



Fire Evacuation Policy

Updated: Feb 2025
To be reviewed: Feb 2027
Author: Andy Walker

Farndon Primary School

**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
FIRE EVACUATION POLICY**

Staff/Committee involved in development:	Health Safety Governor ; Headteacher
For use by:	Staff, Governors and Parent/Carers
This policy relates to statutory guidance:	Regulatory Reform Fire Safety 2005 Keeping Children Safe in Education 2019 Fire Safety Regulations HM Government
Key related Farndon Policies:	Health and Safety Policy Site Security Policy Risk Assessment Policy Induction Policy School Lettings Policy Critical Incident Plan

Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

Groups:	Yes/ No	Positive/Negative impact
Disability	Yes	Specific plans drawn up for evacuation with any pupil with visual / hearing impairment or mobility.
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	

Reviewed by	Leadership and Management
Agreed by	Full Governors
Next Policy review date	February 2027

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

1.0 INTRODUCTION

- 1.1 At Farndon Primary School we have established a clear evacuation procedure which cover the following basic facts:
- What to do if a fire is discovered.
 - What to do when the fire alarm sounds.
 - Calling the Fire Brigade
 - Evacuation
 - Assembly
 - Roll Call
- 1.2 The school's fire procedures are made available to all staff and included in the induction of all new starters.
- 1.21 The school's **Fire Marshall** is Mr Andrew Walker. The school's Fire Marshall receives specific training for this role from the LA every 3 years. The Fire Marshall also organises staff online training every two years. The school also organises a full fire review by an external company every 4 – 5 years (or earlier if necessary). The site manager has also had Fire Marshall training.
- 1.3 A summary of the evacuation procedures is also made available to all contractors and visitors to the school. These are displayed throughout the premises.
- 1.4 During letting periods, we are responsible for ensuring adequate means of escape are available. Where only parts of the premises are in use we ensure that all relevant escape routes remain open and that adequate escape signage is available. This is shared within the lettings agreement that is in the ***School Lettings policy***.
- 1.5 Full evacuation is conducted termly and reviewed. Records kept in Fire log book.
- 1.6 Staff new to the school have fire procedures included in their induction. Short term visitors have information given to them on fire evacuation on the sign in system. Any visitor to the school is asked if there are any mobility or disability issues that may require further assistance or PEEP, again using our digital sign in system.

2.0 EVACUATION PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

- 2.1 Particular attention is given to pupils and staff who have special needs, including those with a disability.
- 2.2 Any staff who feel they or a pupil may require assistance in the event of an evacuation are to inform the Headteacher in order for suitable arrangements to be put in place. We adopt alternative procedures if a pupil cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems or because of the nature of the building(s) which makes it difficult to evacuate quickly.

- 2.4 A personal emergency evacuation plan (PEEP) is developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).
- 2.5 When formulating a Personal Emergency Evacuation Plan we consider:
- The problems the individual feel they may encounter during evacuation
 - What areas of the premises are most commonly used by the individual
 - Location of safe refuges.
 - Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals are trained, easily identified, accessible and available at all times.
 - A 'buddy' system may be established for those with impaired sight or hearing to ensure they are alerted and escorted from the building.
 - Staff are made aware of those individuals requiring specific help.
 - The current evacuation procedures.
- 2.6 Any visitor to the school is asked on the sign in screen if they need any assistance with evacuation. If they say yes, we would make arrangements with that individual.

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm *using the nearest available break glass call point*. All call points are identified on site plan maps around school. They should then notify the office of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment. 2 members of staff have received training in the use of fire blanket and extinguishers and their position around school.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All adults should complete a morning and afternoon register for each class using SIMs. Adults must then note those pupils who are absent due to holiday leave.
- Each day, Office staff will annotate the daily attendance register where a pupil is off ill or has a medical appointment.
- All staff, pupils, occupants of building must respond to alarm activations
The fire alarm is a continuous ringing bell.
The Fire Marshalls (Headteacher and Site Manager) will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Where a fire is suspected, the Fire Marshall will call 999 for the Fire Brigade.

