



**SALEHURST CE PRIMARY SCHOOL
EMERGENCY
FIRE EVACUATION PLAN
&
'PEEP' - PERSONAL EMERGENCY EVACUATION PLAN
June 2025**

Aim of this plan

- To ensure the safety of all pupils, staff and visitors should a fire evacuation take place.
- To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.

Objectives:

To evacuate the buildings safely and quickly in the event of an alarm activation.

CONTENTS

This plan specifies key information as follows;

- 1) **How an evacuation will be carried out and who has overall responsibility during an emergency evacuation**
- 2) **What actions are to be carried out during the evacuation to confirm all occupants are accounted for**
- 3) **Criteria for when emergency assistance will be summoned and when the site should carry out further investigation**
- 4) **What relevant information (including hazardous areas) is to be given to the emergency services**
- 5) **How any further investigation will be carried out to establish the cause of the evacuation (if unknown) and confirm it is safe to re-enter the building**
- 6) **If necessary, detail any special measures that should be implemented whenever the "normal" arrangements may not be fully suitable (such as before/after school or during 3rd party lets)**
- 7) **Any other relevant information**

1) How an evacuation will be carried out and who has overall responsibility during an emergency evacuation

All visitors and staff should vacate the building immediately via their nearest emergency exit and report to the assembly point which is the lower playground. A member of the leadership team or office staff should assume the role of Evacuation Coordinators and carry out a nominal role to account for all staff, visitors and pupils.

Any persons who cannot be accounted for should be reported to the Evacuation Coordinator without delay.

All persons should then remain at the assembly point if safe to do so until they are given further direction by the Evacuation Coordinator or a Fire Service Officer.

If you hear the fire alarm

1. Vacate the building via the nearest emergency exit and if safe to do so;
 - a. Close all doors and windows within your area,
 - b. Turn off any cooking equipment,
2. Do not stop to collect personal belongings
3. Report to the assembly point which is the lower playground.
4. Ensure any relevant information is passed onto the Evacuation Coordinator
5. Remain at the assembly point (unless unsafe to do so) and do not re-enter the building until told to do so by either the Evacuation Coordinator, Assembly Point Coordinator or a Fire Service Officer

If you discover a fire

1. Vacate the area immediately and, if possible assist any persons within the vicinity to vacate as well.
2. Raise the alarm using the nearest fire alarm call point.
3. If you have been trained and it is safe to do so, attempt to fight the fire however no risk should be taken, and a clear escape route should be maintained at all times
4. Vacate the building via the nearest emergency exit and if safe to do so;
 - a. Close all doors and windows within your area,
 - b. Turn off any cooking equipment,
5. Do not stop to collect personal belongings
6. Report to the assembly point which is the lower playground.
7. Ensure any relevant information is passed onto the Evacuation Coordinator, including the cause of the alarm and nature of the fire
8. Remain at the assembly point (unless unsafe to do so) and do not re-enter the building until told to do so by either the Evacuation Coordinator or a Fire Service Officer.

Assembly Points:

The assembly point is in the main bottom playground, clearly marked on the Evacuation Notices in each Classroom.

Evacuees must not linger close to the building nor must they attempt to move vehicles until advised that it is safe to do so. Any movement of vehicles may hinder the attendance of emergency services.

It is the responsibility of the School Leadership Team or School Office to ensure that cars are parked correctly.

DO NOT RUN.

All staff, pupils, visitors and contractors must comply with these instructions and are expected to follow all directives from the Leadership Team and Office Staff.

All groups using the building must be made aware of the fire and safety policy as well as the location

of all exit routes.

Fire Exits:

All fire exits in Salehurst CE Primary School are clearly marked. **At NO TIME must these doors or the access areas around them be hindered by any obstacle.**

Hall Fire Exit doors – If there are more than 60 people in the hall the inner hall exit doors must be unlocked – a sign has been put on the door to this effect

Classrooms:

- Entrances into classrooms must be kept clear of all obstructions.
- Classrooms must be kept tidy at all times. Flammable material must be kept away from all heaters and lighting. Litter is to be disposed of in the bins provided. It is the responsibility of the Teacher to ensure bins that are filled are notified to the Caretaker/ Cleaner and they are emptied as soon as possible.

