



## St Chad's CofE Nursery and Infant School

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# Fire and Emergency Plan

**School Leader:** K Leach

**Link Governor:** A Richardson

**Plan Approved**      **Signed:** Rev. A Ward      **Date:** 03.03.2021

Plan Reviewed      Signed:      Date:

Plan Reviewed      Signed:      Date:

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## General Procedures

The school's fire risk assessment and fire and emergency plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

### Fire drills and alarm activations

- Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.
- Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.
- Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.
- All activations of the fire alarm system will be recorded.
- The fire service will be informed of all incidents of fire, even if small and extinguished.

### Tackling fires

**STAFF ARE INSTRUCTED NOT TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING.**

- All staff are expected to complete annual online Fire Awareness training through Smartlog.
- All activations of the fire alarm system will be recorded.
- The fire service will be informed of all incidents of fire, even if small and extinguished.

### Main Office Grab bag (kept in the main office)

A grab bag containing key information about the school will be kept in the School Office. School office staff will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller. Grab bag contents:

- Current class registers
- Current staff list
- First Aid kit
- Emergency medication
- Copy of pupil emergency contact numbers and addresses
- Fire and emergency plan
- Premises map
- Local Asbestos Management Plan
- Emergency school mobile
- Key to St Augustine's Church (*agreed emergency safe place in the event of a full premises evacuation*)

Additionally, the following items will be taken to the assembly point by office staff:

- Daily summary attendance register
- Staff and visitor signing in books

## Classroom Grab bags (kept in individual classrooms)

- First Aid kit
- Authorised pupil medication e.g. inhalers

## Immediate actions to take on discovering a fire or on hearing the fire alarm sound

### On discovering a fire:

- ✓ Activate the nearest alarm call point
- ✓ Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and **proceed to the designated assembly point on the main school field.**
- ✓ Report immediately to the nominated Evacuation Controller (Head Teacher or member of SLT or deputy safeguarding lead) and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.
- ✓ Disabled visitors – will be assisted from the school site by staff and fire marshals.

### On hearing the fire alarm:

- ✓ Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- ✓ Disabled visitors can evacuate via all available exits and will be assisted by staff.

### All:

- ✓ Do not stop to collect any personal belongings.
- ✓ Close windows and doors as you leave if safe to do so.
- ✓ Do not tackle a fire unless it is to aid your escape from the building.

## PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE (SEE BELOW)

### Methods of alerting persons on site

- Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.
- The fire alarm sound is a continuous bell.
- If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by verbal methods.

### Methods for communicating with the emergency services

- In the event of a confirmed or suspected fire the nominated person will place a direct call to the fire service by selecting an outside line and dialing 999 from an internal phone with outside line capability or 999 from a mobile.
- Nominated persons are: Head Teacher; alternative member of SLT; deputy safeguarding lead

## In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

- The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service:
  - Has a fire been confirmed or is there a smell of smoke?
  - What is the location of the fire?

- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

The location of gas, electricity and water cut off devices:

- Electricity – Cupboard hall
- Gas – Cupboard in nurture room
- Water – Under the floorboard in nurture room

### Staff with specific responsibilities

**Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required:

- **Head Teacher or member of SLT or Deputy Safeguarding Lead**

**Fire Marshals** – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (*if safe to do so*).

Ensure doors in designated areas are closed prior to leaving the building (*if safe to do so*).

Fire Marshal	Sweep area
Ms. K Leach  (Deputy Mrs G Sohanpal)	Upstairs offices Hall Flamingos classroom Sensory room Staffroom Elephants classroom Key Stage 1 pupil toilets Art cupboard Staff toilets
Mrs S Lambert / Miss N Richardson	Main school office Kitchen Disabled toilet Learning Zone Library Crocodiles classroom Bears classroom Bears pupil toilets

**Class teachers and teaching assistants** – Responsible for assisting in the safe evacuation from classrooms.

**Control Panel Officers** – Responsible for checking the fire panel to identify whether call points have been activated in the building:

- **Mrs S Lambert / Miss N Richardson / Mr R Taylor**

**All staff** – Provide support to the evacuation controller in preventing unauthorised access back into the building.

**Out of hours and Before and After School Clubs** – **Mrs S Lambert / Miss N Richardson** are the Lead Controllers out of hours. They will check the fire panel and sweep buildings/inform on site as needed.

