



St White's Primary School

**Fire & Emergency Evacuation Plan**

Date of Review: November 2024

Date of Next Review: November 2026

Signed, Chair of Governors:

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## **Address of premises:**

**Sneyd Wood Road, Cinderford, Gloucestershire, GL14 3DG**

What 3 Words location: [///painted.life.craftsman](https://www.what3words.com/painted.life.craftsman)

(Alternative Access, off Buckshaft Road – What 3 Words location: [///guideline.breathing.revision](https://www.what3words.com/guideline.breathing.revision))

## **Awareness of Fire Procedures**

- Fire procedures form part of the Staff Handbook. They are displayed in all classrooms and must be drawn to the attention of pupils, staff and visitors.
- All building users are made aware that to maliciously activate the fire alarm is a criminal offence.
- There will be consequences for anyone knowingly activating the alarm without due cause and the police may be informed.
- Fire drills form a regular part of the school's safeguarding procedures for all pupils. They are organised to take place during different times in the day thus ensuring that all eventualities are covered.
- There will be a minimum of one fire evacuation practice per term.
- From the activation of the alarm to the 'all clear' being given by the Head Teacher, all radio (walkie talkie) users must maintain radio silence unless invited to speak by the Head Teacher in order to keep a clear channel of communication
  - SLT staff will ensure that all new staff are made aware of the procedures on the first day of their employment, as part of their induction.

## **Fire Warning and Suppression System**

- The building fire alarm is a siren that sounds continuously. The alarm sounders are located throughout the building. Fire alarm call points are located on each zone exit and final exits.
- The fire alarm panel is located in the main entrance (opposite the Reception Desk).
- The second panel is located at the bottom of the stairs by the rear exit.
- The fire suppression system is based on water mist technology which is similar to a sprinkler system but uses far less water.
- The system will activate if the water mist heads at ceiling level reach 65C or if 2 or more detectors operate locally.
- In the unlikely event the system operates, only the heads in the vicinity of the fire will emit the water mist spray. This is not harmful or hazardous but teachers should use an alternative exit to avoid the spray.

## **Testing of Fire Warning System**

- The school's fire alarms will be systematically checked every week by the site supervisor. In the event that the supervisor is unable to test the system, a member of the SLT will carry out the procedure and log the outcome. One alarm will be tested weekly.

- Fire extinguishers will be checked annually by a designated company (Currently A and E)
- The fire system will be checked every 6 months by a designated company (Currently A and E)

### **Discovering a Fire – Do's and Don'ts**

- Sound the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest exit.
- Report to the designated assembly point.
- Make yourself known to the Head Teacher or the most senior member of staff present, at the designated assembly point and pass on any relevant information regarding the incident and location.
- Do not re-enter the building until instructed to do so by the Head Teacher or the most senior member of staff present. That person will only allow staff back into the building when the 'all clear' has been given by SLT, who will be in liaison with the Senior Fire Officer.

### **Contacting the Emergency Services**

- Upon activation of the fire alarm during the hours of 8.30am – 3.30 pm Monday to Friday, the monitoring station (Security 1) will contact the school reception of 01594 822311 to ascertain if there is a need for the Fire Service to attend.
- At all other times, the monitoring station will notify the Fire Service immediately – however the Head Teacher or the most senior member of staff present, will ensure that the Fire Service has been notified.

### **Fire Marshalls**

- Fire Marshalls are the teachers who are in each classroom, members of the office team and the senior cook in the canteen. The organisation of exiting the school is as follows:
- For Heron & Peregrine Class – Heron teacher leads out the children and Peregrine teacher acts as Fire Marshall, performing the sweep for both classrooms and toilets
- For Woodpecker and Swift – the Woodpecker teacher leads out the children and Swift teacher acts as Fire Marshall, performing the sweeps as above.
- For Jay and Skylark, - the Jay teacher leads out the children and the Skylark teacher acts as the Fire Marshall, performing the sweeps
- For Nightingale and Sparrow – the Nightingale teacher leads out the children and the Sparrow teacher acts as Fire Marshall.
- For Robin – The teaching assistant will lead the classes outside to the MUGA with the teacher acting as Fire Marshall.
- For Kingfisher - the TA will lead out the children and the teacher will then act as Fire Marshall performing the sweeps.
- The **School Business Manager** is the designated fire Marshall for admin staff.
- The senior cook is the designated fire Marshall for the canteen staff. In the event of a fire during **full** assembly, the fire Marshalls are the teachers responsible for the classes at the

time of the assembly. The fire Marshalls are responsible for leading their classes out through the designated exits, as rehearsed.

