

## **FIRE EMERGENCY PLAN**

Name of Company: St. BRIDGET'S CHURCH OF ENGLAND PRIMARY SCHOOL

Address of Premises: St. BRIDGET'S LANE,  
WEST KIRBY,  
CH48 3JT

Date: May 2019 reviewed and updated September 2023 reviewed September 2025

### **Action to be taken by Person Discovering a Fire:**

On discovery of a fire in any of the school buildings the first action to be taken by any member of the school staff is to raise the alarm, this can be done by operating the nearest fire alarm call point.

Fire alarm call points are situated throughout the school.

### **Action to be taken Upon Hearing the Alarm During the School Day :**

Upon hearing the fire alarm all teaching and designated staff including those running clubs/outreach must immediately evacuate the children in their care, by using the nearest and safest fire exit.

All other members of staff, visitors and kitchen staff etc. will immediately evacuate the building. SLT and caretaker will take responsibility for checking children/visitors not in classes are safely evacuated.

### **Action to be taken Upon Hearing the Alarm Before and After the School Day:**

Upon hearing the fire alarm all teaching and designated staff running school clubs must immediately evacuate the children in their care, by using the nearest and safest fire exit.

All other members of staff, visitors and kitchen staff etc. must immediately evacuate the building by using the nearest and safest fire exit.

SLT and the caretaker will take responsibility for checking children/ visitors not in classes are safely evacuated and that children and visitors arriving on site do not enter the building but move immediately to the fire alarm call point.

### **Fire Extinguishers**

A number of fire extinguishers are located in the school buildings; they must only be used by a member of staff who has received training in the use of fire extinguishers, and only if it is safe to do so. NOBODY is to place himself/herself in any danger.

If staff have not received suitable training they MUST NOT USE THE FIRE EXTINGUISHERS.

NO ONE SHOULD TAKE ANY PERSONAL RISKS.

## **How the Fire Brigade is to be called:**

When a fire is discovered or suspected, ONE OF THE STAFF IN RECEPTION will immediately dial 999 and request the fire brigade.

He/she will clearly state the address of building as;

ST. BRIDGET'S PRIMARY SCHOOL, ST. BRIDGET'S LANE, WEST KIRBY, WIRRAL.

If known, the location of the fire shall also be given. For example, "FIRE IN THE SCHOOL KITCHEN".

If anybody is known to be trapped by the fire, the Fire Brigade should also be informed of that fact.

## **Evacuation Procedures:**

On discovery of a fire or when the fire alarm sounds;

1. All teaching staff including those running clubs must evacuate their area of responsibility immediately via the nearest and safest fire exit and report to the ASSEMBLY POINT IN THE SCHOOL FIELD behind the tree line.
2. Staff must be calm with the pupils, visitors or contractors working in the school at the time and direct them to the nearest and safest fire exit.
3. All other school employees and visitors must proceed to the ASSEMBLY POINT for a roll call to take place.
4. DO NOT STOP to collect personal belongings. Proceed immediately to the assembly point.
5. Trained staff will assist in the evacuation of any pupils that may have a disability or are in a wheelchair.
6. The OFFICE STAFF will collect the registers and visitor's log and take them to the assembly point. THE RESPONSIBLE PERSON or her/his deputy will ensure that all staff, pupils, visitors and contractors in the building at the time the fire alarm operated have safely evacuated BY CARRYING OUT A ROLL CALL.
7. Any staff, pupils, visitors or contractors that are not at the ASSEMBLY POINT IN THE FIELD must be assumed to still be in the building.
8. BEFORE and AFTER SCHOOL CLUBS will have to take their own register and liaise with a Senior Member of staff on site. All third party users will be shown the location of the gate nearest their location during induction so that they can access the field. All third party users must sign to say they have understood Fire Safety arrangements at St. Bridget's.

**DO NOT re-enter the building until the Fire Brigade says it is safe to do so.**

### **Liaison with the Fire Brigade:**

At the time of the emergency, the RESPONSIBLE PERSON or her/his deputy will liaise with Merseyside Fire & Rescue Service and inform the officer in charge of any member of staff, pupil, visitor or contractors unaccounted for after the roll call has been taken.

### **Additional Information**

Fire Safety Training will be given upon induction to the school. Once this is completed please sign the Fire Log to record you have had training.

Fire Safety will be reviewed with all staff after each Fire Drill.

Staff on PPA should support evacuation of the school whether this is at lunchtime or PPA.

### **Bomb Procedure**

The evacuation point for a bomb threat is the same for the fire evacuation meeting point.