



FIRE EVACUATION PLAN

IF YOU SHOULD DISCOVER A FIRE OR ONE IS REPORTED TO YOU:

- Activate alarm using the nearest break glass call point: they are located at every exit of the building.

FIRE FIGHTING:

- Ensure the alarm is raised
- Getting out safely is priority
- Staff only attempt to tackle a small fire using portable firefighting equipment IF IT IS SAFE TO DO SO

Fire extinguishers are located:

- Hall
- EYFS/Y1 wet area
- Library
- Year 4 rear exit
- Kitchen (with fire blanket)
- Foyer
- Exit by blue shelves
- Top of stairs

ON HEARING THE ALARM:

- The alarm is a continuous siren
- Everyone must leave via the nearest exit
- Staff will supervise children to the designated assembly point: KEY STAGE 2 PLAYGROUND
- DO NOT RUN OR GO BACK TO COLLECT BELONGINGS

EVACUATION:

- Silent, single file, led by the adult in charge
- Last person out closes the door
- Pupils away from their classroom should leave via the nearest exit, join another class where possible, and reunite with their class on the playground
- There will be a roll call while the Office Team check the visitor and staff sign in books
- Staff to hold Registers aloft once all children are accounted for
- DO NOT RE-ENTER UNTIL TOLD SAFE TO DO SO

ROLES AND RESPONSIBILITIES:

- Office Team to take all registers and sign-in books outside
- Head Teacher to check the fire panel, locate the suspected fire and investigate IF SAFE TO DO SO
- Office Team will dial 999
- Senior Leadership will liaise with the Fire Service
- If the building cannot be reoccupied, pupils will be evacuated to the Parish Hall

GET OUT, STAY OUT, CALL THE FIRE SERVICE OUT!

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.