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| **Fire evacuation plan template for simple premises****F607c** |

The following evacuation plan template is intended for modification and use within simple premises.

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| Premises name, address and contact number | Caister Primary FederationKingston Avenue, Caister on Sea, Great Yarmouth NorfolkNR30 5ET 01493 728560 / 728223 |
| Plan date | 01/11/19 |
| Review date | 01/11/20 |

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| **Sound of the alarm** |
| The sound of the alarm will be:  A continuously ringing bell, a continuous warning siren etc |

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| **Raising the alarm** |
| In the event of a fire beginning: * If the fire is discovered by a staff member they will raise the alarm by activation of the nearest call point and commence manual warning (whistle, shout etc). Any visitor will notify a member of staff.
* Children are taught to inform the nearest teacher or adult.
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| **Action staff should take on hearing the alarm** |
| *The following actions will be taken upon the fire alarm being sounded/raised:* * Heads of school will take charge and lead in the fire evacuation. In their absence, the assistant head teachers will take charge. The head of school or assistant head teacher will take a mobile telephone with them when leaving the building.
* 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.
* The schools’ administrative staff will collect the staff signing in book, visitor’s signing in book, Critical Incidents Procedure Book, absentee list and gate keys.
* Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner. They will take the pupil list for their class with them onto the field. Staff will ensure all areas are clear if safe to do so and ensure all doors are closed on the way out.
* Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General emergency evacuation plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
* Senior Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
* If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below.
* The head of support services or executive head teacher will ensure nobody re-enters either building until confirmed safe to do so by the Fire Service
* Meet at assembly point and check all contractors and staff members are accounted for
* The head of support services or executive head teacher will liaise with Fire Service upon their arrival
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| **Escape routes** |
| The escape routes from the building are: 1. Nearest Fire Exits – all classrooms have external fire exit door.
2. Main Doors – School Entrances
3. Fire Exits – Hall – exit via corridor/library and fire exit door into courtyard, if safe to do so, or exit via fire door between head of school office and kitchen and walk around school entrance, along school lane and onto the playing field.
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| **Fire assembly point** |
| The assembly point for Caister Infant School is on the school playing field (facing the cemetery hedge) for school staff, visitors and pupils. The assembly point for Caister Junior School is on the school playground, facing the climbing wall. |

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| **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** |

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| **Location of key safety hazards or other fire related equipment** |
| * Gas supply shut off*:* Outside Kitchen entrance
* Mains fuse box:Electricity Cupboard, School entrance & Year 4 corridor
* Mains water inlet*:* Main Gate
* Location of fire alarm panel*:* School reception
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| **Number of staff needed to carry out evacuation plan** |
| * To implement the evacuation plan, four members of trained staff are needed on duty
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| **Equipment needed to effect the emergency plan** |
| This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site.Mobile Phone |

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| **Variations to plan** |
| Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instancesBreakfast Club (7.50am) and After School Club (3.15pm-5.30pm) – Breakfast Club and After School Club Leader |

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| **Back up arrangements** |
| Detail back up arrangements in the event of fire alarm failure or staff absence etcIn the event of a fire alarm failure shout and whistleOffice Team cover for key members of staff in fire evacuation procedure |

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| **Responsibilities** |
| For ensuring plan is up to date | Andrea Dix |
| For ensuring adequate staff are on duty to carry out the evacuation plan | Andrea Dix |
| For training staff on the evacuation plan and in their roles and responsibilities | Andrea Dix |

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| 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**