



Woolpit Primary Academy

NURTURE • RESILIENCE • INSPIRATION • RESPECT

Fire Emergency Plan

September 2024

Reviewed By	Head teacher and Fire Marshall
Signature	
Date	September 2024
Comments	

Our vision:

Our core values are; Nurture, Resilience, Respect, Inspiration, which are at the heart of all we do. This is to ensure children leave Woolpit Primary Academy with a love of learning, as resilient individuals who are prepared for their futures. Our nurturing approach will ensure all pupils grow into well-rounded individuals with healthy minds. Children will leave our primary school as respectful members of the community; inspired to learn and motivated to achieve

Fire Emergency Plan

The Fire Emergency Plan must be known, and a written copy made available to all staff and employees.

In the event of an unplanned fire evacuation, the following will still apply to all staff, visitors and kitchen staff.

In the event of the headteacher or fire marshall not on site, the deputy head will assume responsibility.

Fire drills are carried out at least once a term, including a simulated evacuation drill with the assumption that one escape route is not available. Drills are always unannounced to staff. Drills are carried out at different times of the day and recorded in the fire log book. All staff are required to participate in at least 2 drills per year as far as possible.

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1. Action on discovering a fire

The following action should be taken by anyone discovering a fire:

- Raise the alarm by voice- shout 'FIRE' and operate the nearest call point. The fire alarm is raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue service by telephoning 999 and stating the location of the fire.
- Only attempt to fight the fire if you deem it safe to do so and have had the correct fire training.
- If you deem it appropriate to fight the fire then do not put yourself in a position of danger and ensure that your exit route is clear.

2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm.

- **Stop** what you are doing. Signal all pupils to stop work and line up at the exit door.
- If you have your mobile phone to hand then please take this with you, but do not hold up evacuation in order to retrieve this.
- Immediately proceed to the exits as detailed below and leave the building.
- For each area, the teacher will lead the pupils out of school, followed by the TA.
- Checking the KS1 and EYFS spaces will be the responsibility of Emma Jones.
- Checking the KS2 toilets and spaces will be the responsibility of Sarah Brown.
- No keys are needed for the evacuation to take place.
- Office staff will take their mobile phones and the fire evacuation pack that consists of the fire book, visitor/ staff signing in sheet and first aid kit.

Route Details

Everybody will make their way down to the field.

Sea Turtles Class-	Will leave through the garden and onto the field
Orangutans and KS1 workshop-	Will go down the corridor and out to the field through Sea Turtles garden.

Red pandas, Nurture and Library	Will go out through the middle door, near KS1 toilets and around the back of the hall and down to the field.
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Black Rhinos and Blue Whales	Will go through sea turtles garden to the field.
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Anybody in the staffroom, headteachers office who are not detailed in assisting with the evacuation will leave by the safest route to the field.

Kitchen staff will use their own exit door and go to the field.

The children will walk out in single file, moving quickly, quietly and safely, in the order directed by the teacher and line up at the assembly point.

No attempt should be made to collect coats, valuables, etc, on the way out.

Please close your classroom door and windows behind you if you have time and if is safe to do so.

The headteacher, fire marshall or the deputy head are responsible overall, for the timing of the instruction.

3.Evacuation of the school for those particularly at risk.

The school is accessible for all pupils on roll. A one to one arrangement (PEEP) to ensure that someone is responsible for aiding their evacuation in the event of a fire will be written and attached to this emergency plan when required, to ensure a safe evacuation for that pupil Is able to happen.

4.Procedure for Roll Call.

When pupils are lined up for the headcount, the following procedure is in place:

- After online registration in the morning, the office print a whole school register report and put this in the fire folder. Any changes ins/outs of pupils will be noted in here.
- Teaching staff will have made a note of the number of children they have in their class and have written this on the white board. You must make a note of this number so when you are in your evacuation lines you can count your children and account for them all.

- The register will then be brought to you by office staff and you will double check your children. When you have all of your children accounted for you will raise you register in the air.
- If you are missing a child you alert either Mrs Jones or Mrs Brown immediately.
- No person must re-enter the building until told to do so by Mrs Jones or Mrs Brown. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation)

5.Liaison with the Emergency Services.

A fire risk assessment was completed on 24th January 2023 and showed that the risk from a fire starting is medium risk. There are no significant hazards and no chemicals or other items that will present problems for persons escaping from the building.

A fire bag in the office contains:

Fire Folder- which includes a map of the building and asbestos survey and first aid kit.

6.Escape Routes and Fire Exits.

Fire exits are checked daily and throughout the day by all staff to ensure they have not been blocked by materials or items being stored.

7. 2nd Evacuation point

If we need to evacuate from the school field then our second evacuation point will be Woolpit village hall.

Please see appendix A for the risk assessment for walking the children to the village hall.

8.Instruction and Training.

Sarah Brown has carried out fire marshall training, whole staff have general fire awareness and are aware of the Fire Emergency Plan.

Staff and pupils will be made aware when they start at Woolpit Primary Academy:

- how to identify the fire alarm.
- Know the action they should take on hearing the alarm.
- Know the location of the assembly point.

- Pupils will know what to do in the unlikely event of not being in a supervised group.

9.Review Of Plan

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage, the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.



Risk Assessment

Evacuation of School to second evacuation point in case of fire at school.

Issue	How To Manage it.	Who to be informed
Consider STAGED Staff, Timings, Activity, Group, Environment, Distance.		
Walking to and from Village Hall.	Children to walk in pairs, where possible with an adult at the front and the back of the line as a minimum. Certain points of the journey there is no pavement, so children will need to be single file.	All Staff.
Crossing the roads with reduced capacity staff/ parent helpers.	Appoint 2 staff members as runners who, will run to the crossings and make sure that children cross in between them.	All staff.
Staffing ratio supervision may not be met.	As it will be time critical to leave the school grounds, staff will distance themselves out between the children and walk up and down the line, supervising the group, whilst moving toward the village hall.	All Staff.
Collection by Parents	If parents are collecting children from the village hall, then all children need to be seen by a member of staff to be leaving with an adult and crossed off the register list.	All Staff.

Signed by EVC Lead

Signed by Headteacher