



Cupernham
Junior School

FIRE EVACUATION PLAN

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This policy was updated in November 2025 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

POLICY STATEMENT

The emergency plan should consider all aspects associated with the emergency evacuation of the building should a fire occur. Part of this plan will be the evacuations procedures but other prearranged actions and management procedures must be considered and included as appropriate.

PRIMARY ACTIONS

- On finding a fire, sound the fire alarm at the nearest fire alarm call point.
- On hearing the fire alarm, the building will be evacuated without delay.
- On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.
- When the fire alarm sounds the alarm system will register with the monitoring station and the office will receive a phone call. On receiving the call the office staff will advise whether a fire unit is required.

ASSEMBLY POINTS

The assembly point, in all weather conditions, is the field.

EVACUATION MANAGEMENT

EVACUATION MANAGER

The Head Teacher will assume the duties of this role (Deputy Head will be required to stand in if the Head Teacher is off site), which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER

The Deputy Head, any SLT member if the DH is off site, will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

FIRE SERVICE RECEPTION MARSHAL

The Site Manager or substitute will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the “Fire Service Emergency Pack”. They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons.

FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

All staff present at the time will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly, collecting their nearest sweep zone card from the wall in their area
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

FIRE FIGHTING ARRANGEMENTS

For the vast majority of staff the basic level of training will be suitable in providing an appropriate level of competence to reactively use extinguishers. This should cover:

- Watching a suitable training video or working through the Fire Safety Induction Course.
- Being introduced to the type of extinguishers used in their premises.
- Being advised how to assess a situation is safe enough to use extinguishers on and when it is not.
- Generally with the exception of reactive firefighting to secure means of escape, **priority will be given to evacuation.**

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so. When staff use fire extinguishers they must follow the advice below:

They WILL:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will NOT:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy). A QR code and login for Alpha-tracker HCCs asbestos monitoring database.
- A drawing of the premises indicating:
- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.