- In the event of a fire during phase assemblies, the Fire Marshalls are teachers responsible for the classes at the time of the assembly. Those who are in assembly will lead their classes out through the designated exits as rehearsed.
- Those classes that are in the classrooms will follow the procedures set out above for each phase, checking designated classrooms and/or areas before exiting the building by the nearest available route. They should then report to the Head Teacher or most senior member of staff, which areas are clear.
- Further guidance for Fire Marshalls is issued at the start of each academic year by a representative of the GCC SHE unit and training for Fire Marshalls is organised on a regular basis. The most recent training for Fire Marshalls was 15<sup>th</sup> June 2023. The next training should take place in two years, with updates disseminated through staff meetings.

### **Evacuation Procedures – (What to do when the alarm sounds)**

During training or on leaflets given out to visitors, staff and children, as well as visitors on the site will be told that:

- All staff, pupils and visitors must leave the building at once using ***the nearest available exit.***
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Do not re-enter the building for any reason until authorised to do so by the Head Teacher or most senior member of staff present.
- Do not take risks.
- All staff should escort pupils briskly to their designated assembly point.
- Teachers must know how many children have been registered as in attendance so that they can count their children quickly to determine if there any children missing.
- This information must be disseminated to the headteacher or most senior member of staff present immediately.
- Teachers should stay with their own classes until the drill is over or, in the event that it is not a drill, we are instructed to move elsewhere.
- If the Teacher is absent, the member of staff allocated to cover the class for that day will perform the role of the class teacher, either as a Marshall or leading children to safety
- Teachers must actively supervise their class to ensure that pupils make their way to the assembly point efficiently and then line up quietly so that procedures can be followed as quickly as possible.
- Pupils will line up in their designated marked space, usually on the MUGA, and the teacher will carry out a head count. Anyone believed to be missing must be advised to the Head Teacher immediately and the area deemed 'NOT CLEAR' by the fire Marshall.
- This information must be relayed immediately to the first fire service responders.
- Fire Marshalls will hand their zone card to the Head Teacher or most senior person in charge, attaching it to attaching the overall map so that each zone checked, has been accounted for.

- The Office Marshall will take a count of the staff marked as 'in' as well as visitors and advise the Head Teacher if there are any discrepancies by indicating the area is 'NOT CLEAR'.
- In the event that it is not a drill, this information will be relayed immediately to the first fire service responders.
- The Head Teacher will liaise between SLT and the Senior Fire Officer.
- The Head Teacher will inform SLT if or when it is safe for staff and pupils to re-enter the building or if the school will action the emergency response procedures
- At the end of a drill, the headteacher or most senior member of staff responsible, will record information in the fire drill logbook so that any remedial action can be put in place for the next drill.

### **COVERING DUTIES**

- Should the Head Teacher be out of school, the Deputy Head Teacher or one of the Lead Teachers will cover on their behalf.
- In the event of all four senior leaders being indisposed, the School Business Manager will take charge.
- All staff who are designated deputies should shadow the staff for whom they deputise at least once a year.

### **KEY ESCAPE ROUTES**

- Access to key routes can be gained via designated routes located on each floor leading to fire exits which lead to final exit points.
- These must not be blocked at any time.
- Should the maglock on fire doors fail to release automatically when the alarm is activated, the screecher cover should be lifted from the 'green button' located adjacent to each fire door and the green button activated. This will override the maglock and open the door.

### **ASSEMBLY POINTS**

- The Fire Assembly point at St White's Primary School (up until end of school hours) is situated at the rear of the building on the MUGA (Multi-use Games Area). This area is clearly marked for classes and their teachers, visitors and other non-teaching staff, ie. office.
- The Fire Assembly point will be the area outside the library, in the event that an evacuation is needed during darkness, as there is insufficient light to the MUGA.

### **EMPLOYEES WITH SPECIFIC RESPONSIBILITIES**

- The Head Teacher or most senior person in charge, will liaise with the fire Marshalls and Senior Fire Officer and will inform the School Business Manager if the Fire Service need to

be called. This should then be communicated to the alarm monitoring company (Security 1) who will contact the school in the event of an alarm.

