



St Chad's CofE Nursery and Infant School

Fire and Emergency Plan

School Leader: K Leach

Link Governor: J Coupland

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

Plan Reviewed Signed: J Coupland Date: 19.10.23

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

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)

- 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 Welfare Officer**

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 / Mrs K Morley (Deputy Mrs N Kay)	Upstairs offices Hall Flamingos classroom Sensory room Staffroom Elephants classroom Key Stage 1 pupil toilets Art cupboard Staff toilets
Mrs S Lambert (Assisted by Miss K Gilson on designated working days)	Main school office Kitchen Disabled toilet Rainbow Room Crocodiles classroom Bears classroom Bears pupil toilets Cubs classroom

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 / Mr R Taylor**

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

Out of hours After School Clubs – **Mrs S Lambert** is the Lead Controller for out of hours. She 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 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:

Elephants	Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field.	
Flamingos	Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field.	
Crocodiles	Exit via the classroom main door and proceed through the foyer. Meet on the school field.	
Bears	Exit via the classroom fire door and proceed to the side gate. Meet on the school field.	
Cubs	Exit via the classroom fire door and proceed to the side gate. Meet on the school field.	
Staffroom	Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field.	
Staff toilets	Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field.	
Sensory room	Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field.	
Rainbow Room	Exit through the foyer and main school door. Meet on the school field.	
Disabled toilet	Exit through the foyer and main school door. Meet on the school field.	
Kitchen	Exit through the foyer and main school door. Meet on the school field.	
Key Stage 1 playground	Proceed to the FS playground through the gate. Meet on the school field.	
EYFS playground	Exit via the side gate. Meet on the school field.	
Hall	<p>Lunchtime and PE Exit through the foyer and main school door. Meet on the school field.</p>	<p>Whole school Collective Worship</p> <ul style="list-style-type: none"> <u>Flamingos and Elephants</u>: Exit via the main backdoor, proceed to the KS1 playground and then FS playground. Meet on the school field. <u>Bears and Crocodiles</u>: Exit through the foyer and main school door. Meet on the school field.
Visitors in school positioned at the back end of school are advised to exit via the main back door and proceed to Gordon Road via the emergency fire exit gate. Meet on the school field.		

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.	School field all classes and	Nominated member of staff in charge	Daily summary attendance register and	Nominated member of staff in charge.

Time	Evacuation procedures	Assembly point	Evacuation Controller	Method of accounting for persons	Person checking control panel
	All staff, visitors and contractors will evacuate the building via nearest and safest exit route and proceed to the field. Where pupils are 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.	associated teaching and support staff, visitors and contractors		staff and visitor signing in book taken out by admin staff.	
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	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
	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.	visitors and contractors			
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 Hardwick Primary School

