



Inkberrow Primary School

Fire Evacuation Procedure:

The following document outline the procedures to be follow should a fire break out on the premises.

Action to be taken upon discovering a fire:

- Break the nearest fire point glass
- Alert Fire Warden
- Office staff call Fire brigade

How people will be warned if there is a fire.

- A continuous bell will ring

How evacuation should take place of all occupants:

Upon hearing the fire bell;

- Each class leaves by the nearest fire exit
- Year 2 – nearest fire door opposite classroom
- Hall – fire doors – playground and walk through
- Staff room – through hall as above
- Walk calmly and in an orderly fashion
- Office staff check the records of visitors
- Teachers count children in class
- Office staff to give session absence report to each class teacher
- If all present, hand in the air

Assembly point and accounting for all occupants in all areas

- Edge of the school field in class lines

Identification of escape routes:

- Fire doors and stickers located in each classroom

Fire-fighting equipment use:

- Staff **should not** use any fire fighting equipment unless they have been trained to do so.
- Online training covers the use of different types of fire equipment

Duties and responsibilities of all staff, including co-ordination:

- Fire warden coordinates and checks building and closes doors
- Office – takes a session absence report from SIMS
- Sign in system print check
- Fire warden writes up evacuation notes and enters time onto the system

Evacuation of people especially at risk (disabled, elderly, young, public, contractors, visitors).

- Personal Evacuation plans are written from those who require them
- Visitors and contractors are told when signing into school

Isolating power supplies/equipment:

- Turn off if possible, but only if safe to do so.

High-fire-risk areas. (plant, boiler, kitchen):

- Recycling bin in classroom
- Displays
- Paper
- Corridors
- Staff Room
- Music
- Office
- Classroom equipment

Contacting and liaising with the Fire Service upon their arrival:

- Report to fire warden

Staff fire safety training and review:

- Online – annually