EMERGENCY ACTION PLAN
HADRIAN PARK PRIMARY SCHOOL

IF THE FIRE ALARM SOUNDS:

All staff / children / visitors should leave the building **immediately**, by the nearest fire exit. Staff should pick up classroom iPads and radios (turn to channel 9), only if they are easily accessible.

Fire exits are sign posted by “Fire Exit” signs above the door.

All staff/ children / visitors will assemble at the fire assembly point on the main yard.

FIRE WARDENS RESPONSIBILITIES:

All Fire Wardens should check that no person is left in surrounding areas such as toilets and cupboards and close internal doors before exiting via their nearest fire exit.

ADMIN TEAM RESPONSIBILITIES:

One member of the Admin team will collect the iPad and be responsible for checking the emergency list of all staff and visitors on site.

One member of the Admin team will remain outside the office doors to ensure no body enters school as the fire alarm is sounding.

IF THE FIRE ALARM IS A DRILL:

The exiting of the building will be observed, timed and recorded in our fire log.

IF THE FIRE ALARM IS NOT A DRILL:

A member of the admin team will call 999 and request the fire service.

NO staff member should re-enter the building until the fire brigade have arrived and identified the fire or fault and confirmed the building is safe.

IF YOU IDENTIFY A FIRE AND THE FIRE ALARM HAS NOT SOUNDED:

1. Press one of the fire break points, located near all fire exits.
2. Call the school office on 201/ 203 and ask them to manually set off the fire alarm
3. Call for an evacuation over class radios:
   Please could all staff and children and visitors evacuate the building and make their way to the fire assembly point immediately’.

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In the event of a fire, the fire detector system, which is located in every room in school, will activate the fire alarm. The automatic fire alarm system will sound to warn of fire in the building. This is a continuous sound.

Types of fire extinguishers and their use:

Foam extinguishers – for use on wood, paper, textiles and flammable liquids;
CO2 extinguishers – for use on live electrical equipment and flammable liquids;
Wet Chemical extinguisher – for use on the deep fat fryer in the kitchen;
Fire blankets – for use on kitchen equipment.

Location of fire extinguishers:

CO2 – Staff room, in reception outside of main office, outside of SBM office, KS1 outside 2B classroom, ICT suite, UKS2 outside 4B classroom, playgroup kitchen, school kitchen and in the boiler house.
Foam – Outside SBM office, in reception outside of main office, at nursery fire exit door, Reception A&B fire exit doors, KS1 outside of 2B classroom, at Year 6 fire exit door, at fire exit changing rooms and at the fire exit door in the hall.
Wet Chemical – Located in the kitchen for use on the deep fat fryer.

There is also a fire blanket in the staff room and the school kitchen have a Net Chemical fire extinguisher.

Please note, NO staff member should attempt to use a fire extinguisher.
If you discover a fire, close doors to isolate it and follow Emergency Evacuation plan.

All children need to be escorted safely and calmly from the building, however we must ensure that certain checks are carried out by trained fire wardens within school as detailed below:
On exit, please check that your classroom is empty and close all doors behind you. Please take your iPad and radio with you, if possible.

All rooms have an emergency action plan and a fire escape route plan and all staff should familiarise themselves with exit routes from all areas within school, as you may not be in your classroom when the fire alarm sounds.

All staff / children / visitors / contractors should leave the building immediately, by the nearest fire exit, walking in an orderly fashion. **Do not stop to collect belongings.**

The fire assembly point is located on the playground in front of the pen.
Pupils should assemble in their class groups with their class teacher. Teachers should stand in front of their class and check for pupil head count;
All other staff / visitors not attached to a class at the time of the alarm should assemble together and be accounted for by the admin team.

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Assembly line up should be in the following order from the left of the playground (nearest to the OPAL shed): Nursery – Year 6 then staff / visitors / contractors. Playgroup will assemble next to the football pen.

Specific responsibilities:
Admin team will ring 999.
Class teachers are responsible for taking out their iPads and Radios if possible and carrying out a headcount of all their children when at the assembly point – if necessary all classes could be checked with the same iPad.
Admin team will check that all staff, visitors and contractors are accounted for on the emergency list;
Headteacher/ Deputy Headteacher will confirm attendance of children in each class with class teachers;
Catering unit supervisor will be responsible for checking of the kitchen staff.

Please notify a senior leader immediately if you are not able to account for everyone in your class or you notice anyone else missing.

Fire wardens to check specific areas:;
Reception – to check the cloakroom and toilet area of Nursery & Reception before ensuring doors are closed and then follow the teachers and children out;
Key Stage 1 –to check both the girls and boys toilets and the bottom end of the library and ensure classroom doors are closed before following the teachers and children out
Lower Key Stage 2 –to check computer room, outdoor classroom, changing rooms, disabled and boys toilets, ensuring classroom doors are also closed before following the teachers and children out.
Upper Key Stage 2 –to ensure that Year 5 & 6 classrooms are clear and ensure classroom doors are closed as well as checking the girls toilets before following the teachers and children out
Main office –to check the meeting room and intervention room, library and disabled toilet are clear before leaving taking the emergency list with them closing all doors upon exit.
HT/SBM office- will check the offices, staff room, staff toilets and the hall before heading out via the nearest exit.
A member of the admin team will remain at the front door and await Fire Service.

Evacuation procedures for those at risk:
Members of the public, visitors and contractors
Information as per Visitor Information Sheet which should be read on signing into school, visitors are also given a copy of this information for their records. In the event of a fire, all visitors should leave by the nearest exit route which is signposted;

Those with disabilities
All fire exits are wheelchair accessible and in the event of the fire alarm sounding users should leave by the exit.

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High fire risk areas:

School kitchen – all kitchen staff should be familiar with the School Kitchen Emergency Fire Action Plan - all appliances and gas shut off valve should be switched off when the fire alarm is raised. Doors should be closed when leaving the building.

If there is a failure in the fire alarm system and the detector does not automatically set off the fire alarm, the office staff should be informed of the emergency by dialling ext 201 / 203 or by using classroom radios. Office staff will then manually set off the fire alarm. If this is not possible, the following announcement will made over the classroom radios: ***'Please could all staff and children evacuate the building and make their way to the fire assembly point immediately'.***

Headteacher/ Deputy Headteacher/ Caretaker or SBM will meet the Fire Brigade on arrival and give any known details e.g. all children / staff / visitors have been accounted for and the location of the fire.

Fire Safety training procedures:

All staff / supply staff and volunteers are briefed during induction;

All staff will be updated on any new fire safety arrangements as appropriate;

The following staff are fully trained Fire Wardens:

Angi Gibson	Headteacher
Jade Martin	Deputy Headteacher
Tony Young	Caretaker
Sheryl Morrison	School Business Manger
Caron Gibson	Admin Officer
Jennifer Keillor	Teaching Assistant
Lorna Cox	Teaching Assistant
Emma Corbridge	Teaching Assistant
Dionne Thompson	Teaching Assistant
Zoey Heppell	Teaching Assistant
Hollie Young	Teaching Assistant