- In the event of a fire alarm activation when the school is closed, the emergency services are automatically contacted if the school burglar alarm is set. The Headteacher / Deputy Headteacher / Caretaker will be contacted and one will attend site.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Before evacuating, members of the office team will take out with them the red folders, which contain class lists, and the daily attendance register. This register includes those pupils either late or absent due illness or an appointment.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to an assembly point. It is the responsibility of the Office staff to check all non-teaching staff, visitors or contractors are safely out of the building. A list will be printed from the sign in screen. **Assembly points can be found at the front of the school on the EYFS fence. One can also be found on the fence on the left side of the playground.**

Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point; the playground adjacent to the school.

- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A Calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their class groups while staff check their registers. Registers in the red files contain the class lists.
- Once checked, the Office staff will visit each line to check if those not in the line are recorded in the written attendance register.
- The result of all checks must be reported to the Headteacher /Senior member of staff as soon as it is completed. The Senior Fire Marshall will check with each adult at the front of the line.
- The Headteacher is responsible for ensuring corridors/buildings are cleared. In the absence of the Headteacher, it is the Deputy Headteacher's responsibility.
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher / senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school will follow the **Critical Incident Plan** and take the pupils to the Memorial Hall in the Village and will then make arrangements to contact parents.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

On arrival at the school, visitors are invited to disclose if they need any support when having to evacuate the school on the sign in screen.

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person. On stairways, the helper should descend first with the person's hand on their shoulder. On level surfaces they should take the helpers arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g, flashing beacon linked to alarm etc.

BOMB THREATS

If a bomb threat is received, the Head teacher is informed, or in their absence, the most senior member of staff available.

The police will be contacted for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be: the automatic sounding of the fire alarm.

The normal evacuation procedure should be followed, but pupils will gather on the field so that they are at least 500m away from the school building.

GAS LEAKS

If any member of staff smells gas, or suspect there is a gas escape, we follow these procedures:

- Open all doors and windows.
- Notify the Head teacher / senior member of staff of the incident.
- The Bursar will call facilities providing gas for assistance.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located at Boiler Room
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

CHEMICAL SPILLS

If it is safe to do so, staff will identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, we would evacuate part or all of the building, using fire drill procedures if necessary.

All persons are moved to a safe location, and school would call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke

RISK ASSESSMENT GUIDANCE FROM FIRE SAFETY HM Gov	
Can existing forms of detection ensure fire detection is early enough for occupants to escape?	Fire alarms detect early signs of fire through heat and smoke.
Are detectors in the right place and the right type?	Detectors in classrooms, store areas and corridors. We have had detectors changed so right type and not activated by dust.
Can the fire alarm be heard and understood by everyone throughout the whole building?	Alarm can be heard through both buildings and has a visual flashing blue light.
Is there provision for those who can't hear the alarm?	For those who have hearing impairment, a PEEP will be put into place (from fire policy).
Are extinguishers fit for purpose? Are there enough and situated throughout the site.	Fire extinguishers in every classroom, kitchen and staff room.
Are they located close to fire hazards?	Blankets and extinguishers are located in appropriate places. There is a overview showing this. Barlows check as part of cyclical maintenance.
Taken steps to prevent mis-use.	Pupils are educated not to tamper with the fire call points.
Is equipment regularly tested by competent people?	Equipment tested by Barlows.
Carry out daily checks to ensure access for fire engine.	Boundary checks done daily by caretaker.
Are escape routes and exits kept clear at all times.	Escape routes and exits always kept clear. Part of caretaker daily check list.
Do doors for escape open in direction of escape.	Yes they do.
Can all fire exit doors open easily	All escape doors open easily.
Can everybody safely use escape routes	Everyone can use escape routes as all on one floor.
Are any holes / gaps properly sealed	Any work carried out will ensure cabling sealed to prevent the spread of fire.
Can all people escape to a place of safety in a	All people can escape quickly and safely onto

