

Grampound Road Church of England School

FIRE EMERGENCY PLAN

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

A fire warden to check the fire panel to see what the issue is, take a photo of the panel for reference later and to ascertain whether a fire is occurring in a certain area by checking.

Two persons must investigate the source of the alarm not only one person.

2. EVACUATION PROCEDURES

The nominated person **to ensure they go straight to the assembly point with the following items**- the visitors book, pupil late book, telephone number contact sheets, the signing out book, fire folder and grab bag.

3. The signal to evacuate the building is a continuous bell.

- Fire Wardens will conduct a sweep of their designated area to ensure the area is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors and windows while making their way to an exit.
- Keep people calm.
- Everyone must be quiet and walk, not run, during the evacuation.
- Everyone must be led quietly to the nearest exit indicated on the plan. Pupils/staff/visitors should not stop to pick up belongings.
- Follow the 'Green Exit' signs, or use the nearest available exit.
- Pupils assemble in the KS2 Junior playground. Pupils line up in silence facing the building in the designated class lines. The fire register is called out by a member of staff from each class.
- Office staff carry out the visitors book, telephone number contact sheets, the signing out book, fire folder and grab bag.
- After the roll call, please remain silent and await further instructions. Do not re-enter the building until you are told by the Person in Charge or Fire Brigade that it is safe to do so.
- Should one of the school buildings remain closed, the children will be escorted from the playground to Grampound Road Cricket Club and parents will be contacted from there. The Person in Charge will then liaise with the Disaster Management Team in line with the Business Continuity Plan.

4. ACTION ON DISCOVERING A FIRE

- Raise the alarm by pressing the glass firmly at the nearest 'fire call' point.
- Call 999 and request the fire and rescue service.
- The priority is to evacuate the building. However, if you are trained in the use of extinguishers, the fire is small (size of waste paper bin) and you have already raised the alarm, you can attempt to put it out. Do not put yourself any unnecessary risk and evacuate the building if the fire grows

4. SUMMONING THE FIRE & RESCUE SERVICE

- Any person on discovering the fire should dial 999 to call the fire service. Other emergency services will be called if necessary.
- The first fire warden to the assembly point will become the lead fire warden.
- The fire marshal will meet the emergency services and give them the Fire Folder containing relevant site information.
- In the event of any casualties, these will be looked after by first aiders and the Designated First Aider in the Workplace will have the responsibility for liaising with the ambulance service.

5. ROLL CALL

- Pupils line up and teachers check the register and report to the person in charge the names of missing pupils. This is cross referenced with the other books before a search is organised.
- Teachers also check that all adults assigned to their class that day are present, e.g. students, volunteers, visitors and TAs.
- Office staff check visitor attendance and report to person in charge as correct or the names of any missing people.
- The office staff check attendance for kitchen staff and caretaker.
- Any person not accounted for must be reported immediately to the person in charge.
- The person in charge must inform Fire Brigade personnel that roll call is complete.
- Any person not accounted for must be reported to the incident commander with a brief description of them and any information as to where they were last seen or may have been working.

6. DISABLED PERSONS

- Disabled pupils are the responsibility of a designated member of staff and must have a Personal Emergency Evacuation Plan in place which is developed as part of the Fire Risk Assessment procedures when they are admitted to the school.
- Disabled pupils will be evacuated through the nearest designated fire exit.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit. Disabled staff must also have a Personal Emergency Evacuation Plan in place.
- The evacuation from the building of any disabled person will be given priority.

7. VISITORS, CONTRACTORS and LETTINGS

- All visitors and contractors must report to the office, signing in appropriately on arrival and before leaving the premises. All visitors/contractors should wear identity badges either provided by the school or their company/organisation.
- Contractors working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 - action to be taken on hearing the fire alarm or discovering a fire;
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
 - the location of fire fighting equipment and fire alarm call points in relation to the area of their work.
- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises will be assessed and appropriate precautionary measures put in place. Advice will be sought from the Estates Manager as required.
- Persons who hire the school premises for events will be given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded and will be given copies of relevant Fire Risk Assessments by the Head and School Secretary. School admin staff are to inform Estates Team about all new lettings.

