

Jasper City School

FIRE EMERGENCY EVACUATION PLAN (FEEP)

This Fire Emergency Evacuation Plan (FEEP) is a written document which includes the action to be taken by all staff in the event of a fire and the arrangements for calling the fire service.

CONFORMING TO REGULATORY REFORM (FIRE SAFETY ORDER) OCTOBER 2006

To be read in conjunction with the Fire Safety Policy, the Health & Safety Policy and the Risk Assessment Policy.

Name of premises: Jasper City School, 90a Lawson Close, Custom-House, London E16 3LU.

Name of persons responsible for Fire Emergency Evacuation Plan: Michelle Kintu (Head Teacher) & Martin Montoute (Fire Safety Officer).

Designated person for this plan is: The Head Teacher.

Notices to be displayed

1. 'Fire Action' signs
2. Maps detailing escape routes and designated Assembly Point
3. Signs detailing use of extinguishers

Fire Fighting Equipment

Unit numbers can be used when completing risk assessments

Area / Room	Type of Equipment	Position: Where?	Unit
Foyer	Foam – 9.25kg / 6l	Under fire alarm system panel	1
Hallway – next to Main Office	Foam – 9.25kg / 6l	Opposite sounder	2
	CO2 -5.5kg		3
Key Stage 2 Classroom	Foam – 9.25kg / 6l	By fire exit door	4
Main Hall	Water – 13.8kg /9l CO2 – 5.5kg	Left corner	5
			6
Corridor	Foam – 9.25kg / 6l	Left side to fire exit door	7
EYFS - Nursery Classroom	Foam – 9.25kg / 6l	Near entrance door	8
Main Hall	Foam – 9.25kg / 6l	Near Reception 1 Classroom	9
Science and D&T Classroom	CO2 -5.5kg	Under worktop	10



Action to be taken on discovering a fire

1. Sound the fire alarm by activating a fire alarm box.
2. A designated person to call the Fire Service by dialling 999
3. Attack the fire if possible, and safe to do so, using the appropriate fire-fighting equipment

Action to be taken on hearing the fire alarm

1. Stay calm and line the children up by the nearest and best exit door.
2. A member of the SLT (Head Teacher / Business Operations Manager) to collect staff register and visitor book
3. Teachers and Teaching Assistants leave the building ensuring there are no children left behind – taking any registers with you
4. **Do NOT collect any belongings**
5. Close all doors behind you
6. Report to assembly point outside West Beckton Medical Centre, which is opposite our school car park.
7. Teachers and/or Teaching Assistants to take the registers. Business Operations Manager to take staff register and check the visitor book
8. Report to the Head Teacher any missing persons
9. The Head Teacher / Business Operations Manager should be designated to wait outside West Beckton Medical Centre, opposite the premises to meet the Fire Service.

Action to follow, after register has been taken

1. If anyone is missing, the Head Teacher or Business Operations Manager should check toilets etc if it is safe to do so, taking appropriate precautions regarding the fire.
2. Encourage all children to remain calm
3. Check that all visitors are out of the building
4. Remain at the assembly point until given the all clear

Action to be taken when the Fire Service arrives

1. The Head Teacher should escort Fire Service to the scene of the fire
2. The Business Operations Manager should show the Fire Service all entry points.
3. The Head Teacher should be prepared to provide information to the Fire Service of the location of the fire and any persons unaccounted for (and their last known whereabouts) together with any details of casualties.

Policy Adopted by Director and Governors on: August 2018

Policy Last Reviewed on: August 2019, September 2020, November 2021

Policy Due for Review on: August 2020, September 2021, August 2022