



Swaffham Primaries Partnership

Working within DEMAT and together across Swaffham Prior and Bulbeck.

'A cord of three strings is not easily broken.' Ecclesiastes.



Evacuation Policy

Date Approved: November 2022

Date for Renewal: November 2024

Swaffham Bulbeck Vision

We are a welcoming, inclusive Church school which fosters a love of learning through collaboration. Our Christian values support the nurture and development of relevant knowledge and skills for today's world. As everyone's voice is valued, so everyone flourishes as individuals to reach their potential and to "Shine Brightly"

"Let your light so shine before others that they may see your good works and give glory to your Father who is in heaven."

Swaffham Prior Vision

At Swaffham Prior School, every child can grow and flourish in their learning, produce good things for their own lives and enrich the lives of others. Information, experiences, ideas and feelings are sown not just in lessons but in the whole experience of living and growing together as a community so that children recognise their own gifts and abilities and value the gifts and abilities of others.

"It came up and yielded a crop, a hundred times more than was sown." Luke 8:5-8

The purpose of this plan is to ensure that people on the school premises know what to do if there is a fire and ensure the building can be safely evacuated.

Description of the buildings

Swaffham Prior CE Primary School consists of 4 main classrooms, a wrap-around care room, a group room, hall, kitchen, staffroom, 3 offices and a mobile classroom. The mobile classroom is apart from the main building. It also has a front playground, rear sports field and an outdoor swimming pool.

Swaffham Bulbeck CE Primary School consists of 4 main classes, a library, a group room, a small office on the first floor, 2 offices on the ground floor, kitchen, staffroom and hall. There is also a playground.

Other users of the building;

- School kitchen staff
- Wrap around care- Breakfast Club and After School Club

The head teacher is the premise manager responsible for the buildings; the deputy premise manager is the site manager. It is the responsibility of the head teacher to ensure that a suitable Fire Risk Assessment is undertaken, maintained and reviewed on an annual basis or when any significant changes are made.

Details of any flammable and / or hazardous substance substances kept on site are detailed **within the Fire Log Book**.

Fire Alarm

The fire Alarm system at both schools consists of manual break glasses and bells (the fire alarm is activated by breaking the glass of the manual call point). The Fire Alarm systems are tested on a weekly basis and are carried out by the site manager, if the site manager is absent the test will be carried out by School Office Administrator.

Fire Registers

- Fire registers are kept up to date next to the classroom exit
- They will be taken out as they evacuate
- Spare registers will be kept in the critical incident box so they can be taken out to the assembly point by the office staff

Procedure

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following will take place:

- All adults and children **MUST** evacuate the building as quickly as possible
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings

Classroom Staff/Support Staff will:

- Lead the children through the nearest fire exit – one adult at the front and the other at the rear if possible. If only one adult, children exit first
- Close doors as they leave

Fire Wardens will:

- Check children's toilets

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed if class teachers do not already have a copy
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the fire control officer for the respective assembly point.
- Visually check the Main Hall, School's Out Room Toilets, Staff toilets.
- They will inform the Headteacher/Deputy Headteacher that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

Headteacher and Deputy Headteacher

- The Head and Deputy will monitor the evacuation of the premises
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on front playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

Assembly Points

- Children must be evacuated to the nearest assembly point:
 - Swaffham Prior
 - From the classrooms the nearest assembly point is the rear school field
 - From the hall, the nearest assembly point is the front playground
 - Swaffham Bulbeck
 - From the hall or classrooms, the nearest assembly point is the playground
 - If a fire breaks out in the kitchen, hall or boiler room, the nearest assembly point is St. Mary's churchyard
- Staff will check children against the fire register and immediately inform administration staff of any missing children

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

Key Escape Routes

- All areas have direct escape routes to assembly points Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO₂, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring. The general fire precautions will include:

- Site plans indicating nearest escape route and outside assembly points.
 - Staff complete a Fire Awareness course annually.
 - All staff are given an Induction Briefing which includes Health/Safety Data and Fire Evacuation procedures.
 - Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
 - Regular fire drills are carried out Fire Risk Assessments
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- Making emergency plans and PEEPS
 - Formulation of fire procedures
 - Fire Drills
 - Provision of information, instruction and training
 - Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire
- It is illegal to smoke on our school site

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.