quick time.	large playground.
Are the existing escape routes adequate for the amount of people.	Escape routes are adequate for the amount of people.
Are the escape routes in the right place that lead to safety.	All classrooms have fire exits.
If there is a fire, will there be at least one route from the premises available.	Floor plans showing escape routes show quickest exits, but there are more than one for each classroom.
When dark, is there sufficient lighting to safely use escape routes.	Yes – there is exterior lighting.
Is there back up power for emergency lighting.	Yes. This is tested as part of cyclical maintenance.
Are emergency exits and fire fighting equipment identified on a school plan.	Floor plans show exits and routes. Also, on this indicates where fire fighting equipment is.
Signage on how to operate fire doors	All doors have labels on how to use.
Appropriate signage around school building	Appropriate signage around school, showing nearest fire exits.
Are there signs for fire rescue indicating water suppression, valves and hazardous substances	Yes
Do we regularly check fire doors and escape routes	Part of daily checks carried out by caretaker.
Do we regularly check fire fighting equipment	Part of cyclical maintenance by Barlows.
Do we regularly check fire alarm	Weekly tests and logged by caretaker.
Do we keep a log book to record tests and maintenance	Log book is kept for fire alarm checks, cyclical maintenance and fire evac practises. Any improvements needed are noted.

APPENDIX 1

FIRE DRILLS

TERMLY Fire Evacuations must be carried out at least once in each term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 Mins.)	Record details of drill, evacuation time and any problems.
---	--	--

FIRE ALARM PANEL / SYSTEM

DAILY	Check fire alarm panel for normal working conditions	Report any faults and actions
WEEKLY	Fire alarm audibility test conducted by site with a different call point tested each week in rotation. Number each call point for identification. (each zone to be tested every 13 weeks) Check alarm is audible in all areas (test to be carried out during full occupation) Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check any doors fitted with electromagnetic locks are released.	Record details of call point test and call point number Repair / replace defective units
SIX MONTHLY	For systems with battery back up a six monthly battery check by a competent service engineer is required. This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices	Site to keep maintenance records
ANNUALLY For 230 volt systems without battery back up	An annual test and examination of the alarm system by a competent service engineer is required. Test and examination of alarm system by competent service engineer including all automatic smoke / heat detectors, sounders and manually operated devices.	Site to keep maintenance records.

MEANS OF ESCAPE

DAILY	Check for any obstructions on escape routes (internally and externally) Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational	Site to record details and actions only if there is a fault. Is part of caretaker paperwork.
WEEKLY	Check all internal fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self-closures working correctly, correctly signed etc.	Site to record details and actions only if there is a fault
MONTHLY	Check all electronic release mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm / loss of power)	Site to record details and actions only if there is a fault

FIRE FIGHTING EQUIPMENT

WEEKLY	Check all extinguishers, hose reels ¹ , fire blankets etc. are available for use, undamaged and unobstructed. Extinguishers properly affixed to wall brackets or on plinths. Check for any evidence of tampering.	Site to record details and actions only if there is a fault
ANNUALLY	Full check and test of extinguishers, fire blankets and hose reels by competent service engineer. Checks carried out by Barlows.	Maintenance records to be kept on site.

EMERGENCY LIGHTING (WHERE APPLICABLE)

DAILY	Check indicator lights functioning (report faults to contractor) Operate and replace batteries in torches if necessary.	Site to record details and actions only if there is a fault
MONTHLY	In house operational test for a short period (a maximum of one quarter of the rated duration).	Maintenance records to be kept on site.
YEARLY	Emergency lighting full duration discharge test by competent person.	Maintenance records to be kept on site.

