

Fire Evacuation Plan

Premises: Rucstall Primary School
Review Date: February 2027

1 PRIMARY ACTIONS

- On discovering a fire, sound the fire alarm at the nearest fire alarm call point.
- On hearing the fire alarm, the building will be evacuated without delay. Gates unlock automatically.
- On hearing the fire alarm, staff and others will leave the building in the predetermined manner and proceed to the assembly point. Office staff will bring registers with them and distribute them to staff. Additionally office staff will also bring sign in sheets, printed registers in a red folder, a medical kit, the emergency evacuation pack and a phone.
- The most senior member of staff present will identify from fire marshals whether smoke has been seen or a fire found. They will then act accordingly. In the event that no fire has been reported by marshals, they will then check to see whether there are any signs of fire in the building. They should not re-enter the building alone.
- If a fire alarm is activated, the Fire and Safety Team are automatically notified.
- The School Office will unlock the gate to give access to the Fire Service if required.

2 ASSEMBLY POINTS

- The assembly point is on the top school playground (known as KS1 playground).

3 EVACUATION MANAGEMENT

EVACUATION MANAGER

The Deputy Headteacher or Headteacher will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operational in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER - The Headteacher will be responsible for ensuring the roll call is undertaken and passing relevant information relating to this to the Fire Service Reception Marshal

The DHT will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the *Emergency Evacuation Pack* and the *Asbestos Register* (available online through Alpha Tracker). They will remain available to liaise with the Fire Service as necessary and inform them of any updated information relating unaccounted persons.

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FIRE MARSHAL ROLES

Teachers will be responsible for ensuring children in their charge evacuate in a calm and orderly manner and go directly to the assembly point through the nearest exit. They will then undertake a roll call using their register.

Children not working in their classrooms or with other staff will go straight to the assembly point via the nearest fire exit. They will not go back to their classrooms first.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut, on operation of the fire alarm.

FIRE MARSHALS:

Offices, Staffroom, Hall and PPA room – DHT

Junior side – PB

Infant side – BDH

Full sweep – HT

Lunchtime: LTSAs to remove children and other staff to evacuate. Those near hall to assist, as logical. Identified LTSA to register classes (in case of teacher absence).

Offices, Staffroom, Hall and PPA room – DHT

Junior side – DHT or AHT

Infant side – DHT or AHT

Full sweep – HT

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff and children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a “personal emergency evacuation plan”, which will identify the needs and support actions necessary and details of that support.

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5 FIRE FIGHTING ARRANGEMENTS

Generally, with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Ensure the evacuation manager is aware they are tackling the fire and then they must report back to that person when they leave the building. N.B. The evacuation manager must inform the fire service on arrival if staff are still in the building.

Only tackle small fires.

Ensure they are always located between the fire and the exit.

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire.

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 FIRST AID ARRANGEMENTS

The fire bag and first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. An ambulance will be called if necessary.

7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

Alpha Tracker logged in for them to access asbestos register.

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of

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escape if known).

- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarms and any controls for equipment operated by the fire alarm, i.e. ventilation controls

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