

**Fire Evacuation Plan Template For Simple Premises**

<b>Emergency Evacuation Plan for :</b>	34th Warrington West ( Chapleford)
Premises address and contact number	Chapleford Primary School
Plan date	01/12/2018
Review date	01 /12/2019

**Sound of the alarm**

The sound of the alarm will be

A shouted warning

A continuously ringing bell

**Raising the alarm**

In the event of a fire beginning (cross through as appropriate):

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc)

If fire is detected by automatic detectors, this will trigger the fire alarm

**Action staff should take on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded/raised: (modify/delete as applicable to your site)

- Leaders/ Assistant Leaders will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated staff members), providing assistance to those needing additional help in evacuating
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- to liaise with Fire Service upon their arrival

**Escape routes**

The escape routes from the building are: (detail designated fire escape routes)

1. Through emergency exit in small hall
2. Thorough emergency exit in large hall.  
If exit is blocked through false wall and out of exit in small hall.

**Fire assembly point Sainsburys Car Park**

The assembly point is: As above

**Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

•

•

**Equipment needed to effect the emergency plan**

Mobile Phone, register of Beavers Cub Scouts

**Variations to plan**

School Caretaker will be in the building and will take charge or advise as needed.

PEP ( Personal Evacuation Plan) to be decided as required and subject to individual needs

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

**Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document**