

Waterthorpe Nursery Infant School



Fire Action Plan

June 2017

Approved by: Steering Committee

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Next Review Date: Summer 2020

Waterthorpe Nursery Infant School

FIRE ACTION PLAN

IMPORTANT! It is mandatory that all Waterthorpe school staff use the staff register in the main reception and all Nursery staff use the log in register in the Nursery to log the time they enter or leave the building. All work experience students and visitors should sign themselves 'in' or 'out' in the designated book located at main school reception. Please write in times of entry and exit.

It is the responsibility of the office clerk to take the school staff register, the visitor's book and work experience book and the pupil registers outside to the assembly point and to complete a role call of visitors and work experience students in the event of a fire. It is the responsibility of the Nursery teacher to take out the Nursery staff register and to complete a roll call of staff.

Once at the assembly point the office clerk must give the school staff register to the Headteacher or the designate in her absence and the pupil registers to the classteachers or designates.

It is then the responsibility of the Headteacher, or the designate in her absence, to consult the School staff register to see which staff should and should not be present at the assembly point and to complete a role call. The Headteacher or designate should also check that each teacher has completed a role call for their class and all expected pupils are present.

Therefore if somebody cannot be accounted for, the Fire Services will be informed.

1 Raising the alarm

It is imperative that all members of staff recognise the importance of raising the fire alarm in **ALL** instances of fire or suspected fire.

If there is a smell of smoke or burning within the school and a fire is not apparent, or the fire alarms have not been activated then carry out an initial short search of the area, if safe to do so. This search should last no longer than 2 minutes. Reasons for this are that the smell may be carried in from another area (e.g. workmen outside). However, if the smell cannot be explained then inform the headteacher/designate if safe to do so. **DO NOT** leave children unattended and **DO NOT** send a child to find the Headteacher.

If you are unable to contact the Headteacher/designate or a fire or smoke is discovered proceed with raising the alarm.

1.1 Break Glass of nearest break-glass point (See Appendix 1 for Call/break-glass points)

The fire alarms have glass or plastic fronts which have been designed to break at the slightest pressure, using a thumb or an object.

1.2 Calling the Fire Brigade

The Headteacher or her designate will call the Fire Services, in the event of a fire/suspected fire, following the procedure in Appendix 2.

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1.3 Attack the Fire with an Extinguisher ONLY if safe to do so

Do not put yourself in danger or take unnecessary personal risks. The diagrams in *Appendix 3(i)* indicate the different types of extinguishers in Waterthorpe School. *Appendix 3(ii)* gives information on fire classifications.

2 Hearing the alarm

2.1 Ensure children, work experience students and visitors leave the building and proceed to their assembly point.

Do not panic. Leave in a calm and orderly manner by the safest, most direct route. Do not delay by stopping to collect belongings.

If there is smoke keep close to the floor where the air is clearest.

Wind up torches are kept in the places marked on the school Plan. These are available in the event of lighting being a problem.

The Nursery teacher will take the register for all the children in Nursery. Staff in school with responsibility for a class will be brought their class register outside.

Once outside, responsible staff should take the register for each class and immediately inform the Headteacher/designate the name of anyone is not accounted for. The Headteacher/designate will come and check that you have taken the class register and everyone is accounted for.

3 Fire Marshals

3.1 If you are a Fire Marshal check all areas in your designated area. (See Appendix 4 for Fire marshals)

3.2 Shut all doors and windows

This is something you do, only if you have the time to do so. By shutting the doors and windows, you can delay the fire from spreading

3.3 Leave the building and report to your Assembly Point.

4 Fire exits and Assembly Points

See Appendix 1 for plan of Fire Exits and Assembly Points

4.1 Nursery:

The assembly point for all Nursery children, staff, work experience students and visitors who are in the Nursery is at the end of the Nursery playground by the gazebo. The evacuation route would normally be through the exit door from the building into the Nursery playground. An alternative exit, if it was not safe to use this exit, is through the Nursery kitchen.

4.2 School:

Exit the building via the quickest available route from the area being worked in. This may be via either the classroom exit doors or the fire exit at the rear of the building into the Church car park.

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The assembly points are:

- The playground near the main entrance to the office and Nursery
- The path by the staff car park if you exit through the rear door (Church and community users will also assemble in this car park). Please ensure that children hold an adult's hand and a leader walks through the car park first to stop any traffic.

In the event of a major Fire, where it is not safe to be in the vicinity of the school building, a second assembly point for all school users is within the hedged area located by going along the footpath towards Crystal Peaks by the Infant staff car park.

4.3 It is only safe to re-enter the building once the Fire Services have stated it is safe to do so.

The Headteacher/designate will check that everyone has safely left the building by checking with members of staff that no-one is unaccounted for on all registers. They will liaise with the Headteacher of the Junior School, Community Room users (It is the responsibility of the Junior School Head to give Community Room users permission to re-enter the building) and the Fire Services. The Headteacher/designate will inform you when the Fire Services have agreed that it is safe to return to the building.

5 Fire Exit and Escape Routes

5.1 It is very important that staff are aware of all fire exits and escape routes within the school, so please take time to look at the plans in Appendix 1, and walk these routes to familiarise yourself with them.

6 Waterthorpe Nursery Infant School Fire Plan

Key for fire information within Waterthorpe School. Refer to plan in Appendix 1

Break-Glass Call Points



Fire Extinguishers



Fire Escape

IFE = Internal Fire exit

FE = Fire exit to outside

Assembly Points



7 Fire Equipment

See Appendix 3(i) and 3(ii) for types of extinguishers and their usage.

8 Fire Doors

Throughout the school there are fire retardant doors. Please ensure that these doors are kept closed. It is very important that they are not held open by a door stop or other object.

9 Plans in the event of a situation where the building cannot be returned to

In the event of a fire during the school day it is possible that staff, students, visitors and children would not be permitted to return to the building. In the event of this situation the following emergency procedures would come into effect:

- If Emmanuel Junior Academy is accessible children and adults would be taken into their hall.

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- If there is no access into Emmanuel Junior Academy children and adults would walk to Shortbrook Primary School where they would congregate in the school hall.
- Parentmail would be used to text children's' emergency contacts to make arrangements for them to be collected and taken home
- The Headteacher would contact the Local Authority and arrange an immediate meeting to plan for alternative arrangements for the education of the children until Waterthorpe School building can be accessed once again.

APPENDICES

APPENDIX 1	Fire Plan of building
APPENDIX 2	Calling the Fire Service
APPENDIX 3(i)	Fire extinguishers
APPENDIX 3(ii)	Fire classifications
APPENDIX 4	Fire Marshals