- The School Business Manager will maintain contact with the Headteacher using the emergency radio, channel 3.
- In accordance with the floor plan and designated areas, the fire Marshalls should sweep their areas, proceed to their designated assembly point and report their findings, including that all persons are safely evacuated from their area of the building, to the Head Teacher.
- Urgent information regarding location/severity of fire or persons missing/trapped should be communicated immediately to the Head Teacher or senior person in charge, by all the fire Marshalls, at the assembly point. This information should then be immediately relayed to the fire services.
- The School Business Manager is responsible for liaising with the fire alarm monitoring company (as mentioned above), who will contact the school to ask if the Fire Service need to attend site.
- Contact should also be maintained with the Head Teacher until the 'all clear' has been given.
- Should any staff/pupils be held away from the normal assembly points, the School Business Manager should also keep them advised of any updates.
- The Office Marshall is to advise Head Teacher of the number of staff in school from the 'in/out' board, as well as any visitors on site, so that a head count can be done of these.
- Teachers are to do a head count of their class and advise the Head Teacher immediately of any pupils missing/unaccounted for.
- The Kitchen Manager will check the presence of all associated staff and report as clear or not to the Head Teacher at the MuGA.

## **PROCEDURES FOR LIAISON WITH THE FIRE SERVICE**

- The School Business Manager will provide the Senior Fire Officer with a copy of the Building Fire Plan and any necessary access keys/information.
- The Head Teacher will liaise with the Fire Service upon arrival, providing them with information regarding evacuation status and the last know location of any personnel believed to still be in the building.
- The School Business Manager or site supervisor, if they are on site, will draw to the attention of the Senior Fire Officer the location of any hazardous substances, materials or equipment.
- The Head Teacher will not permit staff to re-enter the building until the Senior Fire Officer present has advised that it is safe to re-occupy. When this advice is received the Head Teacher will advise the School Business Manager by emergency radio.

## **OUTDOOR AREAS – ALLOTMENT/FOREST SCHOOL AREA**

In the event of alarm activation when these areas are in use, all personnel should walk around to the MUGA (Multi-use Games Area), located at the back of the school, in front of the playing field. If there are visitors on site using these areas, they should enter the MUGA area and stand to the left of the gate in a quiet, orderly manner. Everyone must remain in the MUGA area until given the 'all clear' to go back to their outdoor learning.

## **OUT OF SCHOOL HOURS/WEEKENDS**

All alarm activations in school holiday periods before 5.00 pm/weekends or when darkness falls, when the school is in use, go to normal assembly point – MUGA (Multi-use Games Area), situated at the back of the school building

## **TRAINING**

- All staff to receive fire awareness training through staff meetings.
- All fire Marshalls to receive 2 yearly fire Marshall and fire extinguisher training.
- However, all staff know that their role is to ensure everyone is out of the building safely
- Training in site-specific procedures to be provided by the Head Teacher/site supervisor during drills and in staff meetings.

## **APPENDIX A – FIRE EVACUATION PROCEDURES FOR SCHOOL EVENING EVENTS**

The general principles of the main evacuation should be followed.

- The school lead for the event will announce at the start of each event that should the fire alarm sound, there is no planned test and everyone should evacuate and gather at the rear of the building in the MUGA in day light or the library area if it is dark.
- In the absence of the Head Teacher, a member of SLT will remain outside the reception and act as liaison with the site supervisor and the Fire Service.
- The school lead at the event should ensure that there has been a sweep of all areas occupied by the school, using available staff where safe to do so.
  - If this is an event, e.g. a school performance/parents evening, only the areas in use should be swept.

