

# Fire Emergency Evacuation Plan

The Gattons Infant School



**Date Reviewed:** Autumn 2025

**Date Approved:** Autumn 2025 (Resources)

**Next review due by:** Autumn 2026

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

#### **REGISTERED MANAGER / DESIGNATED PERSON RESPONSIBLE FOR FIRE SAFETY:**

**Sarah Gospel - Headteacher.**

**PERSON RESPONSIBLE FOR ASSISTING THE MANAGER / DESIGNATED PERSON WITH FIRE SAFETY: Ellie Bennett - Assistant Headteacher.**

#### **THE ACTION TO TAKE ON DISCOVERING A FIRE.**

If you discover a fire:

- Operate the nearest Fire Alarm call point.
- Lift receiver and dial 9 and 999.
- Give the operator your telephone number and ask for FIRE.
- When the Fire Brigade replies they will ask for:
  - the name of the school - The Gattons Infant School.
  - the road name - Royal George Road.
  - the town city - Burgess Hill.
  - the nature of the incident e.g., fire.
- Do not replace the receiver until the address has been repeated by the Fire Brigade.
- Proceed immediately to the Assembly Point in Year 2 playground where a roll call will be taken.

#### **THE ACTION TO TAKE ON HEARING THE FIRE ALARM.**

Action to be taken on hearing the fire alarm:

- all staff without a specific fire emergency role and children must evacuate the premises immediately by the nearest fire exit.
- all visitors to leave immediately by the nearest fire exit.
- all staff, children and visitors are to make their way to the designated assembly area in the Year 2 playground.
- The Fire wardens - the Headteacher or Assistant Headteacher are to commence a search of their designated routes, and then exit the premises by the designated exit or nearest available exit if the designated exit is not available.
- the person in charge from the school office must proceed to the fire alarm panel (outside Puffins classroom) and determine in which area of the premises the fire alarm been triggered.
- the person in charge is to receive reports from fire wardens on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive.

## **THE ASSEMBLY POINT AND ROLL CALL**

All children to line up in their classes in the Year 2 playground.

Staff to carry out roll call and then pass register to senior member of staff (Headteacher or Deputy Head).

Headteacher and or Deputy Headteacher to sweep the building and then evacuate to the Year 2 playground.

Office staff to check all staff and visitors are present from Inventory app on phones.

## **HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT**

When evacuating the establishment, the School Business Manager or Office Staff will take the emergency bag and the charged phone to the assembly point (year 2 playground) to make the necessary phone calls.

Everyone should leave the establishment in a calm and orderly fashion using the nearest designated fire exits.

No one should return to the building after evacuation for any reason until the Fire and Rescue Service has given the All Clear.

The Headteacher must record the incident in the fire safety log book and on a Riddor form as soon as possible after the incident.

## **INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL CUSTOMERS**

Individual Personal Emergency Evacuation Plans (PEEP) in place for evacuating any child with additional needs e.g., wheelchair.

## **MEETING THE FIRE AND RESCUE SERVICE**

School Business Manager or Fire Warden to meet Fire crew and inform them of the location of the fire.

## **EXCEPTIONS**

If a staff member witnesses a fire call point being pressed, the Headteacher or Deputy Headteacher will silence the alarm and then reset the alarm point. All incidents must be recorded in the fire safety log book.

## **Responsibilities**

It is the responsibility of individual staff to read and be fully aware of all the fire procedures for The Gattons Infant School and to read any Personal Emergency Evacuation Plans.

## **Visitors.**

Any visitors to The Gattons Infant School including contractors will be made aware of evacuation procedures and shown the nearest fire exits.