

Gillespie Primary School



Emergency Fire Plan

For events attended by Parents/Carers

January 2025

At the first sign of concern in a risk of fire, one of the sounders must be activated. This includes actual fire but also smoke coming from electrical installation or equipment.

Evacuation Routes

TOP HALL

All classes are to exit via the external fire escape steps. After the children are out of the hall then parents/carers will be instructed to follow them.

BOTTOM HALL

All classes are to exit via the fire door to the fire escape steps. After the children are out of the hall then parents/carers will be instructed to follow them.

PARENTS/CARERS VISITING CLASSES

The parents/carers will be asked to follow behind that particular class.

ASSEMBLY POINT

For all staff, visitors and children the assembly point is in the football playground. Signs are mounted.

If for any reason the fire escapes cannot be used, then the staircases must be used.

The following members of staff are trained Fire Wardens and will assist with evacuating the premises:

Mark Owen, Peter Langsdon, Rebecca Williams, Mariam Kasham, Hassan Khan, Florie Smith, Lyn Jones and Michelle Dawkins

Before events, visitors will be informed of the fire procedures. Parent/carers will be asked not to take charge of their own children as this would disrupt roll call and could have serious implications.

VULNERABLE PERSONS

- Any vulnerable child/adult will have a member of staff allocated to them to allow for an efficient evacuation.
- Each vulnerable child/adult will be considered on their own merit and a separate risk assessment carried out by the Headteacher.

WHEN THE FIRE BRIGADE ARRIVES

- The fire brigade must be told immediately of any missing person
- A set of school plans must be given to the fire brigade
- The area where the fire is believed to be must be clearly indicated to the fire brigade
- Receive and act upon any instructions given by the fire brigade