



Fire Emergency Evacuation Plan

Building: Broadwater C of E Primary School

Signed by: Mr Aaron Morrissey, Headteacher

Effective From: 1st September 2025

Next Review Date: 1st September 2026

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (FSO) to ensure the safety from fire of all persons within the establishment by putting in place a procedure for serious and imminent danger from fire.

Designated Person Responsible for Fire Safety: Mr Aaron Morrissey, Headteacher (head@broadwaterce.org)

Person Responsible for Assisting the Designated Person with Fire Safety Duties: Sarah Huskinson, Office Manager (office@broadwaterce.org) and Frank James, Premises Manager (premises@broadwaterce.org)

Persons Responsible for Contacting West Sussex Fire and Rescue Service: Frank James, Premises Manager (premises@broadwaterce.org), Sarah Huskinson, Office Manager (office@broadwaterce.org)

Action to Take on Sounding of the Fire Alarm

- all staff without a specific fire emergency role must stop all activities safely and evacuate the premises immediately by the nearest fire exit, encouraging others to evacuate calmly as they leave
- all visitors are to stop all activities and leave immediately by the nearest fire exit, following instructions from staff
- on exiting the building all occupants are to make their way to the designated assembly point, and await further instructions
- 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 (or named delegate) must proceed to the fire alarm panel (main entrance to school) and determine which area of the premises the fire alarm has been triggered in
- the person in charge is to receive reports from fire wardens and occupants on the status of the evacuation, location and nature of fire, and gather information to pass to the Fire and Rescue Services when they arrive



Action To Take on Discovering a Fire

If you discover a fire:

- Alert those nearby to the fire by shouting 'fire, fire'
- Operate the nearest Fire Alarm call point
- Attempt to fight the fire if safe and you are competent to do so
- Evacuate the building by the nearest fire exit
- Proceed immediately to the Assembly Point, and inform the Designated Person responsible for Fire Safety or their deputy of the location and nature of the fire
- Designated Person to contact the West Sussex Fire and Rescue Service by dialling 999 (9 999 on internal phones)

The Assembly Point

The designated assembly point is on the school field. Office will print the pupil registers out on to the field. Teachers check that all pupils are present and the office staff check that all adults are present.

Contacting and Meeting the Fire and Rescue Service

Frank James, Premises Manager, Aaron Morrissey, Headteacher or Sarah Huskinson, Office Manager to contact Fire and Rescue Service and arrange to meet them at a safe place to notify them of any locations of any remaining occupants and the location of any highly flammable materials if appropriate.

Investigation of Fire Alarm Activations

- On sounding of the fire alarm, responsible person (or named deputy, site supervisor, duty manager etc.) to investigate the fire alarm panel
- Responsible person (or named deputy) to investigate location of activation for fire or smoke
- If fire or smoke identified at any time, or other information provided from Fire Wardens/building occupants that confirms a fire has occurred, then immediately evacuate the building, and contact the fire and rescue service on (9) 999
- If no evidence of fire identified, then situation to be resolved. Fire Alarm Panel then to be silenced and reset, and careful re-occupation of building to take place

If at any point after the alarm has been silenced and reset it begins to sound again, the building evacuation plan to be carried out as normal and the above repeated.

Any staff reading the fire alarm panel and interacting with it (e.g., silencing and resetting) must be trained in how to use the fire alarm panel to ensure continued operation of the fire detection and alarm system.



Staff investigating the source of the activation must always have a means of communication on them and be immediately informed if a fire is confirmed by other means (information provided by occupants/fire wardens). Staff investigating the source of an activation should ideally do so in pairs and must always have regard for their own safety.

If at any point they detect fire or evidence of fire (smoke, significant increase in temperature), they should assume the fire is real and proceed as above for Action to Take on Discovering a Fire. Investigating staff should ensure that any rooms they enter they can check before entry, either by looking through glass panels in doors or testing the door for heat with the back of their hand.

Specific Evacuation Duties and Roles

When evacuating the establishment, the nominated Office staff will take the emergency bag and the Deputy Head will take 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 all clear has been given, other than staff required to investigate the activation. The Office Manager/Premises Officer must record the incident in the fire safety logbook and on an HSW3 form as soon as possible after the incident.

Fire Wardens will sweep their assigned areas of the building, reporting any issues to the Premises Manager/Office Manager or Headteacher on their exit from the building.

Persons Requiring Assistance to Evacuate (Personal Emergency Evacuation Plans)

Detailed information on disabled or sensory impaired members of the school community are recorded within their individual Personal Emergency Evacuation Plans – PEEP.

Responsibilities

It is the responsibility of individual staff to read and adhere to all the fire procedures for this building, including any Personal Emergency Evacuation Plans relevant to them or including them. All visitors (including customers, contractors etc.) are also required to read and adhere to all the fire procedures for this building. Visitors (such as contractors) must be made aware of these plans by the person responsible for inviting them to site.