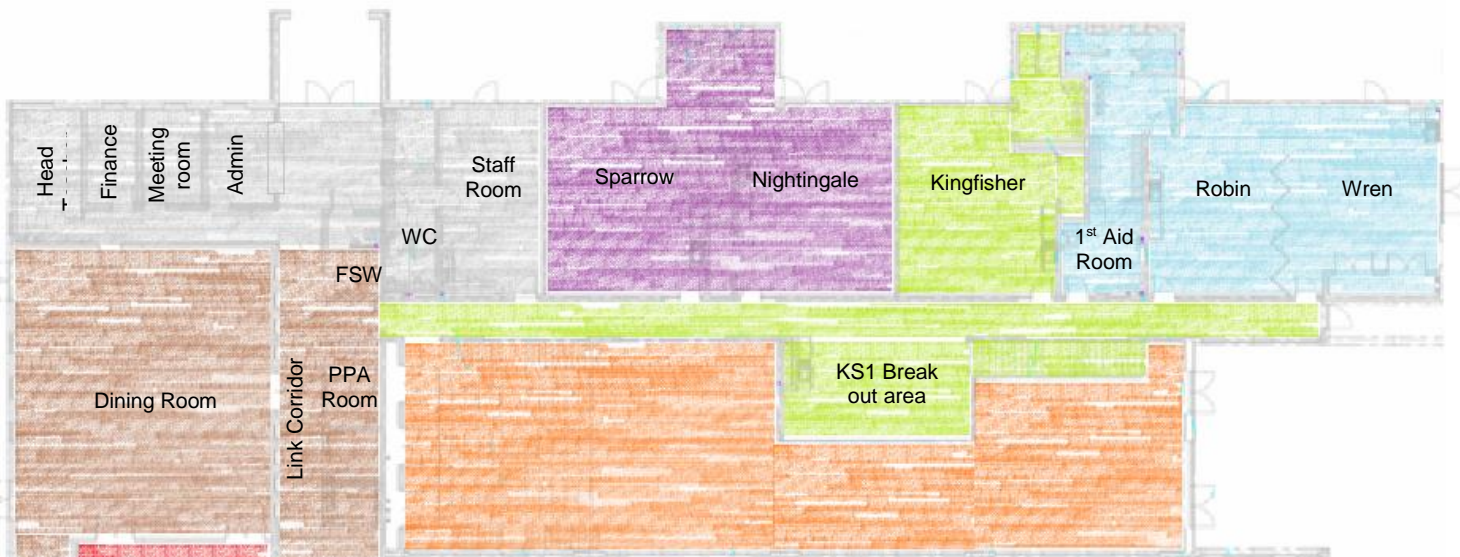
## **APPENDIX B – FIRE EVACUATION PROCEDURES FOR WHEN AREAS OF SITE HAVE BEEN LET TO PROVIDERS FOR CLUBS**

The general principles of the main evacuation plan should be followed.

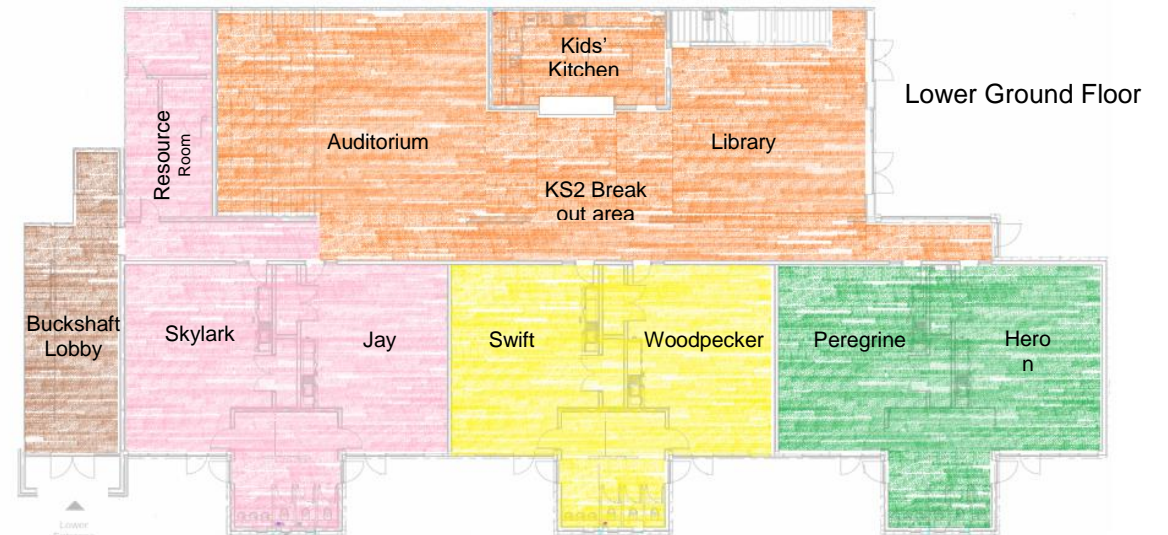
- The club or event leader will announce at the start of each session or event that should the fire alarm sound, there is no planned test and everyone should evacuate and gather at the rear of the building in the MUGA in day light or the library area if it is dark.
- If the club or event is in the sports hall, then the assembly point should be the car park, so as to avoid unnecessary movement around the outside of the building.
- The leader should advise all participants not to leave the assembly point or re-enter the building.
- The leader must have a register of participants and be able to determine if anyone is missing so as to be able to share this information with the site supervisor, if she is on site at the time and Fire Officer when they arrive.
- In the event that the site supervisor is not on site during leased leisure activities, the Leader should nominate someone to remain at the front of the school building to liaise with the Fire Service on their arrival.



