

# Gillespie primary school



## Emergency fire plan January 2025

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

## EVACUATION ROUTES

### Ground Floor

Nursery and  
Reception Class

To exit directly onto ramp.

Offices

To exit into playground by steps leading from  
corridor to playground.

Bottom Hall and  
Kitchen

To exit to small fire escape via fire doors in hall.

If there is a reason why a particular exit cannot be used the nearest available 'safe' exit should be utilised.

Assembly point – For Nursery and Reception classes the corner of their playground is where staff and children must gather for roll call. For all other staff, visitors and children the assembly point is in the football playground. Signs are mounted.

### First Floor

All classes and rooms are to use the small staircase, discharging directly into the playground. If there is a reason why the staircase cannot be used the fire escape should be utilised. This is accessed via the blue room.

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

### Top Floor

All classes and rooms are to use the long staircase leading to the foyer, turn left and use the steps leading from the corridor into the playground.

If there is a reason why the long staircase cannot be used the fire escape should be utilised. This is accessed via the top hall.

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

## FIRE MARSHALLS

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

The classroom staff are to lead the children quietly and safely to the assembly point. If felt safe to do so any trained member of staff can attempt to put out a small fire. If in doubt, evacuate.

## ASSEMBLY POINT PROCEDURES

On hearing the fire alarm one SAO will check the control box and take the registers & fire box to the assembly point. The registers will then be distributed to the relevant teachers. The registers will be taken and any children missing will be brought to immediate attention of the Headteacher and Premises Manager. They in turn will search the building if safe to do so and make further enquires.

The SAO will also bring a set of keys to the fire gates. Other sets of these keys are held by: -  
Mark Owen – Headteacher  
Katrina Moses – Deputy Head  
Peter Langsdon – Premises Manager  
Lyn Jones – SMT (Year 2 – First Floor)

If necessary the fire gates will be opened then staff and children will assemble alongside Hurlock House.

When ready to do so the children will be escorted to St. John's Primary School, Conewood Street N5 1DL. A verbal agreement exists between the Headteacher of St. John's and Gillespie primary school. This is ratified annually.

In the event of the fire alarm system not working, the person finding the fire must shout as loud as possible to warn others. The premises manager or Headteacher must be informed as soon as possible and they must ensure the building is evacuated. All other procedures remain the same.

The fire alarm system automatically sends a signal to a call centre who in turn phones the fire brigade. As a back up the SAO will take a mobile phone with her to the assembly point. The second SAO will check the toilets for children and escort them to the assembly point. The Premises Manager will meet the fire brigade and relay site plans and fire location. Only when the Headteacher signals the all clear can anyone re-enter the building.

## KITCHEN STAFF

On hearing the fire alarm the staff are to vacate the building through the fire escape stair case via the bottom hall. If there is a reason why a particular exit cannot be used the nearest available 'safe exit' should be utilised. On leaving the kitchen the head cook should ensure the emergency cut-off switch is activated.

## VULNERABLE PERSONS

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

## WHEN THE FIRE BRIGADE ARRIVES

1. The Fire Brigade must be told immediately of any missing persons.
2. A set of school plans must be given to the Fire Brigade
3. The area where the fire is believed to be must be clearly indicated to the Fire Brigade.
4. Receive and act upon any instruction given by the Fire Brigade.

NB: School plans and spare fire keys are kept in the PE block in the sports playground.