8. BREAKFAST CLUB and AFTER SCHOOL CLUBS

- Adults running/leading activities out of normal school hours must maintain a register of all children attending so that a roll call can be made in the event of emergency evacuation.
- Club/activity leaders to ensure that all adult helpers are accounted for.
- Breakfast club: evacuate the school via the exit in the school hall.
- Muster point is the KS2 Junior playground.

9. EVENTS

Parents Evenings

Teachers are responsible for communicating the fire procedures to visitors. The Head Teacher and fire wardens on site at the time will sweep all areas.

Performances in the hall

The Head Teacher (or leading teacher) will remind the audience of evacuation procedures and exit routes prior to the start of the performance.

10. FIRE DRILLS

- Evacuation drills are carried out once each term.
- The Site Manager has responsibility for keeping records of the drills and detailing any further action required.
- The Head has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

11. EVACUATION ROUTES



- Evacuation routes are shown in the diagram in Section 18.
- Evacuation routes will be kept free from obstruction and adequately and clearly marked with correct signage.
- All staff are responsible for ensuring that emergency exits and evacuation routes are kept free from obstruction.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.
- Fire doors identified with this symbol must NEVER be propped open.



12. FIRE ALARM TEST

- The fire alarms are tested once a week and records are kept.
- The emergency lighting will be tested monthly and records are kept.
- Staff are responsible for reporting any defects to through the helpdesk.
- The fire alarm and emergency lighting systems are to be checked 6 monthly by a competent fire service engineer.

13. FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- A visual inspection will also be completed on site on a monthly basis and records kept.
- On no account should fire extinguishers be removed from wall brackets or moved from their position unless they are needed for fighting a fire.

14. FIRE RISK ASSESSMENTS

- The Head is responsible for ensuring that appropriate risk assessments are undertaken when required, particularly when there are significant changes in staffing or pupils, such as a new member of staff or pupil with disabilities or changes to the buildings.
- The findings from any fire risk assessments undertaken by external consultants will be presented to the CEO.
- The risk assessments will be kept in the Fire Log which is maintained by the Site Manager.
- Risk Assessments are undertaken by the Site Manager and Head as required for lettings and events. These risk assessments will be discussed with staff as necessary so they are aware of their responsibilities.

15. GRAB BAG

- The grab bag should be in an easily accessible location in the event of an emergency.
- It should include:
 - Writing instruments and clipboards
 - High vis jacket for lead marshal
 - Any keys required to open up an offsite refuge
 - Whistles
 - Two-way radios on sites with 2 assembly points
 - A reliable powerful torch
 - First aid kit
 - Any other medical items that may be required (inhalers etc)
 - Printed copy of the Business Continuity Plan and school floor plans
- The grab bag will be checked on a monthly basis to ensure equipment is still fit for purpose and records kept.

16. STAFF TRAINING

- All new staff, volunteers and students will, as part of their induction, be made aware of and given a copy of this plan.
- All new staff will complete fire awareness training and records kept.
- Heads will complete 'Fire Safety for Managers' training and records kept.
- Appointed fire wardens and their areas of responsibility are listed below.

Name of Employee	Date expires	training	Role	Area of the school responsibility
Mrs Heather Warne Fire Marshall	9/10/25		Fire Marshall/warden	Sweep building
Mrs Kerri Maker Fire Marshall	4/17/26		Fire Marshall/warden	Sweep building
Mrs Gemma Wicks Fire Marshall	4/17/26		Fire Marshall/warden	Sweep building

- The Head is responsible for nominating fire wardens/marshal and assigning the areas of the building they are responsible for sweeping.
- New fire wardens will complete face to face training, including training on the use of fire fighting equipment.
- Existing fire wardens who need to renew their training can complete an online course or face to face training.

17. MONITORING and REVIEW

- The Head, Site Manager and School Secretary will ensure that the site specific information contained in this plan is up to date.
- The Trust's Estates Team and CEO will review this plan annually, or sooner, if changes occur that affect this plan.
- The Head is responsible for alerting the Estates team to any changes requiring a full review.

Review Date: May 2025

18. EVACUATION ROUTES

See attached