

Emergency Plan – In case of Fire



Normand Croft Community School

An International Family of Learners

Reviewed By Governors Summer 2018

Next review: Summer 2019

Please note the following information also applies to non-staff users on the school site.

1. **Should a fire occur the main priority will be for everyone to get out of the building in an orderly fashion so as to prevent panic. The protection of property is secondary to this consideration.**
2. In the event of a fire each group should have a named person in charge of managing the safe evacuation procedure (in school this will usually be the class teacher).
3. All users should be aware of the location of the nearest fire alarm call point.
4. The call point should be accessible and free from clutter. If it is not, please inform the school reception, who will let the School Business Manager know.
5. If you see a fire, break the glass and begin the evacuation procedure.
6. In the very unlikely event of a fire alarm malfunction i.e. it does not sound, use the nearest available phone to call 999 and use other adults to inform adjacent rooms.
7. On hearing the fire alarm, you must:
 - a. ensure everyone leaves the room by the nearest available safe exit
 - b. ensure staff and children leave the room calmly and quickly
 - c. check the toilets before leaving the room
 - d. shut all doors and windows
 - e. not let anyone go back into the room for bags, coats etc. even in poor weather
8. Once outside the room you are responsible for evacuating children and colleagues - by the most direct means - to the nearest exit and from there to the main fire assembly points in the school playground.
 - a. For the **tenants on Bramber Rd, classes 4,5 & 6**, or anyone using the **rooms on the second floor of the New Block** this may mean leaving via the former community exit, entering Bramber Road, and turning left along Bramber Road, and left again into Mulgrave Road and the school playground. *n.b. the pedestrian gate to Bramber Road is operated by a push button release attached to the fence to the left hand side of the gate. The gate can be stiff.*
 - b. For the **catering staff** this may mean exiting via the staff carpark and either entering the playground via Unity Farm, or if this is not possible by turning left and walking along Lillie Road and left again into Mulgrave Road and the school playground.
 - c. For the **Action on Disabilities team** this may mean exiting via the double emergency doors directly into the playground, or if this route is blocked via their entrance door

either into Lillie Road or through Unity Farm into the playground.

- d. For **Adult Learning & Skills** this will mean vacating the upper floor of the Old Block via one of the two emergency staircases located at either end of the block. If for any reason these are not available then using the main staircase and exiting via the double doors into the playground.
9. At the fire assembly point you will:
 - a. ensure that the group you are with is settled well away from any potential hazard (such as access gates), and in a place where you are able to hear any instructions
 - b. check that you have all the children/adults in your care
 - c. notify the Head Teacher or Deputy Head acting in his absence of any missing child/adults/colleagues immediately
 10. In the event of a fire making assembly in the school playground difficult the school will assemble in Normand Park.
 11. Please wait in the playground or park for further instructions.
 12. Only return to school when the Head Teacher or senior fire officer has informed you that it is safe to return.
 13. In the event of it being impossible to return to the building:
 - a. The Head Teacher will direct you further.
 - b. The school admin. team will work to inform parents/carers of arrangements for collecting children.
 - c. All staff will wait until the children have been collected before attending a briefing on 'next steps' before going home...