¹ Fire hose reels may well be able to be removed and capped off, approval for this should be sought from your district Fire and Rescue officer

APPENDIX 2

GUIDANCE FOR KEEPING A FIRE LOG BOOK

1.0 Introduction

1.1 To assist with the fire risk assessment under The Regulatory Reform (Fire Safety) Order 2005, it is necessary to maintain a 'log book' in which the results of all routine maintenance and testing, should be recorded, (as applicable to the particular premises) e.g.;

- Fire Alarm;
- Emergency Lighting;
- Means of Escape;
- Fire Fighting Equipment;
- Active and passive fire safety systems and construction;

1.2 Details of 'Fire Instruction' given to employees should be recorded, together with the, following information:

- Date of the instruction or drill;
- Duration of the instruction or drill;
- Name of the person giving the instruction;
- Names of the persons receiving the instruction;
- Nature of the instruction or drill;

2.0 The Log Book

2.1 The attached sheets are a suggested layout, which will comply with the above. In addition a record of visits to the premises by an Inspecting Officer of the Fire Authority should be maintained.

2.2 The 'Log Book' should be maintained in current order, and kept readily available, for inspection by an authorised officer of the Fire Authority.

2.3 It is also recommended that evidence of equipment maintenance and staff training is retained within these log books.

APPENDIX 3

ALARM TEST SHEET

Frequency of test: In accordance with the relevant system standard.
Daily, weekly, annually.

Date	Call Point Number or Location	Audible and visual warning devices working (Yes / No)	Electronic /Automatic Doors Functional (Yes / No)	Tested By Print Name	Signature

DEFECTS

Date	Item	Action	Rectified By	Date

Evidence of the required Annual / 6 monthly tests as per the current British/European Standard must be demonstrated in the form of a full report or detailed invoice from a competent service engineer. Compliance of the relevant standard must be confirmed.

APPENDIX 5

FIRE FIGHTING EQUIPMENT RECORDS OF DEFECTS

Frequency of test: Weekly, annually.

- **Hose reels and extinguishers available for use and unobstructed**
- **Extinguishers properly affixed to wall brackets**

Date	Location or number	Defect	Action	Signature

Evidence of the required annual checks must be demonstrated in the form of a full report or a detailed invoice from a competent service engineer. Compliance with the current British/European standard must be confirmed.

APPENDIX 6

EMERGENCY LIGHTING TEST SHEET

Frequency of test: In accordance with relevant system standard.
Daily, monthly, annually

Date	Location or number	Satisfactory Yes / No	Tested By Print Name	Signature

DEFECTS

Date	Item	Action	Rectified By	Date

Evidence of the required annual and full duration tests as per the current British/European standard must be demonstrated in the form of a full report or a detailed invoice from a competent service engineer. Compliance of the relevant standard must be confirmed.

APPENDIX 8

STAFF TRAINING

Frequency of training: On Induction, termly drill, annually.

Date	Duration	Persons Instructed	Subject	Instructed By

APPENDIX 9

Personal Emergency Evacuation Plan (PEEP) Form

The information on this PEEP will be used to plan the safe evacuation of the named individual in case of emergency.

What you need to do:

- Read the PEEP guidance
- Decide if one of your staff might need help in getting out of their building in case of emergency.
- Fill in the form where appropriate, using the checklist to decide if you have included everything.
- Please sign off the form to confirm you have assessed the need of the individual.
- Make sure everyone understands what they need to do.
- Review the form if anything changes.

Checklist for Line Manager	
Has the individual who this plan refers to been properly identified including contact details, position held and host division?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the plan identify where the person works including building, floor level and room number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified the reason why the person may not be able to make his or her own escape without assistance and what assistance is needed? You will need to list who will give that assistance and any equipment necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In describing how the plan will allow the person to reach a place of safety, have you described in detail how the assistance will be given from each part of the route to the assembly point outside the building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you liaised with the people below? Please tick a box to indicate Yes (a) Headteacher (b) Staff or other persons nominated to assist (c) Class teacher	(a) <input type="checkbox"/> (b) <input type="checkbox"/> (c) <input type="checkbox"/>
Regarding those persons nominated to assist, do they know what to do and is training being provided in the use of any of the equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified any other issues that may need to be resolved to make the plan work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the form been signed off by the people below? Please tick a box to indicate Yes (a) The individual the plan is prepared for? (b) The Line Manager	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