Designated lead persons in charge of groups must manage their own groups and evacuate to the field.

Mrs S Lambert / Miss N Richardson will be the liaison point and will contact SLT to inform of situation.

### Specific persons at risk

Any people at risk will require support in evacuation. Upon identification of people at risk a Personal emergency evacuation plan (PEEP) will be developed, implemented and communicated

to relevant persons to ensure they evacuate safely on the alarm sounding should people be identified at risk.

## Arrangements for safe evacuation

**If it is safe to do so, these are the nearest exit routes to follow:**

<b>Elephants</b>	Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.	
<b>Flamingos</b>	Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.	
<b>Crocodiles</b>	Exit via the classroom main door and proceed through the foyer. Meet on the school field.	
<b>Bears</b>	Exit via the classroom fire door and proceed to the side gate. Meet on the school field.	
<b>Staffroom</b>	Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.	
<b>Staff toilets</b>	Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.	
<b>Sensory room</b>	Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.	
<b>Learning Zone</b>	Exit through the foyer and main school door. Meet on the school field.	
<b>Disabled toilet</b>	Exit through the foyer and main school door. Meet on the school field.	
<b>Kitchen</b>	Exit through the foyer and main school door. Meet on the school field.	
<b>Key Stage 1 playground</b>	Exit up the ramp, proceed to Gordon Road via the emergency fire exit gate. Meet on the school field	
<b>EYFS playground</b>	Exit via the side gate. Meet on the school field.	
<b>Hall</b>	<b>Lunchtime and PE</b> Exit through the foyer and main school door. Meet on the school field.	<b>Whole school Collective Worship</b> <ul style="list-style-type: none"> <li><u>Flamingos and Elephants</u>: Exit via the main backdoor and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field</li> <li><u>Bears and Crocodiles</u>: Exit through the foyer and main school door. Meet on the school field.</li> </ul>

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
Standard teaching times	Teacher escorts class to assembly point via nearest and safest exit route ensuring they take the class grab bag. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Designated staff on site will sweep their designated areas (if safe to do so). Admin staff to take out the office grab bag, daily summary attendance registers and staff and visitor signing in book.	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Daily summary attendance register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge
Break times pupils outside	Pupils outside will move to the assembly point on the field via nearest and safest exit route. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to the field. Where pupils are	School field all classes and associated teaching and support staff,	Nominated member of staff in charge	Daily summary attendance register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge.

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	within school and with a member of staff they will take responsibility that the pupil(s) are evacuated. Designated staff on site will sweep their designated areas (if safe to do so). Admin staff to take out the office grab bag, daily summary attendance registers and staff and visitor signing in book.	visitors and contractors			
Break times pupils inside	Teacher escorts class to assembly point via nearest and safest exit route ensuring they take the class grab bag. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Designated staff on site will sweep their designated areas (if safe to do so). Admin staff to take out the office grab bag, daily summary attendance registers and staff and visitor signing in book.	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Daily summary attendance register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge.
Lunchtime outside/inside	Lunchtime staff escort class to assembly point via nearest and safest exit route ensuring they take the class grab bag. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Any teaching staff on site will meet up with classes on the field. Lunchtime staff to remain with classes for those where the teacher is not on site. Designated staff on site will sweep their designated areas (if safe to do so). Admin staff to take out the office grab bag, daily summary attendance registers and staff and visitor signing in book.	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Daily summary attendance register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge.
Assemblies Staff/pupils only	Teacher escorts class to assembly point via nearest and safest exit route ensuring they take the class grab bag. All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to assembly point. Designated staff on site will sweep their designated areas (if safe to do so). Admin staff to take out the office grab	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Daily summary attendance register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge.