Smoking is not permitted at ANY TIME in the school

Responsibilities

The School Leadership Team has responsibility for the whole of the school premises, staff, pupils and visitors, and, as a consequence their welfare and security. It is the School Leadership Team's responsibility to discuss any significant findings from the fire risk assessment or fire safety checks and ensure any necessary action is carried out as soon as is practicable. It is also the School Leadership Team's responsibility to ensure the fire school wardens are trained to use fire-fighting equipment and that refresher training is provided at 3 yearly intervals. The school fire wardens will be the School Leadership Team and the School Business Manager. In conjunction with other nominated staff, the School Leadership Team will ensure that the School Buildings have been safely evacuated and in the event of areas being overlooked to physically confirm evacuation. The School Leadership Team, together with other staff as appropriate first contacts, will liaise with the fire service on arrival and let them know if anyone is missing. Anyone who isn't accounted for will be presumed missing and appropriate action by the fire service will be taken.

The School Leadership Team will nominate responsible persons to perform specific tasks to enable compliance with statutory requirements, as outlined below:

Deputy Head Teacher – Will ensure that all areas in their immediate vicinity have been safely evacuated. To support the Head Teacher and fulfill the Head Teacher responsibilities in his/her absence.

School Secretary – Will ensure the emergency services have been called if required. The Secretary and SBM together will take the school registers out from the office to the assembly point for headcount and roll call. The Secretary will also undertake any role required in the absence of a colleague.

School Business Manager and Governors – responsible for the accounting of all Administration and Support Staff, Visitors and Contractors and the subsequent reporting to the Head Teacher. The Secretary and SBM together will take the school registers out from the office to the assembly point for roll call.

Caretaker - Is responsible for maintaining the security of the school, ensuring the emergency services are met and directed. The caretaker will carry out regular fire safety checks on the building as directed and report any concerns, such as exit blocks/ restrictions. They must be fully aware of the

fire alarm points within the building, the assembly points and the location of appropriate equipment.

Class Teachers - Are responsible for ensuring headcounts are carried out and missing students are notified to the Head Teacher. They are also responsible for ensuring that a leading role is taken in ensuring that good order is maintained during the evacuation and any subsequent period of removal until re-occupancy is authorised.

Teaching Assistants in Designated Classrooms - will check that the toilets in their areas of the school have been evacuated and report to the Head Teacher or Deputy Head Teacher .

General Responsibilities:

All staff and users of the building should be aware of the fire alarm system and how to use it. They should be aware of the evacuation procedure and familiarise themselves with the exits, doors and locks/ fastenings. It is their responsibility to report any concerns or areas for improvement after a fire drill.

In the case of an evacuation, all users must leave the building via the closest available exit. Personal belongings must be left in the building and no-one is to remain in the building or return to collect belongings or search for friends.

Evacuations must be carried out calmly with everyone in each area moving in the same direction.

2) What actions are to be carried out during the evacuation to confirm all occupants are accounted for

The office staff will have mechanisms in place to ensure they can read the 'Sign in' app information to have to hand staff, visitor and late in pupils to check everyone is accounted for. Print out registers are located in each classroom so the adult teaching staff can take this outside with them to the assembly point to check off the children by register to ensure every child is accounted for.

3) Criteria for when emergency assistance will be summoned and when the site should carry out further investigation

How to Summon Assistance

The fire service will not respond to the activation of the fire alarm and therefore a 999 call will need to be made by the Evacuation Coordinator or a nominated person (usually the person in the office). NB: Salehurst CE Primary School has smoke detectors in some areas of the school.

Obvious or Suspected Sign of Fire

A 999 call should be made without delay, in any of the following circumstances.

1. A fire, even if it has been extinguished prior to evacuating,
2. Concern for the safety of those within the building but the origin/cause is unknown.
3. Any person is unaccounted for and cannot be located

If any staff member or visitor is in any doubt as to whether a 999 call has been made, and establishing this would cause a significant delay, then where there is risk to life they should make a 999 call and inform the Evacuation Coordinator at the earliest opportunity.

If the cause of the alarm activation is unknown or cannot be established, but all persons are accounted for and there are no obvious signs of fire, yet the Evacuation Coordinator has doubt over the safety of the building, a 999 call should be made. It should clearly be stated that the alarm has sounded for an

unknown reason, everyone is accounted for and there is no sign of fire, however due to the nature of the situation further assistance is required.

Anyone discovering a fire or suspects there may be a fire must raise the appropriate alarm by immediately using the nearest call point. If the alarm sounds at ANY time, the building MUST be evacuated immediately.

Fire extinguishers and fire blankets are provided according to law and to specification in accordance with the East Sussex County Council policies. No-one is to attempt to tackle any fire unless they have received suitable training. Fire safety equipment is inspected annually by a qualified contractor.