Personal Emergency Evacuation Plan		
First Name:		
Last name:		
Job Title:		
Phone Number:		
Email:		
Service:		
Team:		
This plan relates to the following location:	Building:	
	Floor:	
	Room:	
Describe how or why the person might not be able to get out of the building without help. Think especially about Mobility, Hearing and Vision.		
Does the person use a wheelchair and if so, is it electric or manual?		
If they cannot see or hear the emergency alarm, how will they know there is a problem – especially if they work on their own?		
Can the person leave the building safely and reach the fire assembly point unaided, in a timely manner?		
YES <input type="checkbox"/> Please go to sign off section. NO <input type="checkbox"/> Please complete the PEEP plan that follows		
If they will need assistance to help them get out of the building, who will do this? Please list them below and make a note of how they will do this, such as using an evacuation chair.		
Name	Contact details	What will they do?

Personal Emergency Evacuation Plan

Please describe how the person will get from where they are working to the assembly point outside the building. You will want to describe the role of anyone who might need to help them. Will they need to use any special equipment, evacuation chair, stair walker?

Are there any problems you need to resolve to make the plan fully workable?

SIGN OFF: Please sign the form below and send to your Facilities Manager by email

- If you have identified a person needs assistance to escape in an emergency as the plan will need to be approved and will need to be included within the fire risk assessment.
- If the individual leaves the Service/team or is no longer based within the building identified, it is their Line Manager’s responsibility to pass the PEEP to the new manager for revision.
- If the individual leaves SCC, this fact must be communicated to those named within the PEEP, including FM.

Position	Name	Date
<i>Member of Staff</i>		
Line Manager		

Please add details of annual or circumstantial reviews undertaken below. Then send a copy to FM for it to be included alongside the fire risk assessment

Review/Comments	Date

Emergency Evacuation Assessment

To be completed by a competent person appointed by the Head or Senior Leader, with the assistance of the disabled person.

Name of disabled person:.....

Hearing Impairment:

1. Can you hear the fire alarm in normal circumstances?

Yes No

2. If you have difficulty in hearing the fire alarm, would a visual indicator assist?

Yes No

3. Is there to your knowledge any special or purposely designed hearing system or device available which might assist in you hearing the fire alarm more clearly?

Yes No

Details:

4. Would your response to the fire alarm being activated be helped by an assistant(s) who could provide support in the fire evacuation procedure?

Yes No

5. Would a vibrating paging unit that operated when the fire alarm was actuated be of assistance?

Yes No

Visual Impairment:

6. Do you have a visual impairment, which would have an impact on your leaving the building unassisted in an emergency?

Yes No

7. Do you require an aid to help you move around the building for example: a cane, guide dog or other equipment?

Yes No

Details:

8. How long does it take you to leave the building in normal circumstances from your place of work, unaided?

Time in minutes: _____

9 Could you find your way to exit the building by an alternative route should your normal route be unavailable?

Yes No

10. Do you think that the speed at which you are able to leave the building, may have the potential to hold-up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?

Yes No

11. Would tactile signage or floor surface information be of assistance to you?

Yes No

Details:

12. Are there any other problems you would wish to highlight or solutions / measures that might assist you?

Details:

Mobility Impairment:

13. Can you leave the building unassisted?

Yes No

14. If not – do you require help from an assistant to leave the building?

Yes No

15. Do you need or use a wheelchair?

Yes No

16. Is the wheelchair required for all circumstances?

Yes No

Can it be dispensed with for short periods?

Yes No

17. Is the wheelchair a standard size or an electrically powered type with wider dimensions?

Normal _ Electrical _ Width_____

18. Are you able to self-transfer to an evacuation chair / stair climber if required?

Yes No

19. Could the medical nature of your disability be aggravated by the use of such a device?

Yes No

20. Has a member of staff and a deputy been assigned to assist you in an emergency?

Yes No

Name(s) Details:

21. Any other problems / observations / or solutions?

Details:

GENERAL INFORMATION

22. Do you understand the concept of a Fire Refuge area?

Yes No

23. Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?

Yes No

If yes, why / how?

24. Do you think that any special staff training is required to give you the assistance that you would need in an emergency?

