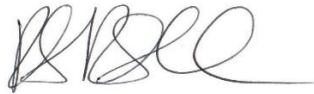


LITTLEGREEN SCHOOL FIRE EMERGENCY EVACUATION PLAN

EFFECTIVE FROM: 04.01.18

SIGNED BY:



NEXT REVIEW DATE: 01.09.18 following fire alarm works over summer holiday.

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

REGISTERED MANAGER / DESIGNATED PERSON RESPONSIBLE FOR FIRE SAFETY:
Pam Ridgwell

PERSON RESPONSIBLE FOR ASSISTING THE MANAGER / DESIGNATED PERSON WITH FIRE SAFETY: Andy Leaver

THE ACTION TO TAKE ON DISCOVERING A FIRE

If you discover a fire:

- Operate the nearest Fire Alarm call point
- Dial 999
- Give the operator your telephone number and ask for FIRE
- The Fire Brigade will ask for:
 - Property address – **Littlegreen School, Compton, Chichester, PO189NW**
 - The nature of the incident - **Fire**
- Do not replace the receiver until the address has been repeated by the Fire Brigade
- Proceed immediately to the Assembly Point where a roll call will be taken.

THE ACTION TO TAKE ON HEARING THE FIRE ALARM

Action to be taken on hearing the fire alarm:

- All staff without a specific fire emergency role must evacuate the premises immediately by the nearest fire exit taking pupils with them
- All visitors/members of the public are also to leave immediately by the nearest fire exit and make their way to the assembly point
- Fire Wardens are to commence a search of their designated routes, and then exit the premises by the nearest available exit
- School office staff to collect grab bag, registers, visitor book and staff sign-in

sheets and got to the assembly point

- The caretaker must proceed to the fire alarm panel and determine in which area of the premises the fire alarm has been triggered
- The Headteacher is to receive reports from fire wardens on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive

THE ASSEMBLY POINT AND ROLL CALL

The assembly point is the hard-court area to the rear of the staff car park. If exiting from the front of the building follow the path to the front gates and go through side gate to assembly point.

HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT

When evacuating the establishment, school office staff will take the grab bag, radio and a charged phone to the assembly point. Everyone should leave the establishment in a calm and orderly fashion using the nearest designated fire exits. Fire wardens will perform a sweep of designated areas, closing doors and checking rooms as they go. No one should return to the building after evacuation for any reason until the Headteacher has given permission to return. The caretaker must record the incident in the fire safety log book and complete a fire drill report with the Headteacher as soon as possible.

INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL CUSTOMERS

Pupils and staff with mobility or other special needs will have Personal Emergency Evacuation Plans in place known to key staff.

MEETING THE FIRE AND RESCUE SERVICE

- During the school day the Headteacher will nominate a member of staff to go to the gates, ensure they are open and wait for the emergency services and guide them onto the property
- After school, in the Headteacher's absence, the caretaker is responsible for nominating a member of staff to greet the emergency services

EXCEPTIONS

In the event of an alarm being triggered by a known cause i.e. glass call point witnessed being broken by accident evacuation to take place but caretaker to confirm cause, cancel alarm and ensure fire services are cancelled and stood down.

Responsibilities

It is the responsibility of individual staff to read and be fully aware of all the fire procedures for the school and any individual Risk Assessments or Personal Emergency Evacuation Plans in place.

Visitors

Any visitors to the site will be made aware of evacuation procedures and shown the nearest fire exits.