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	bag, daily summary attendance registers and staff and visitor signing in book.				
After School Club (in classrooms or outside)	After School Club Leader escorts children to assembly point via nearest and safest exit route taking with them club register. All staff, visitors and contractors remaining on site will evacuate the building via nearest and safest exit route and proceed to assembly point. Designated staff on site will sweep their designated areas (if safe to do so). Member of staff in charge to take out the grab bag.	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Club register and staff and visitor signing in book taken out by admin staff.	Nominated member of staff in charge.
Staff only on site	Staff to leave by nearest and safest signed exit route. Designated person in charge/senior teacher to sweep the school buildings and take staff signing in book.	School field all classes and associated teaching and support staff, visitors and contractors	Nominated member of staff in charge	Staff and visitor signing in book taken out by designated person in charge/senior teacher.	Senior teacher
Open / Parents Evenings	Parents have an appointment time slot. On the alarm being raised the building is to be evacuated swept by Headteacher to confirm all attendees and staff have been evacuated safely. Parents will be escorted by a member of staff.	Playground for all teaching and support staff, visitors (parents and pupils)	Nominated member of staff in charge	Visitor signing in sheets	Headteacher



## **Whole site evacuation**

If the whole site is required to be evacuated whilst there are pupils on site and an arrangement is in place with St Augustin'e Church:

**Key contact:** Reverend Andy Ward (Chair of Governors)

**Address:** Upper Dale Rd, Derby DE23 8BP

**Tel:** 01332 270837

A nominated member of staff will remain at the school site. Teachers will relocate with pupils using local footpaths as the safe route to the alternate premises. Class teachers/teaching assistants are responsible for control and monitoring/escorting of pupils to the alternate premises. Teaching staff will ensure all pupils have arrived safely by conducting a role call through use of the evacuation report. Chair of Governors will be contacted along with the Derby Diocesan Academy Trust (Director of Education). Arrangements to be arranged for a news alert request be put out on local radio. Teachers will remain with children whilst in the alternate location and parents will be requested to collect their child from that location. The nominated member of staff will be available at the end of the school day to inform parents who may not be aware of the situation. Children will not be released until parents/guardians have turned up to collect.

A member of school staff will advise the local authority in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation by the Headteacher who will coordinate contacting parents and guardians. The Headteacher will liaise and telephone parents or guardians. Notices at school will inform those parents who arrive at site that may not necessarily be aware of the situation. An alert will be sent out via Class Dojo and an instant message will be sent informing them of the situation.

## **Methods of communicating information relating to fire evacuation**

Teaching, support, admin and lunchtime staff – Fire awareness training, communication of fire and emergency plan within staff induction booklet, staff meetings and briefings (annually in September), fire drills and debriefs.

Cleaning staff – Communication of fire and emergency plan included within induction booklet.

General visitors – Communication of fire and emergency plan as part of signing in procedures, escorted on site (as required).

Contractors – Communication of fire and emergency plan included as part of signing in procedures, escorted on site (as required).

Emergency services – Following initial 999 call the Headteacher/ member of the senior leadership team will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.



