



## FIRE EMERGENCY EVACUATION PLAN FOR London Meed Primary School

**EFFECTIVE FROM: 02/09/2024**

**NEXT REVIEW DATE: 02/9/2025**

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

**REGISTERED MANAGER / DESIGNATED PERSON RESPONSIBLE FOR FIRE SAFETY:** Premises Manager

### Fire Wardens

Head Teacher  
Deputy Head Teacher  
Senco  
School Business Manager  
Data Manager  
Office Receptionists  
Office Administrator

### THE ACTION TO TAKE ON DISCOVERING A FIRE

If you discover a fire:

- Operate the nearest Fire Alarm call point
- Lift receiver and dial 9 and 999
- Give the operator your telephone number and ask for FIRE
- When the Fire Brigade replies they will ask for:

**Name or number of the building:** London Meed Primary School

**Street name:** Chanctonbury Road

**Town/County and Postcode:** Burgess Hill

West Sussex

RH15 9YQ

Nature of the incident, such as fire or road traffic collision

- Do not replace the receiver until the address has been repeated by the Fire Brigade
- Proceed immediately to the Assembly Point where a roll call will be taken.

## **THE ACTION TO TAKE ON HEARING THE FIRE ALARM**

Action to be taken on hearing the fire alarm:

- all staff, pupils and visitors without a specific fire emergency role must evacuate the premises immediately by the nearest fire exit
- all staff, pupils and visitors are also to leave immediately by the nearest fire exit
- all staff, pupils and visitors are to make their way to the designated assembly area
- Fire Wardens are to commence a search of their designated routes, and then exit the premises by the designated exit or nearest available exit if the designated exit is not available
- the person in charge must proceed to the fire alarm panel outside main office in between the two entrance doors and determine which area of the premises has the fire alarm been triggered
- the person in charge is to receive reports from fire wardens on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive

## **THE ASSEMBLY POINT AND ROLL CALL**

Please evacuate the building by the nearest fire exit. Please assemble with staff, pupils and visitors in the nearest playground either KS1 or KS2.

## **HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT**

Once the Fire alarm is raised;

Designated Fire Wardens to take fire evacuation list, fire bags (including registers) and medication boxes to the relevant must point. One member to go to KS1 and the other to KS2 along with mobile phone and two walkie talkies where possible.

Designated Fire Wardens will sweep KS1 and KS2 including toilets before exiting the building, where safely possible.

Teaching and non-teaching staff to evacuate their pupils and any visitors to the nearest muster point via the nearest fire exit.

Designated Fire Wardens to inform the Designated Fire Safety Manager when the Fire roll call has been completed and everyone accounted for. Await the fire service.

Everyone should leave the establishment in a calm and orderly fashion using the nearest designated fire exits. No one should return to the building after evacuation for any reason until the Fire and Rescue Service has given the All Clear.

If a false alarm/practice drill do not return to the building until the Designated Manager for Fire Safety has informed the Leadership team/School Business Manager/Data Manager who will then inform everyone they can return to the school building. Head teacher or in her absence a member of the Senior Leadership team to complete the Fire Log.

## **INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL CUSTOMERS**

PEEP's to be put in place for anyone with individual needs. Please inform the School Office if you have any specific/additional requirements.

### **MEETING THE FIRE AND RESCUE SERVICE**

Fire Warden or Leadership team in their absence to hand over Fire grab bags which contain a map of the school and COSHH safety data sheets.

### **EXCEPTIONS**

Fire drill practice/testing staff to be made aware so they are aware not to call 999.

When there is a planned Fire drill/ false alarm/test or a staff member witnessing a fire glass being broken please follow the full evacuation procedures above and do not return to the building until the all clear has been given from the Fire Warden. Fire Warden to deactivate the fire alarm.

Fire log to be completed. Repair to broken glass to be completed by a competent contractor.

### **Responsibilities**

It is the responsibility of individual staff to read and be fully aware of all the fire procedures for London Meed Primary School and individual Risk Assessments or Personal Emergency Evacuation Plans.

### **Visitors.**

Any visitors to London Meed Primary School, including contractors will be made aware of evacuation procedures and shown the nearest fire exits.