



FIRE EMERGENCY EVACUATION PLAN FOR

Orchards Infant School

EFFECTIVE FROM: September 2024

SIGNED BY: Elaine Nicholson

NEXT REVIEW DATE: September 2025

The purpose of this Fire Emergency Plan is to comply **with the 'Regulatory Reform (Fire Safety) Order 2005'** (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

REGISTERED MANAGER / DESIGNATED PERSON
RESPONSIBLE FOR FIRE SAFETY: Dr Paul Jones

PERSON RESPONSIBLE FOR ASSISTING THE
MANAGER / DESIGNATED PERSON WITH FIRE
SAFETY: Elaine Nicholson

THE ACTION TO TAKE ON DISCOVERING A FIRE

If you discover a fire:

- Operate the nearest Fire Alarm call point
- Lift receiver and dial 999
- Give the operator your telephone number and ask for FIRE
- When the Fire Brigade replies they will ask for:
 - the name or number of the house, property or building
 - the street or road name
 - the town, village or city
 - the nature of the incident, such as fire or road traffic collision
- Do not replace the receiver until the address has been repeated by the Fire Brigade
- Proceed immediately to the Assembly Point where a roll call will be taken.

THE ACTION TO TAKE ON HEARING THE FIRE ALARM

Action to be taken on hearing the fire alarm:

- all staff without a specific fire emergency role must evacuate the premises immediately by the nearest fire exit
- all customers, clients, members of the public are also to leave immediately by the nearest fire exit
- all staff and clients, customers visitors and members of the public are to make their way to the designated assembly area
- Fire Wardens are to commence a search of their designated routes, and then exit the premises by the designated exit or nearest available exit if the designated exit is not available
- the person in charge must proceed to the fire alarm panel (front office behind desk) and determine which area of the premises has the fire alarm been triggered
- the person in charge is to receive reports from fire wardens on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive

THE ASSEMBLY POINT AND ROLL CALL

The assembly point is on The Orchards Junior School field.

HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT

When evacuating the establishment, the fire warden will take the emergency bag and the charged phone to the assembly point to make the necessary phone calls. Everyone should leave the establishment in a calm and orderly fashion using the nearest designated fire exits. No one should return to the building after evacuation for any reason until the Fire and Rescue Service has given the All Clear. The fire warden must record the incident in the fire safety log book.

INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL CUSTOMERS

Detailed information on disabled or sensory impaired customers are recorded within their individual Personal Emergency Evacuation Plans - PEEP)

MEETING THE FIRE AND RESCUE SERVICE

Nelson Road, Worthing, West Sussex BN12 6EN.
Headteacher: Dr. Paul Jones Ed.D M.A. B.Ed
Tel: 01903 700234 Email: office@orchardsinfant.school

SLT will meet the Fire and Rescue Service on their arrival and notifying them of the locations of any remaining customers and of any special risks, e.g. the location of highly flammable materials, location of any medical oxygen cylinders).

It is the responsibility of individual staff to read and be fully aware of all the fire procedures for Orchards Infant School including individual Risk Assessments or Personal Emergency Evacuation Plans.

Visitors.

Any visitors to Orchards Infant School including contractors will be made aware of evacuation procedures and shown the nearest fire exits.