



West Meadows Primary School

FIRE SAFETY PLAN

UPDATED
September 2023

Emergency Evacuation Procedures

- In the event of an alarm sounding the building should be evacuated by the nearest emergency exit as indicated on the posted notices in each room, taking into account the location of the fire and the direction from which smoke is being emitted.
- It is the responsibility of the senior member of staff present in each learning space to ensure that all students are aware of the correct evacuation procedure.
- Evacuation should be conducted in a calm and orderly manner to the designated assembly point.
- The senior member of staff present should be the last person to leave the room. He/she must check that the teaching space has been vacated, close any windows and doors before leaving the room and close the door as they leave the room.
- The members of staff with each teaching group should remain with their group at the designated assembly point and check that all students are present. In the event of an absence it should be reported to the Responsible Fire Marshal immediately.
- Teaching Rooms are connected to the main corridor by fire doors, which must remain clear at all times. These doors should not be wedged open at any time. These doors will provide alternative evacuation routes in the event of a fire near the classroom final exit point. Staff should be aware of and be prepared to lead groups via these alternative routes if necessary.
- Staff/students and visitors evacuate via the classroom door to the outside of the building (unless the fire source is in this area). A Primary/Secondary route is shown on the evacuation route plan.
- The School, at the commencement of each academic year will identify the schedule of fire officers/marshals. In the event of absence of the Head teacher, **The Responsible Fire Marshal** will be the senior member of the leadership team on site and he/she should assume that responsibility. The Responsible Fire Marshal will delegate staff to investigate and report back, the cause of the alarm, and its implications.
- Nobody should return to the building without the authority of the Fire Marshall.
- The Responsible Fire Marshal, or their nominee, will identify themselves to the Emergency Services and provide them with all relevant information.
- If the alarm sounds outside of teaching times, students will assemble in the designated areas by tutor groups and will be joined by their responsible staff team.
- Any and all visitors to the School will follow the above procedures and will be recorded as present by the member of staff that they are visiting.
- Floor Wardens will be deployed to ensure the evacuation is complete. The alarm should not be switched off until the evacuation is confirmed as complete to the Responsible Fire Marshal and then only on his/her authority.

Fire Drills

Fire drills will be carried out at least termly to ensure, that by training and rehearsal, the above procedures are followed. The responsibility for this will lie with the School's Headteacher.

Contact and notification of incidents, to the emergency services, is the designated responsibility of the Headteacher in the first instance. If he/she is unavailable, the Assistant Headteacher will take that responsibility.

The assembly points will be situated as far away from the critical incident to ensure the safety of all and allow uninterrupted access for the emergency services.

All staff will need to be aware of the needs of students requiring extra support in the event of an emergency situation. These children will have a PEEP in place.

Training and Monitoring

A written record will be kept of all fire drills undertaken by the Senior Fire Marshall (usually the headteacher) and held in the school office.

All new members of the School community will be made aware of the relevant fire procedures as well as designated responsible staff. Each teaching space will have published and posted fire procedures.

Different scenarios will be enacted during Fire Drills, to ensure that staff are aware of and use, alternative evacuation routes, reflecting possible locations of fire sources e.g. by blocking off one door etc.

No attempt should be made to resolve a critical incident that endangers personal safety.

Responsibilities

Responsible Fire Marshal: Headteacher / Assistant Headteacher

- to ensure the safe evacuation of the building
- to receive all relevant information from all staff to ensure that information is available to the Emergency Services
- to ensure an orderly return to the premises when the all clear has been determined
- to ensure that fire drills are conducted and recorded

Teaching/Support Staff:

- to be aware of relevant emergency procedures in order to ensure the orderly evacuation of their learning space
- to check students and report promptly any absentees to the Responsible Fire Marshal
- to be aware of their responsibilities for students, if an emergency evacuation takes place in their non-teaching time
- to act as Assembly Point Warden for muster point

- Complete a fire register to determine any absentees by name. Report back to Fire Marshal when registers are complete.
- Be responsible for the evacuation of their own visitors and to report to Fire Marshal any absentees

Office Staff

- to be aware of relevant emergency procedures
- unless designated an emergency responsibility, move to the assembly area

Floor Wardens:

- to be aware of relevant emergency procedures
- to ensure they collect their fire warden jacket and walkie talkie
- to ensure the areas designated to them have been evacuated and that fact reported to the Responsible Officer

Assembly Areas:

