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Fire Emergency Plan

Name of premises **Dallington School**

Address of premises **8 Dallington Street, London EC1V 0BW**

Date plan produced and/or amended **5th October 2009 / 16th November 2021**

updated by Chris Byrne

Name of person producing plan (print name) **Abigail Hercules**

Job title **Bursar**

Signature.....

The Bursar is the premises manager responsible for this building. The deputy premises manager is the Caretaker.

1. Corporate Level One Risk Assessment and Fire Log Book

- It will be the responsibility of the Bursar to ensure the corporate level one risk assessment is undertaken. The risk assessments should be presented to the Governing Body for consideration. The risk assessment and log book are located in the front office.
- In the event of an emergency the fire log book should be brought to the attention of the fire officer.

Other users of the building

- After School Clubs and Holiday Clubs
- Board of Governors
- Friends of Dallington
- Visiting instrument teachers

3. Fire Safety Monitoring Inspections

- A monitoring inspection will be carried out half termly by the Caretaker. Details of this inspection will be kept in the Fire Log Book, any faults will be rectified

4. Visitors / Contractors

- All visitors / contractors must sign in at the Office. Contractors should report to the office and state the nature of their work and the impact this will have on the safe working practices within the school. The visitors should be made aware of the procedures in the case of an emergency.
- In the event of long term building work, emergency procedures will be discussed at a pre commencement meeting and updated weekly as work progresses.

5. Fire Drills

- There will be a fire drill carried out on a termly basis, one will take place in September to take account of the new intake and any new members of staff.
- It is important that the school is evacuated within three minutes.
- Details of the fire drill will be recorded in the Fire Log Book by the Caretaker.
- Following the fire drill feedback will be given to the School ie. time taken, any issues which need resolving by email and in person to the children.

6. Special Events/Performances

- It will be the responsibility of the Staff to escort any parents present to the nearest fire exit and to the assembly area.

7. Evening Meetings – Governors, Friends of Dallington, Open Evenings

- It will be the responsibility of the Staff to escort those present to the nearest fire exit and to the assembly area.

8. Review

- The Bursar will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.

DETAILS OF EMERGENCY PLAN:

1 - Action to be taken by person discovering a fire.

Immediately operate nearest fire alarm call-point which will activate the Redcare Service.

Attack fire, if possible, with appliance provided, but without taking personal risks.

2 - How the Fire Brigade (and any other emergency services) are to be called and who is responsible.

The person designated will call the fire brigade immediately by the EXCHANGE TELEPHONE-

- a. Lift receive and dial '999'
- b. Give operator your telephone number **020 7251 2284** and ask for **FIRE**
- c. When Fire Brigade replies give call distinctly:

"FIRE AT Dallington School, 8 Dallington Street, Islington EC1V 0BW"

DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

ALSO THE FIRE ALARM IS LINKED DIRECTLY TO THE LOCAL FIRE STATION (REDCARE)

3 - Fire warning system (description of bells/sirens/voice/etc. Types of signals and location of system panels).

Alarm is continuous ring.

Main panel is near the front door.

TRANSITION – Stairwell outside Transition door

UPPER NURSERY – Stairwell outside UN door

LOWER NURSERY – Between outer and inner doors to LN

MIDDLE SCHOOL – Next to red FIRE EXIT doors & next to school Front Door

STAFFROOM – Lobby between Staff Room and Middle School

BASEMENT – Next to basement FIRE EXIT

4 - Evacuation procedures (description of procedures to be followed).

1. Children are to use both sides of the stairs and move quickly and quietly. Last adult on the floor to complete one final sweep, including lavatories, behind doors, under desks etc. to ensure all children are off the floor.

2. Registers are to be taken by the teacher which are located on own desks.

USE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

3. Leave building and report to person in charge of assembly point at 9 Dallington Street, clear of building frontage.

4. The Senior Staff member present will take charge of any evacuation and ensure that no one is left in the building.

DO NOT RE-ENTER BUILDING

5 - Key escape routes – how access can be gained, where they lead to, how they are protected from fire

TRANSITION – Exit door onto stairwell

UPPER NURSERY - Exit door onto stairwell

LOWER NURSERY - Exit door onto stairwell

MIDDLE SCHOOL – Through red FIRE EXIT doors onto Dallington Street

Exit door onto stairwell & through Front Door onto Dallington Street

STAFFROOM - Exit door onto stairwell & through Front Door onto Dallington Street

BASEMENT – Through grey double doors to FIRE EXIT door

For further details, see documents FIRE SAFETY ON YOUR FLOOR

6 - Assembly points

9 Dallington Street, clear of building frontage.

When this point is unavailable, alternative assembly point: 73-75 Goswell Road (up Dallington Street, turn left)

7 - Duties and identities of employees with specific responsibilities

Building Evacuation Controller

Fire Wardens

Fire Safety Advisor **CHUBB 0800 32 1666**

8 - Arrangements for safe evacuation of persons identified as being especially at risk from fire.

All children and Staff are mobile and well practised at efficiently evacuating the building.

Special Needs.

Risk assessments and procedures will be undertaken and updated to take account of persons with special needs or requirements.

9 - Fire fighting equipment provided (locations and details)

CO2 EXTINGUISHERS

TRANSITION – Stairwell landing

UPPER NURSERY – Stairwell landing

LOWER NURSERY - Stairwell landing

MIDDLE SCHOOL – Stairwell and kitchen

STAFFROOM – Kitchen area

BASEMENT – Outer office & Print Room

H2O EXTINGUISHERS

TRANSITION – Stairwell landing

UPPER NURSERY - Stairwell landing

LOWER NURSERY - Stairwell landing

MIDDLE SCHOOL – Stairwell and inside red FIRE EXIT doors

STAFFROOM - Stairwell landing

BASEMENT – Stairwell by outer door

FIRE BLANKETS

TRANSITION – By kitchen window

UPPER NURSERY - By kitchen window

LOWER NURSERY – Above bench in kitchenette

MIDDLE SCHOOL – Kitchenette

STAFFROOM – Above kitchen sink

BASEMENT – N/A

10 - Specific arrangements for high fire risk areas

In the case of a fire on the landing children and staff are to wait for the fire brigade and will be given instructions from them.

11 - Procedures for liaison with Fire Brigade on arrival (who, where, what etc)

Building Evacuation Controller **Head Teacher/Caretaker** will liaise with the Fire Brigade.