### Useful contact names/numbers

Derby Diocesan Academy Trust: 01332 388650

YMD Boon Ltd: 01332 293404

Derbyshire County Council Education Department: 01332 293111

Gas Supplier: Zenergi 0238 028 6304

Water Supplier: Waterplus 0345 072 6072

Electricity Supplier: Corona 0800 804 8589

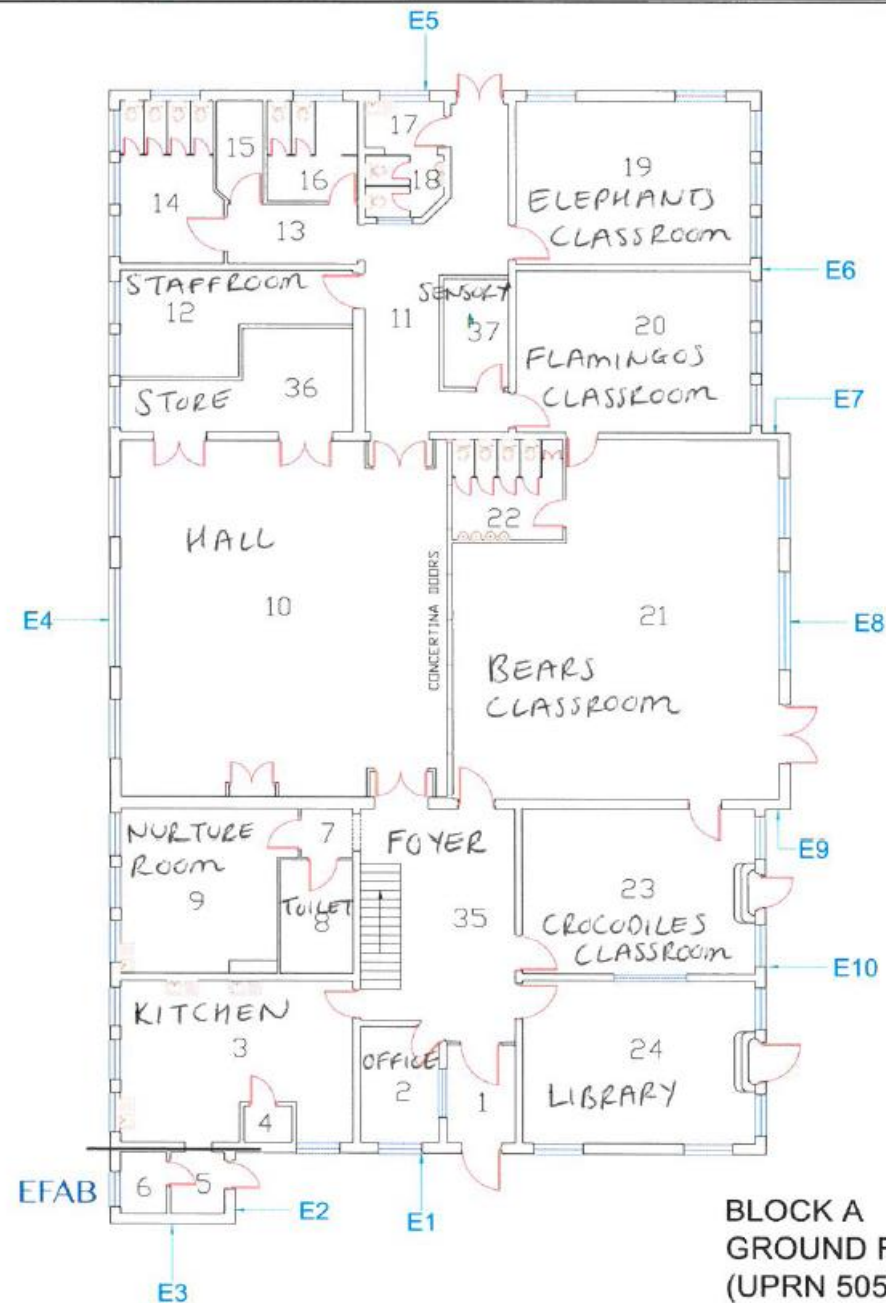
St Augustine's Church: 01332 270837

### Appendices

- Fire evacuation record
- Site plan
- Evacuation routes
- Fire Evacuation poster

## St Chad's CofE Nursery and Infant School Fire Evacuation Record

Fire Evacuation Record			
Date of Evacuation			
Time of Evacuation			
Time taken for full Evacuation			
Number of occupants evacuated	Staff Visitors	Students	
Type of Evacuation	Routine Drill	False alarm	Genuine Emergency
Were special conditions simulated? What were they?			
Did any of the evacuees have a PEEP in place?			
Did the fire service attend?			
Were all the alarm sounders working?			
Did all fire doors on magnetic hold back release?			
Weather conditions			
<b><u>Problems encountered</u></b>	<b><u>Remedial actions taken</u></b>		
Signed Staff member:	Date:		
Date Taken to Governors	Signed Governor		



**BLOCK A  
GROUND FLOOR PLAN  
(UPRN 505A)**

NOTES:  
1. DRAWINGS ARE NOT TO SCALE

Rev A  
Partition added to area 12, creating area 36. New door added to area 1, labelled 35.  
New store created in area 11, labelled 37, doors altered to hall area 10.



