Ranelagh Primary School
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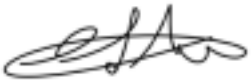
Headteacher: Mrs O. Hopper

Fire Emergency Evacuation Plan

Reviewed on: 22nd September 2025

Next Review due: March 2026

Signed by:  Chair of Governors

Signed by: Headteacher

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point located in the school car park
- Staff will check children against the fire register and immediately inform administration staff of any missing children

Administrative Staff (Carol Butler)

To check offices and take registers and grab bag/box to the assembly point.

Headteacher (Olga Hopper)

To call fire brigade as necessary. Check main hall on the way through to the assembly point. To oversee proceedings.

Business Manager (Kiera O'Farrell)

To sweep LKS2 Corridor, including Dolphins Class and toilets. Take photo of upper staff signing in/out board and close bottom gate on passing through the same.

EYFS (Anna Bullen)

In the event of a fire/fire alarm all other EYFS staff to take over responsibility for children so that Anna can focus on her role, once all the children are outside other staff can support EYFS as needed. Anna will sweep the EYFS area KS1 toilets.

Anna to unlock the Nursery gate from the inside until everyone is on the playground during this period Charlene Duffield will remain on the Gate to ensure no one unwanted enters/ exits the premises. The gate will then be locked and Anna can return to EYFS.

KS1 (Sharon Munnings)

In the event of a fire/fire alarm other KS1 staff will take over responsibility for children so that Sharon can focus on her role. Sharon to sweep KS1 class rooms and staff toilets. Once this has been carried out, Sharon can return to her class.

SLT (Emily Last)

To sweep KS2 toilets, nurture room, sensory room SALT Room, accessible toilet and take a photo of the lower staff board located by the main fire exit by the disabled toilets.

Lions/Tigers

To sweep classrooms and downstairs hall.

Pupil Welfare Lead (Cady Flack)

To check meeting room and staff toilet

Kitchen Staff
When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on the road by the front entrance
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, Head Cook or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall opposite the staff room in the LKS2 corridor. **This is serviced biannually**.

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
- Regular fire drills are arranged

Key Escape Routes

- All areas have direct escape routes to assembly points in the staff car park. If necessary pupils and staff can further be evacuated from the site to Glasswell's Carpark on Ranelagh Road. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Main Playground

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits

- Firefighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.