# St Whites School Fire Marshall Zones



Upper Ground Floor



Lower Ground Floor



By Appointment to  
His Royal Highness The Prince of Wales  
Fire Fighting Equipment and  
Fire Detection Services  
A&E Fire Equipment Limited  
Cheltenham

# A&E Fire & Security

*"Proud...to be making your safety, our business"*  
*Passionate, Reliable, On hand, Understanding & Deliverable*

## FIRE SAFETY TRAINING



## HANDBOOK



Trainer: Neil Quemby



## COURSE CONTENT

**Introduction**

**Impacts of Fire/ Responsibilities**

**Chemistry of Fire**

**Hazards and Risks/  
Fire Risk Assessment**

**Fire Classifications**

**Fire Extinguishers**

**Fire Equipment Maintenance/  
Fire Evacuation**

**Fire Signage**

**Fire Safety Quiz**

**Role of a Fire Warden**

**Human Behaviour**

**Fire Warden Quiz**



**INTRODUCTION**

## OVERVIEW

The course material and handouts are used in conjunction with current workplace fire safety legislation and guidance. Delegate understanding is tested by two short written assessments.

## AIM

To enable staff with an enhanced fire safety role to meet the training requirements detailed in the Department for Communities and Local Government guidance and current workplace fire safety legislation.

## OBJECTIVES

By the end of the course delegates should:

- Basic knowledge about Fire Safety in the workplace.
- Be aware of how to prevent fires from starting.
- What action to take when the fire alarm sounds and what to do in the event of an emergency
- Recognize the need for fire drills and pre-planning for fire.
- Be able to identify and use a range of portable fire extinguishers.
- The role of the Fire Warden

## ABOUT THE TRAINER

**Neil  
Quemby**

- 18 years with Gloucestershire Fire & Rescue Service – Firefighter/Crew Manager
- 17 Years in the Airport Fire Service – Watch Manager
- Fire Extinguisher Engineer

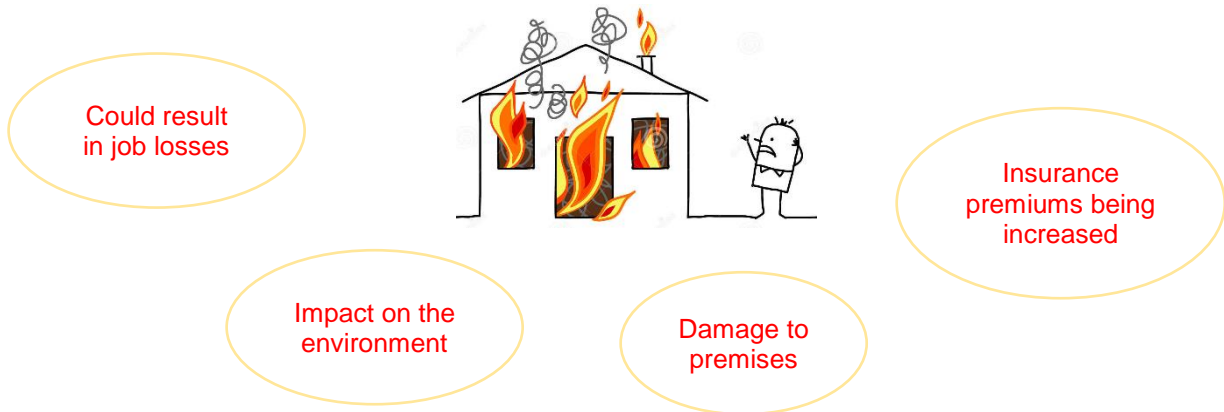


## IMPACTS OF FIRE

Potential for  
compensation  
claims

Loss of  
business and  
reputation

HumanPage 12 of 24  
injuries or  
casualties



## RESPONSIBILITIES

Legal Duty as per the Regulatory Reform (Fire Safety) Order 2005

### EMPLOYER

- Implement general fire risk control measures
- Undertake fire risk assessments and periodically review
- Provide staff with information and training

