

# Emergency Plan and Fire Routine

Glaphorn C.E. Primary School

In the event of a fire the fire alarm will ring throughout the school building.

## **Action in the event of a fire or suspicion of a fire:**

The fire alarm should be activated immediately. The glass should be broken. These are located at exit points to both buildings: School entrance and corridor, two in the Hall, Staffroom, Pupil entrance, Barn Owls fire escape, both exits in Robins class.

The main priority is to get everyone out of the school building and proceed to the designated assembly point on the school playground.

If not supervising students and if it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into other areas within the school.

A fire should only be tackled after evacuation and only if there is no risk to your personal safety.

## **Action to take on hearing the alarm**

On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. **Leave the building via the nearest available escape route** and assemble at the school's designated fire assembly point on the school playground. However be prepared to be directed to a second assembly point, the school field, should conditions at the first assembly point deteriorate or are unfavourable. Doors and windows should be closed on exit, if it is safe to do so.

Pupils line up in Class groups under supervision of their teachers. They should leave the buildings in an orderly manner with no talking.

**Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.**

The class registers and visitors book will be brought to the fire assembly point by the school bursar and a register of children and staff will take place. This will be overseen by the Head Teacher. This is to ensure that everyone is out of the buildings.

The fire brigade should be called by the school bursar and the school's address given: Glaphorn School, Benefield Rd, Glaphorn PE8 5BQ.

## **Evacuating the school building- arrangements for people with disabilities:**

Designated teaching assistants and class teaching assistants will assist with the evacuation of children that have a mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

On arrival the Fire Brigade will be greeted by the Head Teacher and the situation reported appropriately.

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