Key contact: Mr J Gallimore / Mrs R Sandhu

Address: Dover Street, Derby DE23 6QP

Tel: 01332 272249

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

Derby City Council Education Department: 01332 293111

Gas Supplier: Zenergi 0238 028 6304

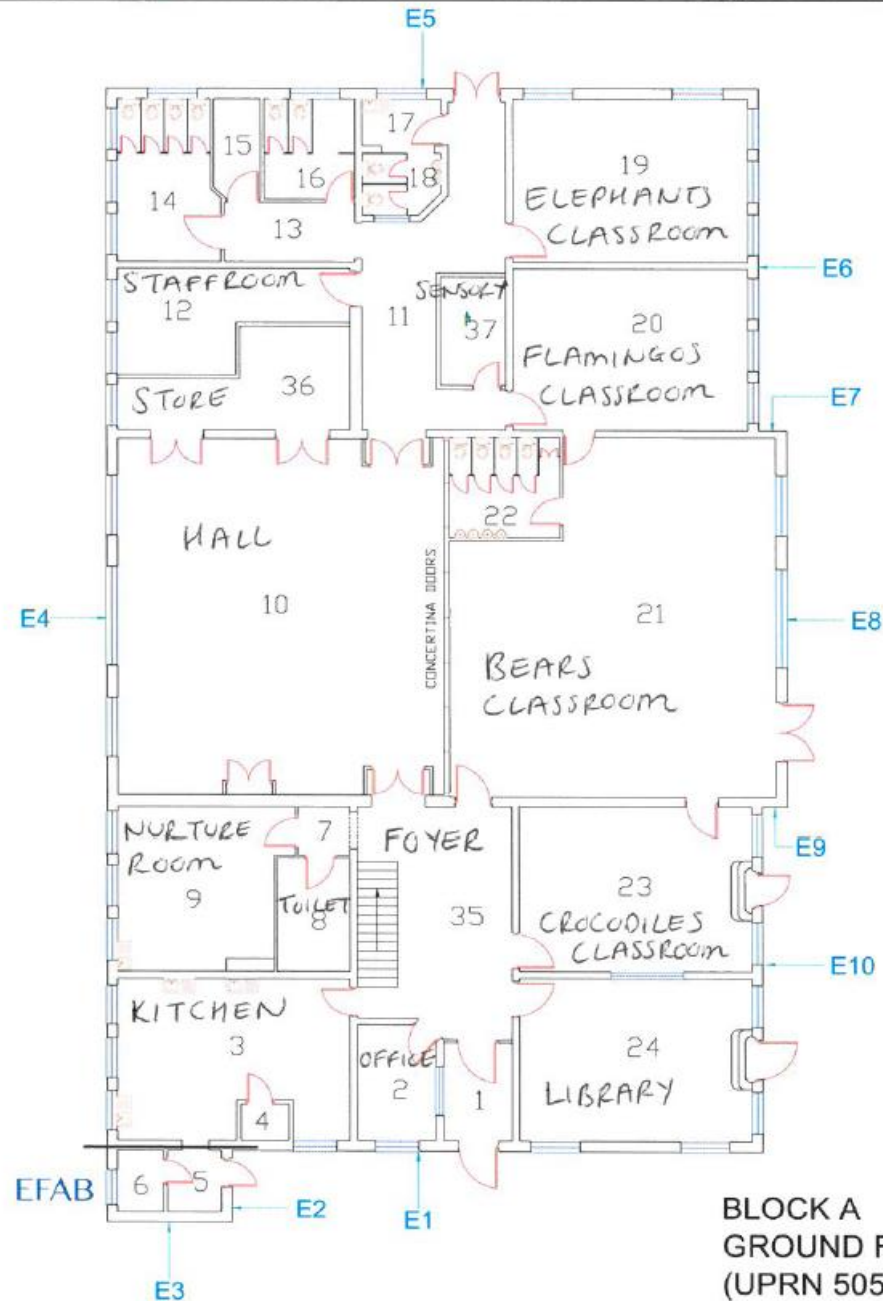
Water Supplier: Waterplus 0345 072 6072

Electricity Supplier: Corona 0800 804 8589

Hardwick Primary School: 01332 272249