### EMPLOYEE

- Take care of your own health and safety and that of people who may be affected by what you do (or do not do)
- Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare
- Follow the training you have received
- Inform your employer of any fire safety issues or shortcomings

**LEGAL**

## FIRE TRIANGLE



Starvation

Cooling Effect

## Smothering

<b>Oxygen</b>	(All around us)
<b>Heat</b>	(a source of ignition)
<b>Fuel</b>	(anything that burns)

A fire can be prevented or extinguished by removing any one of these

## HAZARDS AND RISKS

### HAZARD

A **HAZARD** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc

### RISK

The **RISK** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

## CONTROL MEASURE/ MITIGATION

A **Control Measure** or **Mitigation** – something that removes the hazard or limits the risk and reduces it to as low as is reasonable practicable

## FIRE RISK ASSESSMENT

Fire Risk Assessments have to be completed in accordance with the 'Regulatory Reform (Fire Safety) Order 2005.

This must be a written record if your business has 5 or more employees.

It also requires for the fire risk assessment to be reviewed, on a regular basis or following any significant structural change to the site.

**The main aspects of a Fire Risk Assessment include:**



- Identifying the fire hazards
- Identifying people at risk.
- Evaluate, remove or reduce the risks.
- Record findings, prepare an emergency plan and provide training
- Review and update the fire risk assessment regularly

## FIRE CLASSIFICATIONS

Fires are classified according to the type of fuel that is burning. If you see the wrong type of fire extinguisher on a fire, you can, in fact, worsen the situation. It is therefore very important to understand the five different fire classifications.

### CLASS A

Class A fires involve common combustibles such as wood, paper, straw, textiles, coal and car tyres.

They are common in commercial and home settings.

USE: Water, Foam or Powder



## CLASS B

Fires caused by combustion of liquids or materials that liquefy, e.g. Petrol, Benzene, oils, paints, tar, ether, alcohol, stearin and paraffin.

USE: Foam, Powder or CO<sub>2</sub>



## CLASS C

Fire caused by combustion of gases e.g. methane, propane, hydrogen, acetylene, natural gas and city gas.



## CLASS D

Class D fires involve combustible materials such as magnesium, aluminum, lithium, sodium, potassium and their alloys. Combustible metal fires are unique industrial hazards which require special fire extinguishers.

USE: P12M (with Allinex Powder)



## CLASS F

Class F fires involve combustible cooking media such as oils and grease commonly found in commercial kitchens. These fires require a special wet chemical extinguishing agent that is especially suited for extinguishing and suppressing these extremely hot fires that have the ability to re-flash.

Never use other pressurized extinguisher types, as water, foam dry powder or CO<sub>2</sub> on burning cooking oil, as the pressure jet might carry the burning oil and spread the fire. Alternatively use a fire blanket if the container is small enough to be covered.

USE: Fire Blanket or Class F Extinguisher



# FIRE EXTINGUISHERS

## WATER



Water fire extinguishers are for use on wood, paper and textiles (carbon material) fires.

Water is one the most useful fire extinguishers: if used correctly it extinguishes by cooling fires.

## FOAM

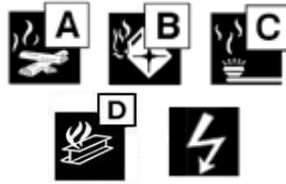


Foam fire extinguishers are for use on wood, paper, and textiles and also flammable liquids.

The foam extinguisher effective for fire involves petrol and other volatile liquids: it helps to prevent the re-ignition of fires.



# POWDER



Powder extinguishers are multi-risk extinguishers. They extinguish carbon fires, flammable liquid fires, gaseous fires and electrical fires. The powder extinguisher is useful on vehicle fires.

# CO<sub>2</sub>



CO<sub>2</sub> extinguishers are effective against electrical fires and are essential for all electrical equipment. They are also effective for flammable liquid fire. CO<sub>2</sub> is ideal for all office environments.

