

Holy Family RC Primary School

Fire Plan and Evacuation Procedures



1. Introduction

The plan is intended to enable a safe evacuation of all parts of the building in the event of a fire or other emergency. It is in four parts:

- Alarm systems and responses to them (sections 2 - 5),
- Minimising the need to use the plan and ensuring it can run smoothly (section 6).
- Conveying the plans existence to the people who will require it (section 7).
- Supporting information (section 8, 9 and appendices)

2. Alarm Systems and building zones

2.1 Building Description

The building comprises of a one form entry primary school and nursery (8 classes). The whole building is on one level and there are no staircases or steps.

The Fire alarms are controlled by one panel located outside the heads office. Assembly Points are located in the school field and at the front of the building.

2.2 Escaping from the school building

Full Evacuation

The fire alarm will sound in all areas and staff should ensure children evacuate through their nearest available safe fire exit and make their way quickly to their designated assembly point. This should be done calmly and quietly and pupils should line up on the school field or in their designated class area. Staff will check that all pupils have left the classroom and take the “absent from school today” notice on their way out of the building. On leaving the building staff will also check nearby toilets, storerooms and library area.

2.4 Assembly Points

Assembly points for the children are located on the playing field and at the back of the school. Assembly points for the admin and kitchen staff are located at the front of the building.

2.5 Fire Exits and Fire Signage

Fire Exits can be located by following the signage which is usually placed over doorways. There are two types of signage, both based on the “running man” style. One type indicates a direction to follow to reach the exit and the other type shows a “running man” going through a doorway which indicates a final exit (i.e. one that takes you outside the building).

There is also signage above fire extinguishers which indicates what type of fire extinguishers are available at that point and sometimes details what type of fire the extinguisher can be used on i.e. paper, electrical.

3. Protection and Emergency Lighting

Any defective equipment should be reported to the **Site Manager or the School Business Manager** immediately and the item in question should be made inoperable until it is repaired or disposed of correctly.

3.1 Fire doors

Doors which open directly into a main escape route will normally be fire doors and will give between 20 and 30 minutes fire resistance.

These doors must be closed when evacuating the building but not if this puts a person at risk. Fire doors should not be propped open at anytime.

3.2 Emergency Lighting

In the event of a power failure emergency lighting will be activated in the main corridors.

3.3 Fire Extinguishers

There are various types of fire fighting equipment around the building. The fire extinguishers are coloured red with a coloured panel which indicates the type of extinguisher it is. There is a description on the fire extinguisher which details what fires the extinguisher can be used on.

It is the policy of OMBC that nobody uses the extinguishers unless they have been trained and it is safe to do so. This is for your protection as attempting to put out a fire can be more difficult than you may realise and may delay your escape. REMEMBER buildings can be replaced but you cannot. The only other circumstance in which you should use the extinguishers is if your exit is blocked and you are using it to get to a place of safety.

There are also other types of fire fighting appliance, such as fire blankets which can be found in kitchens.

3.4 Break Glass Points

There are break glass points placed at strategic points throughout the building which should be used to raise the alarm. They are simple to use by striking the plastic shields which will then set off the fire alarm. Please use these even if you only suspect a fire. All break glasses activate the alarm in school.

4. Accounting for occupants

4.1 Relevant People

Information on how occupants of the building are accounted for is detailed in Appendix 1

4.2 Main building

Staff will carry out a sweep of their designated areas and confirm to the Fire Assembly Point Co-ordinator at the assembly points that their areas are clear.

4.3 People with disabilities

People with disabilities, particularly those who require wheelchairs or aids for walking, or hard of hearing, may require assistance to evacuate the building or be aware the alarms are sounding (in accordance with their PEEP).

If such people are visiting a member of staff then, the staff member should assist the person to evacuate if possible and where it is safe to do so, asking for assistance from a colleague if necessary. Refuge points to be used in accordance with the Fire Risk Assessment and relevant PEEP's

5. Evacuation Procedure

5.1 Personnel with responsibilities during evacuations

During an evacuation there must be a coordinator who gathers information about the evacuation and the reason for it and others who bring information to the coordinator and ensure the building is evacuated and remains evacuated for the duration of the alarm.

These functions cannot be given to any one individual since they may not be present at the time of the evacuation. Instead they are given to groups of people, any of whom assume the responsibility.

These roles are clearly identified in the Evacuation Procedures.

5.2 Evacuation Procedures

Actions to be undertaken by all members of staff and by the list of personnel identified above are clearly identified in the Evacuation Procedures which can be located at Appendix 1 of this document.