**DERBY CITY COUNCIL**

**PROPERTY DESIGN & MAINTENANCE**  
The Council House  
Corporation Street  
Derby DE1 2FS  
Tel (01332) 293111  
Fax (01332) 643299

**PROJECT TITLE**  
St Chad's Church of England Nursery and Infant School  
Gordon Road  
New Normanton  
Derby  
DE23 6WR

**DRAWING TITLE**  
Block A  
Ground Floor Plan

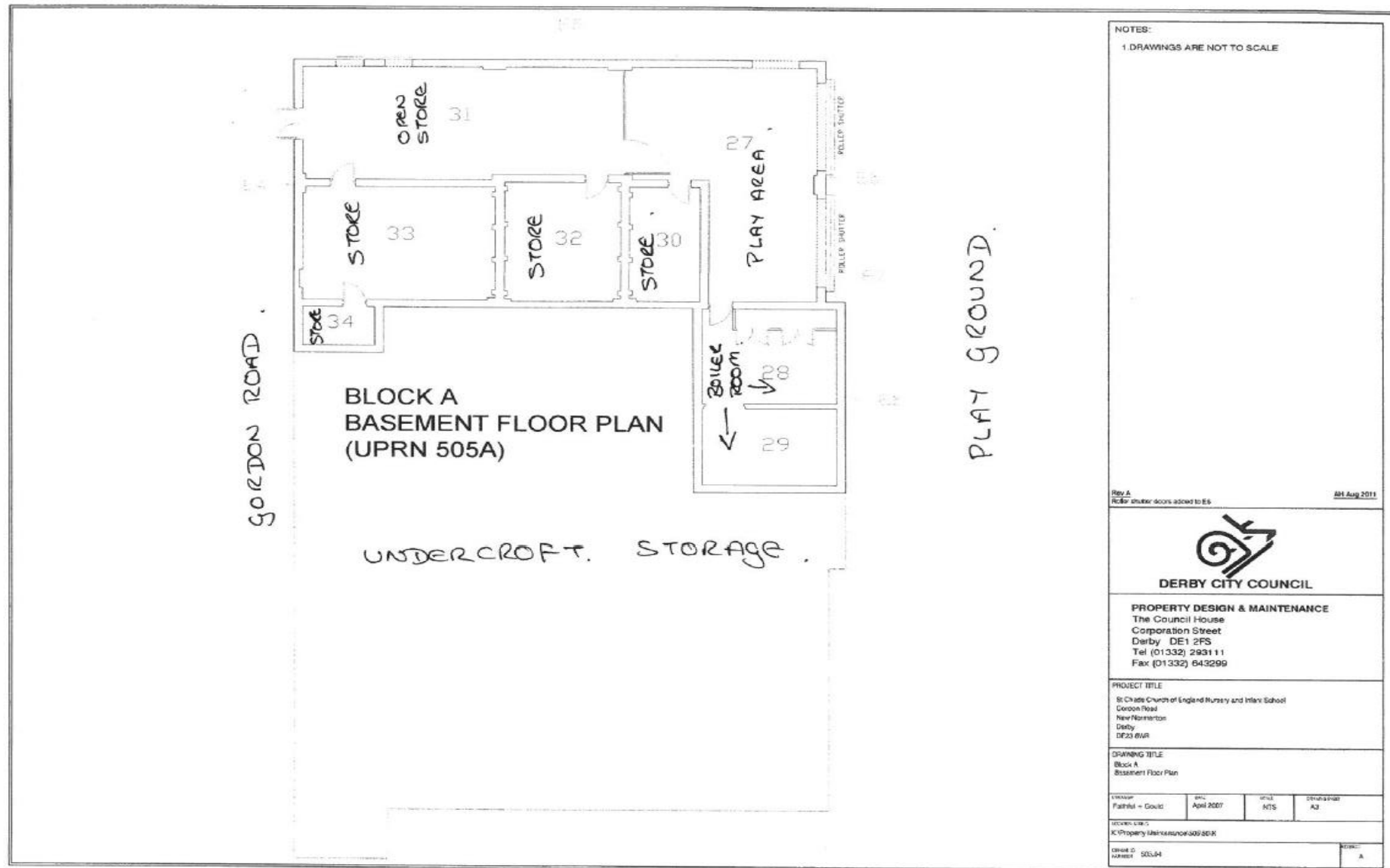
DESIGNER Fairfax + Gould	DATE April 2007	SCALE NTS	DRAWING SHEET A3
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LOCATION / DRAWN  
K:\Property Maintenance\505-509 JK