# WET CHEMICAL



This is a highly specialized fire extinguisher that provides cover for fires involving fats and cooking oils. The extinguisher has been designed for deep fat fryers of up to 75 litres. It is also effective on wood, paper and textile fires.



## FIRE EQUIPMENT MAINTENANCE

Weekly fire equipment checks should be carried out on fire extinguishers, emergency lighting and signage and testing the alarm system from various call points.

### Fire Extinguisher Check:

- Visual damage – Check the cylinder, hose, handle, base, horn and report all faults
- Tamper tags, pins and service stickers – All in place with no damage, clearly legible and in date.
- Colour coding & signage – Ensure correct extinguishers are in the correct position and with the correct sign if fitted.
- Pressure gauges – Ensure the pressure gauge needle is in the green section of the gauge.
- Nozzles – Check the nozzles and be familiar with the type of extinguishers available.
- Dry powder extinguishers – Liable to the powder inside packing down, therefore tip the extinguishers upside down to aspirate the powder.

- CO2 extinguishers – Thoroughly check the horn and hose for damage as this can be very dangerous to use if a fault is found.

### Emergency Lighting:

- Ensure all lights are indicating they are active and charged – usually a small green light should be on.
- Ensure all lights are not obscured and any signage is clear and not damaged.

### Alarm System:

- Ensure this is carried out at the same time every week and make sure any staff or customers are aware a test is being conducted.
- Activate the alarm from a different call point every week.



### Housekeeping:

- Ensure fire doors are closed and unobstructed
- Ensure escape routes and fire exits are clear and unobstructed at all times – both inside and outside.

Make sure that all records, logbooks and plans are available for the designated person to conduct these tests and ensure all paperwork is completed correctly.

## FIRE EVACUATIONS

Fire Drills/Evacuations are an integral part of fire safety in the workplace.

- Fire drills are mandatory to be carried out once a year, however it is advised to carry this out at least twice a year.
- Ensure all staff know where the emergency exits are and where the signage is to indicate the exits.
- All staff must know their escape routes from the workplace and alternative routes if required.
- Know where the assembly points are for everyone and understand the roll call procedure.
- Fire alarm monitoring / Calling the fire service – When conducting drills ensure everyone knows the drill is taking place and ensure the alarm monitoring provider is advised

## FIRE SIGNAGE

Know your signs and be familiar with what they mean and what they are for.





Fire assembly point



In the event of fire do not use lift



**Fire Action**

Any person discovering a fire

1. Sound the alarm.
2. Phone \_\_\_\_\_ to call the fire brigade.
3. Attack the fire if possible using the appliances provided.

On hearing the fire alarm

4. Leave the building by \_\_\_\_\_ route.
5. Close all doors behind you.
6. Report to assembly point.

\_\_\_\_\_



Do not take risks.  
Do not return to the building for any reason until authorised to do so.  
Do not use lifts.



**DRY POWDER**

- A** ✓SAFE FOR:  
Wood, paper and textiles
- B** ✓SAFE FOR:  
Flammable liquids
- C** ✓SAFE FOR:  
Gaseous fires
- ✓SAFE FOR:  
Live electrical equipment

**Fire action**

- Sound the alarm
- Leave building by nearest available exit
- Report to assembly point
- Do not return to the building until authorised to do so
- Do not use the lifts

# FIRE SAFETY QUIZ

- 1) What three elements are required to produce Fire?
- 2) How many fire classifications are there?
- 3) Name one material, which constitutes a Class A fire?
- 4) What fire classification would a chip-pan fire fall into?
- 5) Why must you not hold the discharge horn of a CO<sub>2</sub> extinguisher?

6) What would be the first action you take when discovering a fire?

7) What colour would denote the following extinguishers?

WATER:

FOAM:

CO<sub>2</sub>:

DRY POWDER:

WET CHEMICAL:

8) Which one of the three essential elements of a fire does a CO<sub>2</sub> extinguisher eliminate?

9) Which extinguishers **MUST NOT** be used on an electrical fire?

10) What should you **NOT** do after using a fire extinguisher?

## ROLE OF THE FIRE WARDEN



### **Principle Duties:**

- Take appropriate and effective action if a fire occurs.
- Assess fire risks in the workplace
- Ensure that escape routes are available for use.
- Regular maintenance and audit checks on extinguishers, signage, call points, alarm system, emergency lighting, fire warden tabard/arm band and general housekeeping.
- Identify hazards in the workplace.
- Record and report their observations.
- Conduct mandatory fire evacuation drills.

