



Blackwater Community Primary School

Fire Action Plan
2026 - 2027

Aims and Purpose

To ensure swift evacuation of the building.

To make staff aware of appropriate action

To be used in conjunction with the Mitie FM Ltd – Emergency, Contingency & Continuity Plan (last updated: 06.10.2021)

Precautions

- ✓ *All staff must note where the fire alarms are sited in the school.*
- ✓ *All staff must note where the fire exits are situated.*
- ✓ *All staff must note that fire signs are displayed.*
- ✓ *Trained Fire Wardens must note where the fire extinguishers are and know how they work.*

*Fire Wardens: **Vicci Vaughan**, Emma Patel, **Jess Keen**, Lisa Russell, Sam Keveren.*

Action: Evacuation

- 1. On sight of smoke or fire the nearest warning alarm must be started.*
- 2. On hearing the fire alarm bell (a continuous ring) the teacher must call the class to silence and they must walk in an orderly manner by the nearest exit to the fire assembly point where they line up in single file. Any PEEPs must be implemented.*
- 3. Teacher / teaching assistants scan their classroom for all children to be in the exit group and **close any windows and doors if safe to do so.***
- 4. Fire Wardens to check and sweep all areas of the school - Jess Keen – from Wheel Friendly down to KS2 Corridor top door (Cabin, Friendly, Harmony, Oasis KS1 toilets, Hall, Disabled toilet) Vicci V – KS2 corridor down to the Rainbow room (Wheel Luna, Luna toilets, Staff room, Mezzanine, Wheel Busy, Wheel Jane and Rainbow room).*
- 5. Lisa S to hoot the horn or use the walkie talkie to inform any classes who may be using outside areas within the school.*
- 6. Everyone, including visitors and people in the building, must evacuate via the nearest exit unless (under occasional circumstances) they have been told by the headteacher that it is a drill. Do not wait to pick up any belongings or pets.*
- 7. Any children who are in the toilet or intervention space, make their way straight outside rather than to class.*
- 8. Last person to leave an area, shuts the door behind them.*

Timetable of sweepers

	Monday	Tuesday	Wednesday	Thursday	Friday
	KS1 – Jess KS2 - Vicci	KS1 – Jess KS2 - Vicci	KS1 – Jess KS2 - Vicci	KS1 – Jess KS2 – Sam	KS1 – Jess KS2 - Vicci

Action: Outside

1. *The secretary rings the fire brigade.*
2. *The teacher must count the children and call the register making sure that each child answers.*
3. *Where children have been taught in sets, they must line up with their registration class.*
4. *The Headteacher checks that all children are present.*
5. *The teachers have their own laminated registers and these are brought out with them.*
6. *The secretary brings out the evacuation box, which contains all contact details and map of the school.*
7. *The secretary checks the visitor's list and kitchen staff in the school.*
8. *The Headteacher opens the double gates in readiness for the fire brigade's arrival.*
9. *The fire wardens sweeps the school and then confirms with Headteacher that all children and adults are out of the building.*
10. *If an evacuation off premises is required a member of SLT/Headteacher will make the decision.*

Action: Lunchtime

1. *The lunchtime supervisors are responsible for evacuation of children.*
2. *For any teachers who have left for PPA, they must sign over to the HLTA verbally before they leave.*
3. *To follow all procedures explained above. If safer to register on the field, Fire Wardens to swiftly make that decision using walkie talkies.*
4. *Fire Wardens to sweep the inside as above.*

Location of Break Glass fire alarms

- ✓ *In the Foyer by the Headteacher office*
- ✓ *Wheal Busy in the cloakroom x 2*
- ✓ *Wheal Friendly by the fire exit doors*
- ✓ *In the Hall by the fire exit doors*
- ✓ *In the corridor adjacent to Wheal Harmony by the Fire Exit.*
- ✓ *In the Oasis building*
- ✓ *In the hive*

- ✓ *In the hall store room*
- ✓ *In the corridor opposite Class 4 Luna*

Location of fire extinguishers

- ✓ *The rear door into car park (Wheal Busy cloakroom) - water fire extinguishers x 2*
- ✓ *The Hive – Co2 extinguisher & Water fire extinguisher*
- ✓ *In the corridor by the Kitchen – Water fire extinguisher*
- ✓ *Wheal Friendly – Water fire extinguisher*
- ✓ *Oasis Building – Co2 extinguisher*
- ✓ *Main foyer – Co2 extinguisher & Water fire extinguisher*

Fire Drill

1. *There will be a fire drill once every half term.*
2. *Certain staff will be notified and this will be at different times of the day to ensure we are ready for every eventuality.*