Appendices

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



**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. AM Aug 2011



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

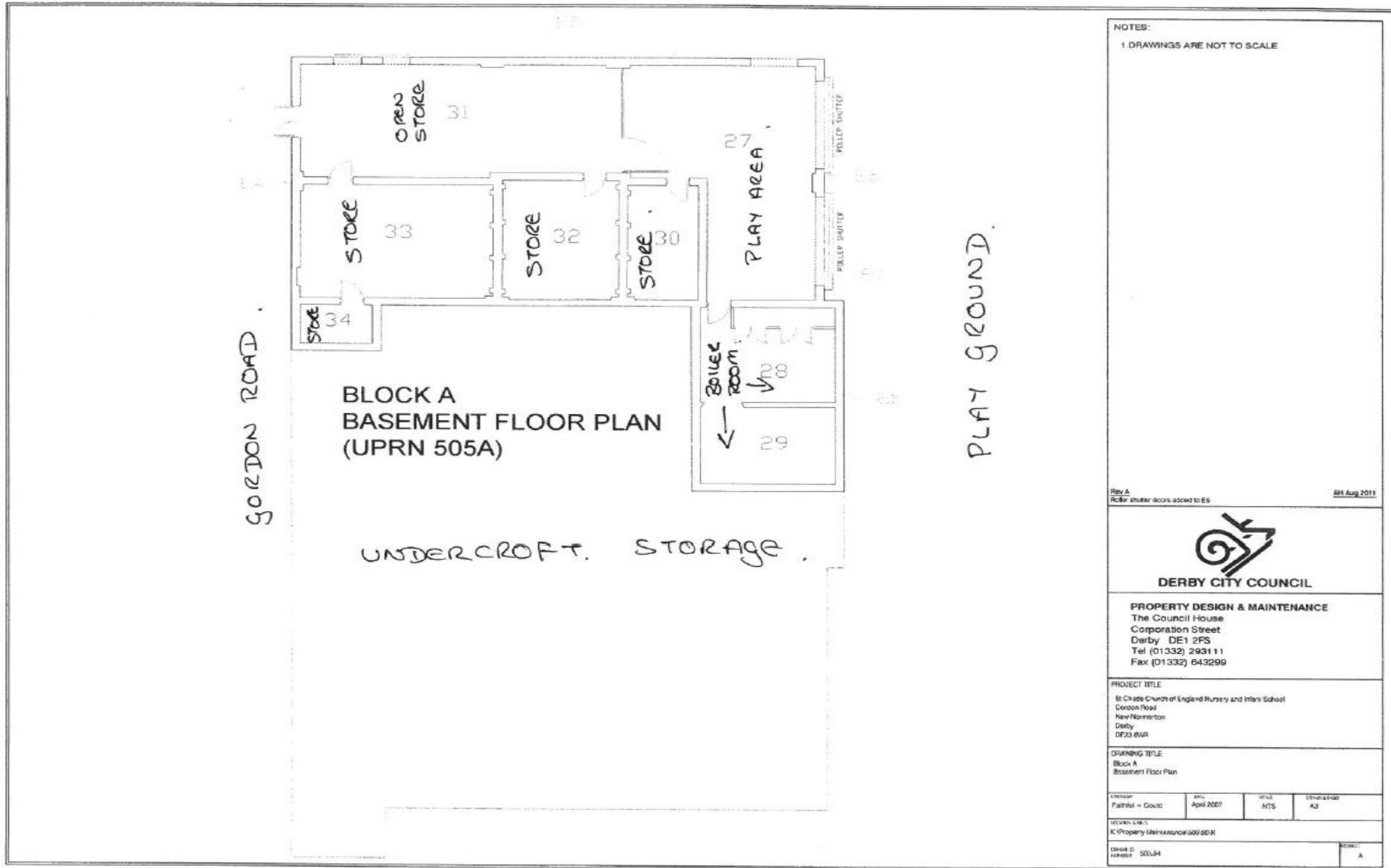
DESIGNER Faint & Gould	DATE April 2007	SCALE N.T.S.	DRAWING SHEET A3
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LOCATION CODE
K/Property Maintenance/505/50A