### **In the event of a fire:**

- Ensure that the alarm has been raised.
- Check that manufacturing processes/heat producing processes have been made safe.
- Evacuate staff from the building or area involved.
- Check that any staff or visitors with disabilities are assisted as planned.
- Dial 999 for the Fire Service and give details of the location, severity and cause of the fire, if known.
- Conduct the roll call at the assembly point.
- Fight the fire - but only if it is safe to do so.

## **HUMAN BEHAVIOUR DURING FIRE SITUATIONS**

### **10 Factors to consider:**

- 1.** Deaths in large scale fires attributed to “panic” are far more likely to have been caused by delays in people receiving information about a fire.
- 2.** The fire alarm sirens cannot always be relied upon to prompt people to immediately move to safety. People in public buildings assume nearly ALL fire alarms are false alarms or fire drills.
- 3.** The startup time (i.e. people’s reaction to an alarm) is just as important as time taken to reach an exit.
- 4.** Much of the movement in the early stages of fire is characterised by investigation not escape.
- 5.** As long as an exit is not seriously obstructed, people have a tendency to move to familiar exits. People like to go out the way they came in.
- 6.** Peoples reaction time can be significantly reduced when they can see where the fire exit is.

7. Individuals often move towards and with group members who they have emotional ties
8. Fire exit signs are not always noticed (or recalled) and may not help in orientation problems. You should look at the signage and try and identify areas of improvement
9. People are often prepared to try and move through smoke, especially if visibility over 10m.
10. Peoples ability to move towards exits may vary considerably (e.g. young fit adult and elderly or disabled person). This is why all risk assessors must consider people with disabilities when creating Evacuation Plans.



## **FIRE WARDEN QUIZ**

- 1) **Where is the company fire and evacuation plan located?**
- 2) **How often should full evacuation fire drills be carried out?**
- 3) **What item of clothing should the fire warden don on the sounding of the fire alarm?**
- 4) **What important list should be taken by the fire warden during an evacuation?**
- 5) **When contacting the fire service, what three pieces of information should you give?**

- 6) What colour are fire exit / directional signs?**
  
- 7) Where are the assembly point(s) for your department located?**
  
- 8) On the sounding of the fire alarm, give two actions to be undertaken by the fire warden.**
  
- 9) How are the duty fire wardens for the day determined?**
  
- 10) What considerations should the fire warden be aware of during evacuation?**

## APPENDIX E – ZONE/AREA EVACUATION GUIDANCE FOR STAFF

ZONE/CLASS	EVACUATION ROUTE
Office Area	<ul style="list-style-type: none"> <li>• Labelled fire exit by front door.</li> <li>• Assembly point is the MUGA.</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>• Labelled fire exit from kitchen or in the event of the kitchen being the point of fire, the fire exits through hall.</li> <li>• Assembly point is the MUGA.</li> </ul>
Dining/Sports Hall	<ul style="list-style-type: none"> <li>• Labelled fire exit by side of sports hall.</li> <li>• Assembly point is the MUGA.</li> </ul>
Reception/KS1 Corridor	<ul style="list-style-type: none"> <li>• Labelled exits in classrooms</li> <li>• Assembly point is the MUGA.</li> </ul>
Lower/Upper KS2 Corridor	<ul style="list-style-type: none"> <li>• Labelled exits in classrooms</li> <li>• Assembly point is the MUGA.</li> </ul>
Library/IT	<ul style="list-style-type: none"> <li>• Labelled exits in LRC</li> <li>• Assembly point is the MUGA.</li> </ul>
Auditorium	<ul style="list-style-type: none"> <li>• Labelled exits at the end of upper ground floor and lower ground floor corridors</li> <li>• Assembly point is the MUGA.</li> </ul>
Allotment/Forest School Areas	<ul style="list-style-type: none"> <li>• Assembly point is the MUGA.</li> <li>• Visitors to site should stand inside the area and to the left of the gate to be head-counted.</li> <li>• All personnel must wait for the all-clear before going back to their outdoor learning area.</li> </ul>

## APPENDIX F

### Personal Emergency Evacuation Plan

(See separate document)