DRAWING NUMBER 505.02	REVISION A
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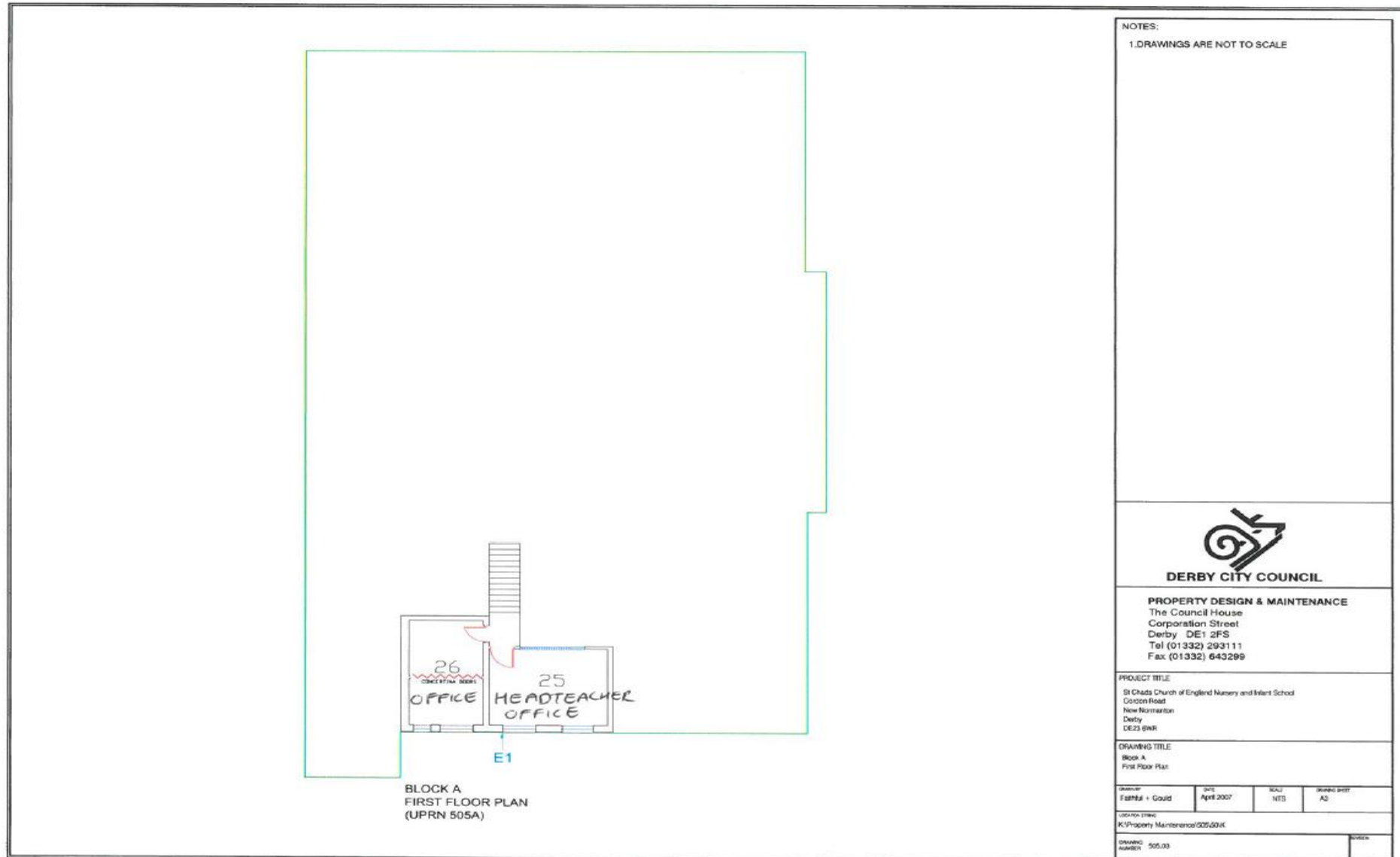