Yes No

25. Are you aware of the emergency egress procedures, which operate in the building(s) in which you work or visit?

Yes No

26. Do you require written emergency egress procedures?

Yes No

27. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes No

28 Could you raise the alarm if you discovered a fire?

Yes No

Assessment carried out by:

on (date)

Notes:

PERSONAL EMERGENCY 'EVACUATION' PLAN

Name _____

Department _____

Working Location _____

AWARENESS OF PROCEDURE

I am alerted of the need to evacuate the building by:

existing alarm system _ pager device _ visual alarm system _ Other (please specify) _

DESIGNATED ASSISTANCE

The following people have been designated to give me assistance to get out of the building in an emergency.

Name(s) _____

Contact details _____

EGRESS PROCEDURE

(Include a step by step account beginning from the first alarm).

METHODS OF ASSISTANCE

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (Evac-chairs, stair Climbing Device, hand held portable radios etc)

SAFE ROUTE(S)

(Attach plan if appropriate)



Fire Locations - Undertaken by A. Walker (Headteacher) & Mr McCann

Room	No. of Exits available	Fire Door – Exit Sign	Fire Door – Push bar to open (if applicable)	No. of fire alarm call points	No. of fire extinguishers & types	Fire evacuation signage (visual)	Fire evacuation signage (written)
Main entrance lobby	3	✓	N/A	1	0	✓	✓
Studio Hall	3	✓	N/A	0	0	✓	✓
Hall	5	✓	✓	1	0	✓	✓
FACE room	3	✓	N/A	1	1 water	✓	✓
Kitchen	2	✓	N/A	1	1 CO2 1 fire blanket 1 wet chemical	✓	✓
Boiler room	1	N/A	N/A	1	1 powder	✓	✓
Caretaker room	1	N/A	N/A	0	1 fire blanket 1 powder	✓	✓
Main corridor	1 to outside (also 6 via classrooms)	✓	✓	2	1 CO2	✓	✓
Nursery	2	✓	N/A	1	1 powder 1 fire blanket	✓	✓
Reception 1 & 2	4	✓	N/A	2	1 water 1 foam	✓	✓
Y1 Foxes	2	✓	N/A	1	1 water	✓	✓
Yr 1/2 Squirrels	2	✓	N/A	1	1 water	✓	✓
Y2 Hedgehogs	2	✓	N/A	1	1 water	✓	✓

Corridor Infants	2	✓	✓	1	1 water	✓	✓
Staffroom	2	N/A	N/A	0	1 fire blanket	✓	✓
Headteacher's office	2	N/A	N/A	0	0	✓	✓
Main office	1	N/A	N/A	0	0	✓	✓
Sensory room	1	N/A	N/A	0	1 water	✓	✓
Teaching Street	2 to outside (also 6 via classrooms)	2	N/A	2	2 water 1 carbon dioxide 1 fire blanket	✓	✓
Y3 Robins	2	1	N/A	1	1 water	✓	✓
Y3/4 Ravens	2	1	N/A	1	1 water	✓	✓
Y4 Wrens	2	1	N/A	1	1 water 1 CO2	✓	✓
Year 5 Owls	2	1	N/A	1	1 water	✓	✓
Y5/6 Kingfishers	2	1	N/A	1	1 water 1 CO2	✓	✓
Y6 Kestrels	2	1	N/A	1	1 water	✓	✓

Actions

Fire exit door for the room in FACE needs a turn buckle green signage.	Date Completed and notes:	
In the Juniors, the fire extinguishers are too heavy for the wall and have come away. Currently, stand on the floor. Rolling programme of purchasing red stands.	Date Completed and notes:	£33 each.
Complete check that all appropriate signage is in place. Consider paper versions to be replaced with ones that have been laminated.	Date Completed and notes:	
Some Junior staff need to have fire marshal training and complete a sweep of the Junior block to ensure all have evacuated.	Date Completed and notes:	

Collection points signage at the front of the building and on the fence to the rear of the Infant building.	Date Completed and notes:	
---	----------------------------------	--