



ST JAMES
C.E. PRIMARY SCHOOL

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Fire Emergency Plan

in response to reopening school

(COVID - 19)

June 2020

Linked Documents: Attendance Policy

Previous review date(s): new policy

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Rationale

This policy is a supplement to our main Fire Safety Management and Fire Emergency Plan to support the health and safety of staff, pupils and visitors due to the increased risk of infection presented by the COVID-19 virus.

The Principal will:

- Ensure fire risk assessments are carried out regularly as the operational use of the building changes. Ensure the Fire Risk Assessment for the school is up to date.
- Ensure all necessary weekly checks are carried out such as fire alarm, emergency lighting, fire extinguishers/blankets are fit for purpose, fire doors are operational etc.
- Ensure a weekly fire drill takes place as more pupils are reintroduced into school.
- Ensure this supplementary emergency plan is shared with all relevant stakeholders including staff and pupils.
- Ensure any amendments are made to any PEEPs for staff and pupils.
- Ensure that staff are trained on this supplementary emergency plan before wider reopening on June 1st.
- Ensure that this supplement works alongside the existing controls within our usual fire management and emergency plan and is under regular review.
- Ensure that effective arrangements are in place for contacting the emergency services.

Employees must:

- Familiarise themselves with this supplementary emergency plan.
- Report to the Principal or Vice Principal if they have any concerns around fire safety, especially as the operational use of the building changes.
- Be familiar with all escape routes that are available to them - especially as staff may be relocated to areas in school unfamiliar to them.
- Ensure pupils in their Home Teams are aware of the procedures to follow when the fire alarm sounds; pupils may be based in classrooms that are new to them.
- Ensure they sign in using the Inventory system as currently not all staff are present on site each week.

As per the existing Fire Emergency Plan:

What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point.
- Report the location of the fire to the Fire Warden/Incident Controller/Fire Service.
- Evacuate to a safe place.
- Fire Wardens/Teachers if appropriate and if safe to do so, check toilets and close windows and doors on the way out.
- If staff have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying their escape. The last Home Team out of an area in school must ensure all doors are closed behind them.
- Remain at the assembly place.
- Return to the building only when authorised to do so.

What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the plan. If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying their escape. The last Home Team out of an area in school must ensure all doors are closed behind them.
- Do not stop or return to collect personal belongings.
- Do not use any fire-fighting equipment unless you have been trained.
- Do pass any information regards the building to a responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Only essential visitors will be allowed on site under the current climate. Staff should escort visitors to the assembly point if able. Visitors will be made aware to assemble on the main playground if they hear the alarm.

Evacuating the Building:

- Staff and pupils need to adhere to 2m social distancing when leaving the building if it is safe to do so.
- Avoid mixing with other Home Teams if it is safe to do so when leaving the building.
- Assembly points will be allocated to each Home Team and will ensure 2m social distancing between teams.
- Staff and pupils should adhere to 2m social distancing when lining up at the assembly point. Markings on the playground will support this.
- Registers will reflect that pupils may not be with their usual class teacher and could be split across Home Teams, this will ensure all those present can be accounted for.

Invacuation:

Invacuation procedures remain the same as per our usual documentation. However, staff should ensure pupils re-enter the building from outside following the 2m social distancing guidelines if able.

Communication

These arrangements will be shared with parents via our school website prior to a child returning to school. The contents of this policy will be discussed with children at an age appropriate level when they return to school.

Appendix Assembly Points:

Home Team	Evacuation Door 1 st Option	Assembly Point on Playground
KW1	Main Office	LS
KW2	3	2
6A	1	11
6B	2	9
6C	3	7
1A	3	7
1B	4	9
1C	4	11
RA	Nursery	4
RB	Reception	6
RC	Reception	4
N	Nursery	On main playground