A. Ball Court B. Carpark C. Rear Playground

Evacuation Routes

Floor Warden Area	Room	Egress
Blue Area	Classrooms Y4,Y5,Y6	<p>Main Route (RED) → Exit Via external doors through cloakrooms and assemble on the top playground.</p> <p>Secondary Route (BLUE) → Into main corridor and then exit through the main school entrance assemble on the far end of the carpark.</p>
Red Area	Hall	<p>Main Route (RED) → Exit hall doors towards rear playground and use rear entrance, assemble on bottom playground.</p> <p>Secondary Route (BLUE) → Exit hall doors towards main entrance and exit onto the carpark, assemble at the far end of the carpark.</p>
Red Area	Kitchen, Kitchen store	<p>Main Route (RED) → Exit through the kitchen store onto the carpark, assemble at the far end of the carpark.</p>

		Secondary Route (BLUE) → Exit into the hall then turn right through the double doors into the main reception area, final exit through the main entrance into the carpark and assemble at the far end of the carpark.
Pink Area	Reception, Heads room	Main Route (RED) → Exit onto the main corridor and turn right, final exit through the main entrance onto the carpark. Assemble at the far end of the carpark. Secondary Route (BLUE) → Exit onto the main corridor and turn left, follow the corridor to the community room, turn right into the welfare room and go through the Learning Mentor room then final exit onto the carpark. Assemble at the far end of the car park near the barrier.
Pink Area	Staffroom	Main Route (RED) → Exit through the conservatory directly onto the carpark; assemble at the far end of the carpark. Secondary Route (BLUE) → Exit onto the main corridor and turn right, final exit through the main entrance onto the carpark. Assemble at the far end of the carpark.
Pink Area	Computer suite	Main Route (RED) → Exit onto the main corridor and turn left, travel down the corridor until the main reception area and final exit onto the carpark. Assemble at the far end of the carpark. Secondary Route (BLUE) → Exit into the learning mentors room and final exit onto the carpark. Assemble at the far end of the carpark.
Pink Area	Community room, Welfare room, Learning Mentor room	Main Route (RED) → Exit into the learning mentors room and final exit onto the carpark. Assemble at the far end of the carpark. Secondary Route (BLUE) → Exit onto the main corridor and travel down the corridor until the main reception area. Final exit into the carpark and assemble at the far end of the carpark.
Green Area	Classroom Y2, Y1,	Main Route (RED) → Exit Via external doors through cloakrooms and assemble on the bottom playground.

		Secondary Route (BLUE) → Exit into the main school corridor, turn right then right again to exit via the rear entrance onto the playground. Assemble at the far end of the bottom playground.
Brown Area	F1 and F2	Main Route (RED) → Exit via external classroom doors and assemble on the bottom playground. Secondary Route (BLUE) → Exit into the main school corridor and turn left to exit the building onto the playground. Assemble on the bottom playground.
Green Area	Classroom Y3	Main Route (RED) → Exit Via external doors through cloakroom and assemble on the ballcourt. Secondary Route (BLUE) → Exit into the main school corridor and turn left, then right, exit the building through the rear entrance onto the playground. Assemble on the bottom playground.

	Fire Marshall	Deputy Fire Marshall
Monday	Rebecca Marsh	Kerry Galbraith
Tuesday	Rebecca Marsh	Kerry Galbraith
Wednesday	Rebecca Marsh	Kerry Galbraith
Thursday	Rebecca Marsh	Kerry Galbraith
Friday	Kerry Galbraith	Kate Jobling

Floor Wardens		
Blue Area	Kerry Galbraith (David Mitchell in absence of Kerry Galbraith)	KS2 corridor Y4, Y5 and Y6 classrooms and toilets
Red Area	Rebecca Marsh (Becky Armstrong or Kerry Paddon in absence of Rebecca Marsh)	Hall, Kitchen and Kitchen store
Pink Area	Claire Maree (Member of office in absence of Claire Maree)	Reception area Headteacher's office

		Staffroom Computer suite Community room Welfare room Learning mentor room
Green Area	Dawn Morley	KS1 corridor Y1, Y2, Y3 classrooms and toilets
Brown Area	Emma Whittaker-Davis	F1 and F2 classrooms and toilets

Assembly Point Wardens	Area of Responsibility
Kerry Galbraith (D. Mitchell in absence)	A
Claire Maree (or member of office staff in absence)	B
Kate Jobling (L. Copley in absence)	C

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