If in doubt **ALWAYS EVACUATE.**

Suspected False Alarm

If the cause of the activation is suspected to be false alarm, all staff are accounted for and there are no obvious signs of fire then in normal circumstances emergency assistance should not be required. The Evacuation Coordinator should oversee the Investigation Procedure and once satisfied the building is safe to reoccupy, authorise staff and visitors to re-enter the building and return to normal operating.

4) What relevant information (including hazardous areas) is to be given to the emergency services

Cleaning hazardous substances are stored in the corridor leading to the staffroom, in the staffroom corner cupboards and in the outside Caretaker's cupboard by the hall.

5) How any further investigation will be carried out to establish the cause of the evacuation (if unknown) and confirm it is safe to re-enter the building.

Investigation Procedure

Following an emergency evacuation, the Evacuation Coordinator should try to establish the nature of the incident before deciding what appropriate action may be necessary. This procedure should only be carried out if there are no immediate reasons to dial 999 and there are sufficient staff to carry out the procedure safely.

The purpose of the Investigation Procedure is to identify the nature of the incident and if emergency assistance is required. However at no point should anyone be placed at risk and if any doubt exists over the safety of those carrying out the investigation then the procedure should be abandoned and emergency assistance should be summoned by dialling 999.

The following actions should only be carried out if safe to do so and in order (where possible). The Evacuation Coordinator should be in constant communication with those carrying out the investigation and where possible any movement around the site should be done externally. Where this is not possible any movement internally should be kept to a minimum and those carrying out the investigation should clearly communicate their entry point to the building and route to the Evacuation

Coordinator before proceeding. If this procedure is being carried out at night, torches should be used to aid vision.

1. An external 360° visual check of the building should be carried out (looking through any accessible windows where possible) for signs of fire.
2. The fire alarm panel should be consulted to confirm which area the alarm activated. The alarm may be silenced to aid the investigation however it should be communicated to all persons on site the building has not yet been deemed safe to re-enter and they should remain outside until given further instructions by the Evacuation Coordinator or a Fire Service Officer.
3. An in-person check of the area imminently surrounding the activation area should be carried out looking for signs of fire, by a minimum of 2 people together. If this area is clear then the search can proceed to the activation area. The search should include looking for which detector activated and possible causes of the activation (The detector head which activated may have a steady red light illuminated next to it). Where a door does not have glazing which is see through, it should be felt for signs of heat with the back of the hand before opening (if a door feels hot, it should not be opened and the investigation abandoned).
4. The alarm should be reset to see if a further activation is triggered, if the alarm reactivates and it is not due to an obvious fault with the system, emergency assistance should be summoned by dialling 999 and requesting the Fire Service.

If on completion of this process no signs of fire are found and the alarm resets without a further activation then the Evacuation Coordinator should evaluate the need for any emergency assistance. If the Evacuation Coordinator is satisfied the building is safe to reoccupy they may authorise staff to re-enter the building and return to normal operating

- 6) **If necessary, detail any special measures that should be implemented whenever the "normal" arrangements may not be fully suitable (such as before/after school or during 3rd party lets)**

Indoor Breaktime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and or proceeding to the designated assembly point
- Office staff are responsible for following normal procedures
- All other staff to evacuate the building using the nearest fire exit door

Lunchtime Procedures

- MDSAs are responsible for evacuating the building and/or proceeding to the designated assembly point
- Office staff are responsible for following normal procedures
- All persons to evacuate the building using the nearest fire exit door

Before School

- Staff and pupils to evacuate the building using the nearest fire exit door
- Head Teacher to contact the fire brigade, manage the evacuating, if appropriate notifying parents
- All staff in the building will be responsible to check their area of the school buildings to ensure safe and total evacuation

School Clubs

- Staff managing the club are responsible for escorting the children in their care, leaving by the nearest available fire exit, taking with them their club registers and emergency contact details

During lettings

- The event organisers are responsible for escorting the attendees out of the building using the nearest available fire exit, taking with them their register. They are responsible for informing the Fire Service of any unaccounted persons
- All other staff to evacuate the building using the nearest fire exit door
- The person in charge of the letting is responsible for contacting the fire brigade and managing the evacuation

7) Any other relevant information

The School Leadership Team or School Office must be made aware of ALL persons of limited mobility. It is the School Leadership Team's responsibility to ensure a PEEP (Personal Emergency Evacuation Plan) is in place for those with limited mobility wherever appropriate. **Currently our school does not have the need to have a PEEP in place for a staff member or pupil.**

An appendix to be kept in the grab emergency evacuation procedure hard copy file is 'Use of Fire Extinguishers and Useful information'