DRAWING NUMBER 505.02	REVISION A
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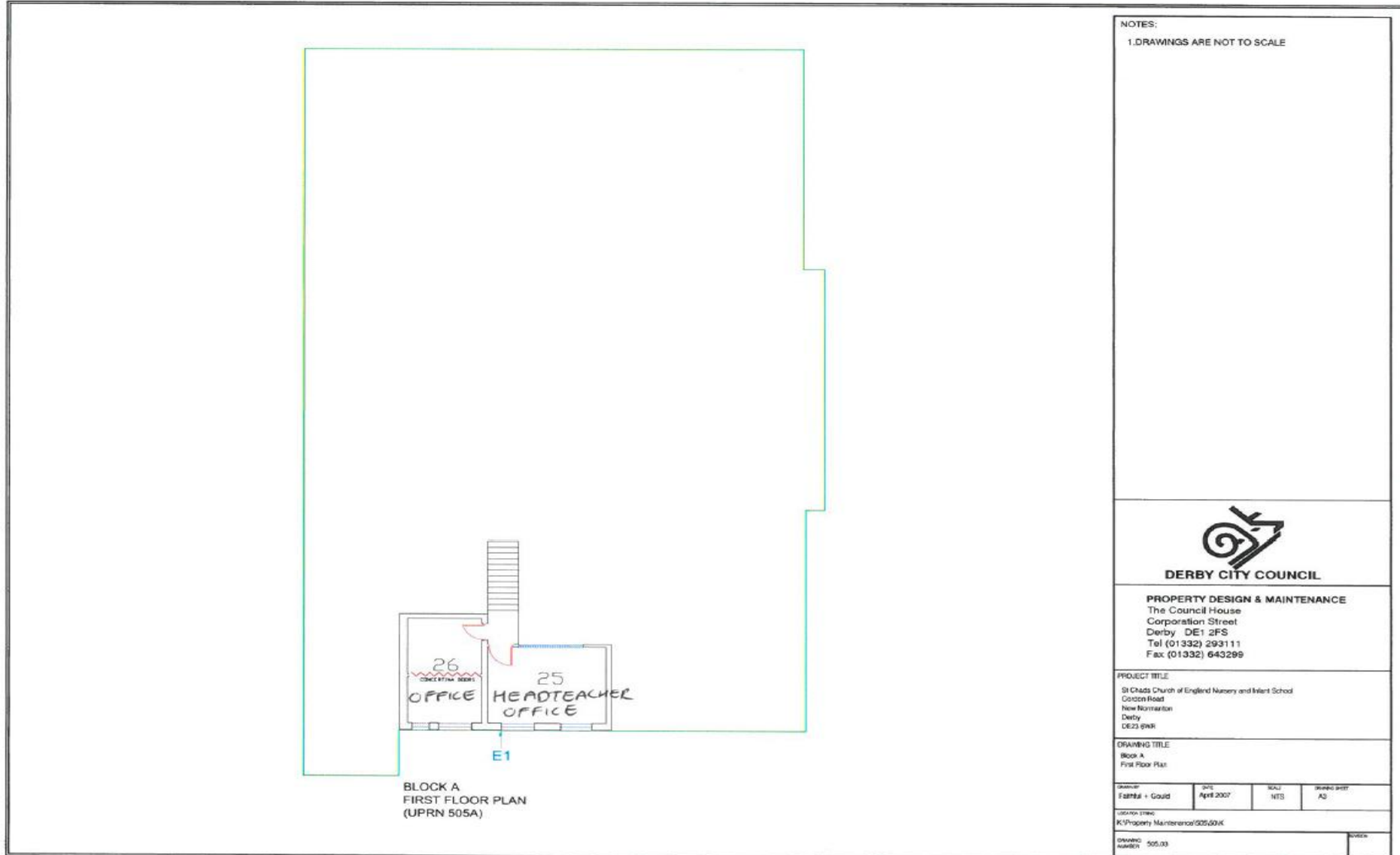


Fire and Emergency Plan





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

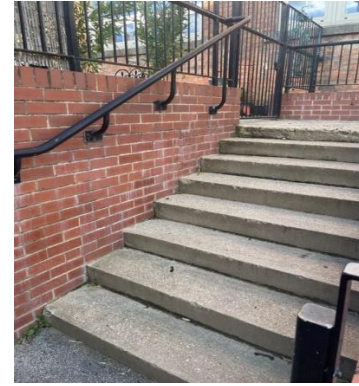
Route A: (preferred route for staff and pupils)



1. Exit via the back door



2. Turn right down the ramp



3. Proceed to the steps to the FS playground



4. Proceed to and exit via the side gate



5. Head straight towards the field.



Route B: (preferred route for visitors)



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 / 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
- Proceed to nearest/safest exit
- Assemble at meeting point **on the school field**
- Check evacuation is complete
- Check all pupils / visitors are accounted for

Admin:

- Grab office 'grab bag', registers, staff and visitor signing in books
- Check / sweep designated areas, if safe to do so
- Check control panel, if safe to do so
- Proceed to nearest/safest exit
- Assemble at meeting point **on the school field**
- Dial 999 and liaise with emergency services, if appropriate OR disable alarm, if possible

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, please assist in ensuring 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
- Teachers to join and 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	
		Route A (preferred for staff and pupils)	Route B (preferred for visitors)
1. Exit via the main front door 2. Turn right and head towards the field	1. Exit via the side gate 2. Head straight towards the field	1. Exit via the back door 2. Turn right, go down the right to the KS1 playground 3. Proceed through the gate to the FS playground 4. Proceed and exit via the side gate 5. Head straight towards the field	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

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