



Hazel Slade Primary

Head of School: Mrs Sarah Camacho



Fire and Emergency Evacuation Plan	
1	<p>The action employees should take if they discover a fire/ incident</p> <p>Immediately operate the nearest alarm call-point.</p> <p>Attack the fire if possible, with appliances available, without taking personal risks. Fire to be no smaller than waste bin size</p>
2	<p>How will people be warned in there is a fire</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p>
3	<p>How the evacuation of the building will be carried out</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point on the playground</p>
4	<p>Identification of escape routes</p> <p>All exit doors can be used as escape routes. The staircase and routes leading to the front door are protected routes</p>
5	<p>Firefighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p>
6	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p>All staff will usher visitors out of the building and assemble at the muster point.</p> <p>Fire wardens will ensure:</p> <ul style="list-style-type: none">• Their areas are cleared of people• Registers are collected on the way out• The Fire Brigade is called.• A roll call is made to ensure everyone is out.



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7	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit. • Contractors: must be given information about fire procedures and leave the building at the nearest exit. • People with disabilities: Specific arrangements may need to be made for those with disabilities. <p>These arrangements may be made with the assistance of the Area Health and Safety Adviser.</p>
8	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • On hearing the alarm Mrs S Camacho will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate. • Fire Wardens will call the Fire Brigade in the absence of Mrs S Camacho (this may be best achieved using a mobile phone)
9	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • Fire incident officer Mrs S Camacho / Senior Team Member will liaise with the Fire Brigade on their arrival
10	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • All staff and children: Evacuation Drills termly • All staff: Evacuation briefing once a year (may be in conjunction with drill). • Fire Warden training: for designated fire wardens • Record of training to be kept within Fire Manual. • Training to review on a yearly basis and planned into budget.
11	<p>If there is a whole school site evacuation:</p> <p>The Staff and Pupils of Hazel Slade Primary School will move towards the carpark of the Nature Reserve</p>

This evacuation plan will be updated as the need arises.