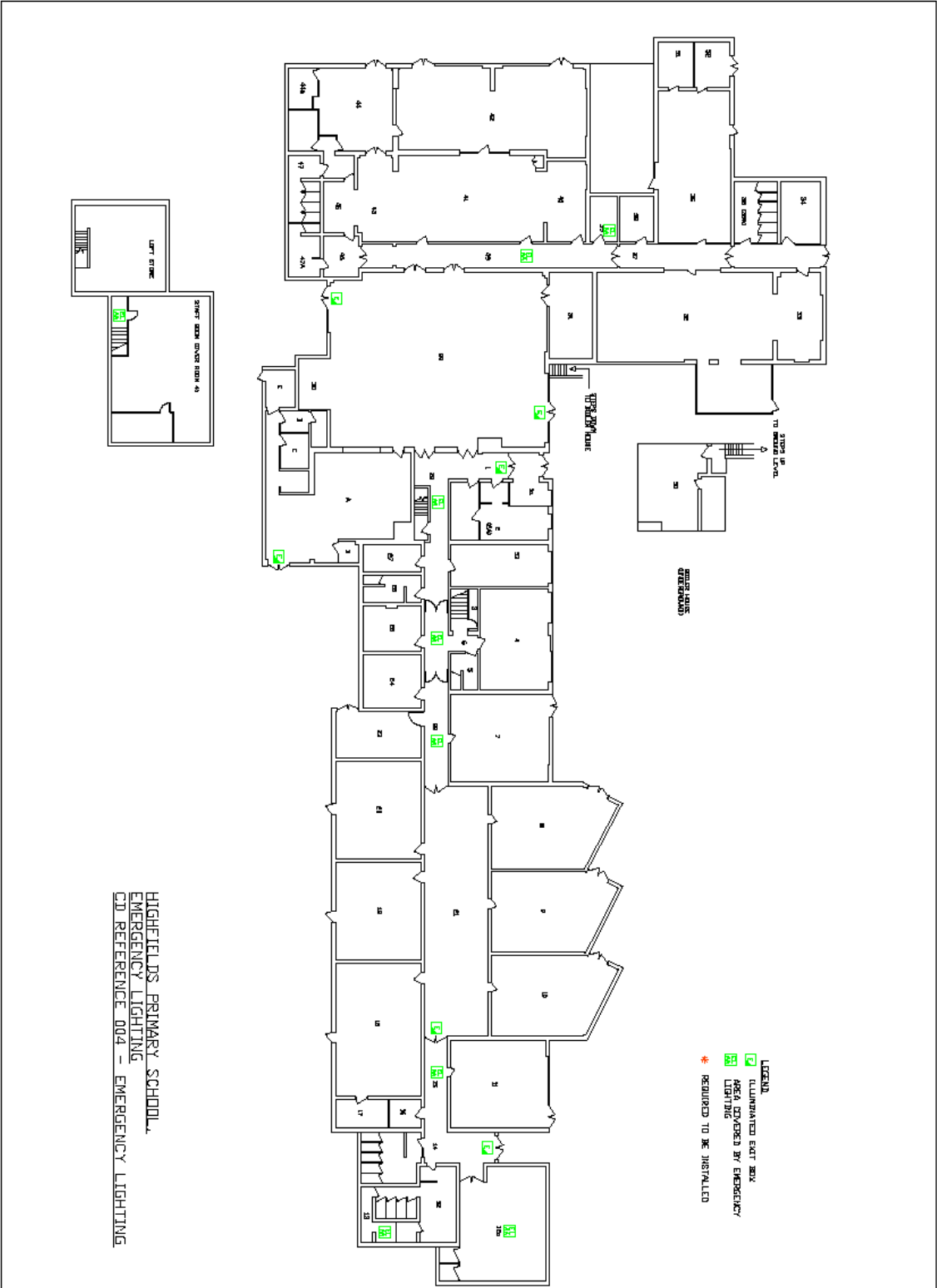
**Dated.....**





HIGHFIELDS PRIMARY SCHOOL,  
 ESCAPE ROUTES  
 CD REFERENCE 002 - ESCAPE ROUTES











Google Maps

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Google maps  
UK

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<http://maps.google.co.uk/maps?f=d&ic=UTF8&ll=52.471755,-2.0444&spn=0.006549...> 06/07/2009

**Fire Information for when no senior school staff member/ users of the building via A Let are on site:**

Location of fire zone board key – number 49 kept in cupboard in main photocopying room (same place as zone board)

- . In the event of fire alarm being sounded, evacuate building
- . Await fire brigade
- . Most senior officer on site/ person responsible for let to inform fire brigade upon arrival if anyone still in building
- . Explain to fire brigade who you are and take immediately into school
- . Show Fire Brigade where zone board is, point in direction of map so they can investigate area
- . When Fire Brigade are happy that no fire present, open zone board, press silence, then reset. (they may do this for you)
- . Fire Brigade will inform you when it is safe to re-enter the building
- . Site Manager to be informed of drill, time of drill and time to evacuate so that fire log can be completed.