



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love. 1 Corinthians 16: 13-14*

## **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.*