



GLADSTONE PRIMARY SCHOOL

School Fire Emergency Plan & Fire Fighting Plan



Gladstone Primary School
Anchor Road
Longton
Stoke on Trent
Staffordshire
ST3 5EW

The main aim in any fire situation is to evacuate the building quickly and efficiently ensuring all pupils, visitors, contractors and Staff members have left the building and are accounted for.

We will follow the Fire & Rescue Service's policy:

Get Out. Call the Fire Brigade out. Stay out.

No one will be allowed to re-enter the building with out the express permission of the Fire Brigade in a fire situation or the school Fire Safety Officer in the event of a drill.

Actions in the event of discovering a fire

On Discovering a Fire:

Anyone discovering fire or smoke should raise the alarm and leave the building by the nearest exit and go to the assembly point.

Raising the alarm:

The alarm is raised by breaking the glass in the nearest fire alarm call point to sound the fire alarm. The fire alarm sound is a siren.

On Hearing the Alarm:

All persons in the building will walk to the nearest exit and then walk to the fire assembly point.

Staff members must not rely upon the smoke/heat detection system raising the alarm, upon suspecting a fire or discovering a fire their first action will be to raise the alarm using the "break glass" system.

Calling the Fire Service:

The school will nominate two people to contact the emergency services using 999, they are shown below:

Mrs Preston and Mrs Annese, Mr Stanford

All Staff members to Note:

If you are not sure that the fire service have been called then dial 999 on the nearest telephone, if this causes more than one person to call the fire service for the same incident it is not a problem, the fire service would rather this than not receive a call.

Assembly Point:

The assembly point is: THE MUGA

Upon discovering a fire or hearing the alarm, Staff members will supervise the evacuation of pupils, visitors and contractors and guide them to the Assembly Point.

If the fire is growing or smoke and fumes are affecting the Assembly Point it should be moved up wind further away from the building.

Calling the Roll:

The School Fire Safety Officer or Deputy will call the roll.

Staff members will report any missing people to the person calling the roll, if they are not available then give the information to the officer on the first arriving fire engine.

Staff members should ensure that they, pupils, contractors and visitors do not cause an obstruction for fire engines and that pupils, contractors and visitors must not leave the Assembly Point until the School Fire Safety Officer has accounted for them.

Evacuation Procedures:

The overall aim is to save life; therefore evacuation is of paramount importance and takes priority over all other actions.

Staff members must ensure all of their pupils evacuate and should check their area.

Staff members are not expected to fight the fire nor should they go back into the building.

In the event of parents being present in the school yard at the start or end of day then dedicated Fire Marshalls, our Home/School Link Workers and Office staff will direct them to the appropriate assembly point: The Climbing Frame Yard.

All parents are responsible for following the instructions of the Fire Marshalls.

What to do during a Production:

The HT/DHT/AHT are responsible for pointing out the available fire exits should the siren sound.

Parents are to evacuate via by the nearest doors. Staff will be named as marshalls to escort the parents in the right direction and to use appropriate doors.

- Parents and carers to congregate on the climbing frame yard
- Pupils and staff to go the MUGA. A register will be taken of all pupils attending after school events.
- Staff will be allocated roles to check that areas may be being used by parents, visitors, such as the toilets.

The maximum number of seats allocated is 150 to ensure safe escape routes.

Arrival of the Fire Service:

The officer on the first arriving fire engine must be informed of:

- Any persons who are missing and where in the building they were last seen.
- Where the main shut of valves and switches are for the gas and electricity supplies.
- If available a copy of the floor plans should be given to the fire service. These need to be taken outside during the evacuation.

Fire Fighting by Staff Members:

- Evacuation is always the priority.
- Only those Staff members specifically trained and nominated as Fire Marshalls are allowed to operate fire extinguishers and attack a fire.
- Staff members not designated as Fire Marshalls must not tackle the fire but concentrate on evacuation.

Fire Marshals:

- Fire Marshals are nominated and have been trained by an external trainer.
- Evacuation is always the priority.
- Fire Marshals should not take risks, if unsure evacuate.
- Fire Marshals will upon hearing the alarm inspect the fire alarm indicator board to ascertain the location of the fire and ensure the fire service has been called.
- Fire Marshals will attend the fire floor to see if fire fighting action using extinguishers is possible and attack the fire as appropriate.
- Fire Marshals will divide the building between them and “sweep” the floors to:
help with evacuation
check people are evacuating
- Fire Marshals will liaise with the fire service.

Emergency Contact Numbers:

The school will keep a list of emergency numbers off site that can be accessed in an emergency.

Informing Staff members Family:

The school and will maintain an up to date list of contact numbers for Staff members and pupils “next of kin” so that they can contact them if they are injured.

Severe Weather Conditions:

The school will make arrangements with a nearby property to shelter people who have evacuated if the weather is severe.

Persons can only move from the assembly point if they have been accounted for.

Press Statements and Interviews:

The school will make arrangements as necessary to deal with on site Press inquiries and interviews.

Staff members are expected to direct all such enquiries to the head teacher or deputy.