

# Emergency Plan.

**Premises Name:** WHINNEY BANKS PRIMARY SCHOOL

**Premises Address:** FAKENHAM AVENUE  
MIDDLESBROUGH  
TS5 4QQ

**Name of Responsible Person[s]:** MRS S THORPE

## Introduction.

Preventive Control Measures are in place to reduce the likelihood of a significant fire occurring to as low a level as is reasonably practicable. These control measures are detailed in the premises fire risk assessment, which should be read in conjunction with this plan.

However it is recognised that a fire may still occur and therefore the purpose of this Emergency Plan is to ensure that all people in the premises know what to do if there is a fire and that the premises can be safely evacuated.

The Emergency Plan applies to all users of the premises and should be used as the basis for training and information on the action to be taken in the event of fire.

The people with specific responsibilities during evacuation in the event of fire are:

| <b>Duty</b>                         | <b>Name</b>    | <b>Responsibilities</b>   |
|-------------------------------------|----------------|---|
| Fire Evacuation Co-ordinator        | Head Teacher   | To co-ordinate evacuation of the premises.<br>Ensure information is collected and processed on evacuated persons and those still missing.<br>Ensure the Fire Service is called. |
| Fire Wardens                        | Teaching Staff | Ensure their respective class evacuates the building a role call is taken.<br>Report findings of role call to Evacuation Co-ordinator (i.e. Head Teacher)                       |
| Co-ordination of visitor evacuation | School Clerk   | Role call of visitors and ancillary staff.<br>Report findings of role call to Evacuation Co-ordinator (i.e. Head Teacher)   |

The Fire Evacuation Co-ordinator, fire wardens, and others with specific responsibilities will control the evacuation of the premises in the event of fire.

If a fire occurs it will be discovered by a person or by actuation of an automatic fire detector provided in the building.

It is expected that the alarm will be raised by actuation of a break-glass alarm point if an automatic detector has not already raised the alarm.

On hearing the alarm people will begin to evacuate the building.

Teaching staff will be responsible for the class they are teaching and will evacuate it in an orderly fashion by the nearest available exit.

As far as possible teaching staff will ensure that any pupils who have temporarily left their classrooms are accounted for.

School clerks and members of the senior leadership not teaching at that time will, if it is safe to do so, carry out a "sweep" of teaching areas, group rooms, W.C.'s and other ancillary areas to ensure that everyone has evacuated. They will assist anyone having difficulty in leaving the building.

Where designated, staff will assist people who have a personal emergency evacuation plan [PEEP] and ensure that they get out of the building safely.

Where possible doors and windows will be shut as people exit to confine the fire and stop it spreading.

The nearest available fire exit will be used to exit the building and people will then make their way to the fire assembly point.

The clerical staff will take the class absence report, visitor report and staff absence register to the fire assembly point.

The Head Teacher, or in his absence the Assistant Head Teacher, will take the emergency fire pack and deliver this to the fire crew.

Teaching staff will line their class up in the position previously designated, collect their absence report from the clerical staff and proceed to undertake a role call.

A member of the clerical staff will undertake a role call of visitors to the school and teaching staff.

The results of the role call will be reported to the Fire Evacuation Co-ordinator together with information [if known] on the location of fire areas that are clear and people that are still in disabled refuges.

The Fire Evacuation Co-ordinator or their Deputy will ensure that the Fire Brigade has been called by phoning 999.

The Fire Evacuation Co-ordinator will direct fire wardens as appropriate to prevent re-entry into the premises, assist anyone in a disabled refuge and to carry out any other duties as designated.

The Fire Evacuation Co-ordinator or a person designated by them will meet the Fire and Rescue Service on their arrival and pass relevant information to them. This will include but is not restricted to persons missing, location of people in refuges who need assistance, the location and extent of the fire and details of utility shut offs.

No one will re-enter the building until given the all clear by the Fire and Rescue Services.

The Fire Assembly Points are:

- **Nursery, small hall, Reception classrooms – front of school in front of clock tower**
- **Y1 classrooms, small dining hall & oval room – Early years playground**
- **Y2 and KS2 corridors, Oakland Hall, Main dining hall – far area of main playground.**

## **Control Measures**

All staff [including ancillary staff] and regular visitors receive fire awareness training including the action to take in case of fire, on induction, annually and when significant changes, which might affect fire safety, occur in the premises.

A copy of this emergency plan is available to all staff and is located in the Policy and Procedures Manual, which is kept at main reception.

Teaching staff are provided with appropriate training and written instructions on what to do in case of a fire emergency.

Fire action notices containing condensed information on what to do in the event of a fire are provided at the visitor's signing in point and in each teaching area.

Personal Emergency Evacuation Plans [PEEP's] are prepared for identified visitors and service users with the school who have a disability. A copy of the plan is held by the person it relates to, or in the case of a service user, the teacher or teachers and other people who have responsibility for the individual's evacuation.

Signs in Reception ask visitors to inform staff of any special needs they may have which may mean they require help to evacuate the building.

The fire alarm is tested weekly for audibility and operability using a different call point each week and is serviced every three months by a competent person.

Strobe lighting and additional alarms linked into the fire alarm system have been installed in the area used by the HI and VI services.

Defects found with any fire safety equipment within the building are reported and rectified as soon as practicable.

Internal fire exit routes are indicated by suitable signage, which is illuminated by general and emergency lighting.

As far as is reasonable fire exit routes are maintained clear of combustibles, ignition sources, obstructions and trip or slip hazards.

All doors on fire exit routes can be manually released or, where they have electronically operated locks, these “de-energise” on breakage of a “break glass” becoming immediately available for evacuation purposes

Electronic locks are tested weekly on a rotational basis at the same time as the schools fire alarm.

A fire drill is carried out each term to test procedures.

A debrief is carried out following evacuation drills and any issues are rectified and discussed with staff.

The emergency plan is reviewed annually or when required to ensure that it remains adequate.