## Fire and Emergency Plan





## Fire and Emergency Plan





## Evacuating via the main front door



1. Exit via the main front door



2. Turn right and head towards the field

## Evacuating via side gate (located in the EYFS playground)



1. Exit via the side gate



2. Head straight towards the field.



## Evacuating via the back door



1. Exit via the back door.



2. Turn left, go up the ramp to the fire exit gate.



3. Turn left up Gordon Road towards the main school gate.



4. Enter the main gate, the field is on the right hand side.



St Chad's CofE Nursery and Infant School  
**Fire Alarm Procedures**



**PLEASE TREAT EVERY ALARM AS AN EMERGENCY UNLESS INFORMED OTHERWISE**

**On hearing the fire alarm:**

**Headteacher / Admin Staff (1) / Welfare Officer:**

- Check / sweep designated areas of the building, if safe to do so
- Ensure doors in designated areas are closed once swept, if safe to do so
- Admin staff (1) check control panel, if safe to do so
- Proceed to nearest/safest exit
- Assemble at meeting point **on the school field**
- Check evacuation is complete
- Check all pupils/staff/visitors are accounted for
- Dial 999 and liaise with emergency services, if appropriate, OR
- Disable alarm, if appropriate

**Admin (2):**

- Grab office 'grab bag', registers, staff and visitor signing in books
- Check / sweep designated areas of the building, if safe to do so
- Admin staff (2) check control panel, if safe to do so
- Proceed to nearest/safest exit
- Assemble at meeting point **on the school field**

**Classroom Staff:**

**Person in charge of the class when the alarm goes off:**

- Grab classroom 'grab bag'
- DO NOT PICK UP PERSONAL BELONGINGS OR COATS
- All children in an orderly line
- Proceed to nearest/safest exit
- Assemble at meeting point **on the school field**
- If TAs or students are present in the classroom, please assist in ensuring the pupils leave the building calmly.
- If 2 adults are present in the room, the last adult out of the room to close the door, if safe to do so
- At assembly point, class teacher to check children against register.

**If you are working with a child / group of children outside of the classroom:**

- DO NOT PICK UP PERSONAL BELONGINGS OR COATS
- Proceed to nearest/safest exit in an orderly manner
- Assemble at meeting point **on the school field**

**Lunchtime / playtime procedures:**

**Allocated staff member should have their class grab bag already on them**

- Lunchtime staff / staff members on playtime duty to escort pupils out from the nearest/safest exit in an orderly manner to assembly point on the school field
- Lunchtime staff clearing hall after lunch, proceed to the nearest/safest exit
- Any staff in the staffroom proceed to the nearest/safest exit
- Teachers to join / take charge of their class on arrival to the meeting point on the school field

**Exit routes:**

Exiting via the front door	Exiting via the side gate (FS playground)	Exiting via the back door
<ol style="list-style-type: none"> <li>1. Exit via the main front door</li> <li>2. Turn right and head towards the field</li> </ol>	<ol style="list-style-type: none"> <li>1. Exit via the side gate</li> <li>2. Head straight towards the field.</li> </ol>	<ol style="list-style-type: none"> <li>1. Exit via the back door</li> <li>2. Turn left, go up the ramp to the fire exit gate</li> <li>3. Turn left up Gordon Road towards the main school gate</li> <li>4. Enter the main gate, the field is on the <u>right hand</u> side</li> </ol>

**DO NOT TACKLE A FIRE UNLESS IT IS TO AID YOUR ESCAPE FROM THE BUILDING**