6 Managing the Fire Plan

6.1 Departmental Safety Inspections and individual responsibility

One of the functions of the Departmental Safety Inspections is to ensure that fire escape routes are kept clear of anything which may block them and particularly which may be a source of combustion.

While the inspections can highlight persistent problems 'one off' situations may not necessarily be picked up. Individual staff should be aware not to block gangways or leave combustibles in them or to prop open fire doors for longer than is strictly necessary.

The site manager will carry out daily checks on fire exits when he opens the school.

6.2 Use of corridors

Corridors should be kept as sterile as possible (no combustibles). They should not be used to store items in transit - furniture, rubbish bags and boxes.

Furniture intended for use in corridors must be of an approved type. This includes chairs, tables, notice boards and wall hangings. A Fire Risk Assessment will be carried out by the school and reviewed annually.

6.3 Alarm system testing and test evacuations

The alarm system in each building is checked at weekly intervals activation from a different call point for each test, on a roster basis, so that the operation of all call points are tested over a given period. The tester(s) should ensure that the alarm can be heard from all parts of the building. Test evacuations are carried out once a term without warning.

6.4 Risk Assessments

Fire Risk assessments are undertaken, are formally recorded and will be reviewed annually. Individual **classteachers and other staff** will complete these with assistance from the **Headteacher** if required.

7. Providing building users with information and training

7.1 Fire Action Notices

The main source of information regarding how to react on discovering a situation requiring an evacuation of the building or on hearing the alarm is the outlined in Fire Action Notices, which are located at strategic points around the building.

7.2 Fire Plan

Copies of this plan are available from the school administrator.

7.3 Evacuation Procedures

The evacuation procedures are located as an Appendix to this document and also as a separate document. They detail the steps that all staff need to take in the event of an evacuation situation and detail in depth the tasks for people with responsibilities in an evacuation situation.

7.4 Training

All permanent and temporary members of staff will receive training on fire evacuation procedures on their FIRST day of work. This will be carried out by the school administrator /business manager and monitored by the Deputy Headteacher. It will be specific to their place and arrangements of work. All fire wardens will undertake regular training.

8. Contingency Plans

8.1 Failure of Fire Detection System

In the unlikely event of a failure of the fire detection equipment you must hit the nearest 'Fire Break Glass' to activate the fire alarm. If still inoperable the staff must shout 'FIRE' loudly and make the appropriate exit from the building guiding children away from the fire.

Staff must phone the fire service. They must not go further into the building to tell people there is a fire - if staff is able to do so without putting themselves at risk, they must go outside and shout and knock on windows, etc. People should not put themselves or children at risk. As staff are evacuating the building, they must pass the 'FIRE' message on to people still within the building.

8.2 Inclement Weather

It may be that the weather is poor and the evacuation procedure takes longer than expected. In such circumstances the Fire Lead may suggest an alternative assembly point.

8.3 Unaccompanied Children

Children need to be aware and reminded regularly of all fire exits around school. This is to ensure that should a fire alarm be raised whilst the child is alone they know how to exit the building. Designated staff are assigned to sweep the building (including toilets, library etc.) to ensure full evacuation.

8.4 Medical Emergencies

In the unlikely event that a member of staff or visitor has been injured either by the event or by the evacuation, then initially any First Aider should render assistance and if necessary arrange for an ambulance to be requested.

8.5 Covid 19

Staff must try to ensure that Bubbles do not mix during evacuation of the building however the evacuation remains the priority. This should be practiced and explained to the children. Due to the exits from each classroom onto the field in KS2 this is possible. It may be more difficult to achieve in EYFS and KS1 due to sharing the same exit gate onto the field. If safe to do so KS1 use the single exit gate and EYFS use the double exit gate.

9. Appendices

9.1 Evacuation Procedures

9.2 Plans of the building

9.3 Definition of Terms

9.1 Evacuation Procedures

On Discovering a Fire:

Break glass of nearest alarm point

Attack the fire if you have been trained and it safe to do so but DO NOT TAKE ANY RISKS

When safe to do so, contact Reception to inform them of the location of fire

Evacuate as per procedure below

On hearing the Alarm:

If alarm is continuous evacuate by the nearest safe exit

DO NOT RETURN TO YOUR WORK AREA

Go to Assembly Point on the playing field or at the front of school

Await further instructions

Roles in the event of an Evacuation

As staff can be working in different parts of the building at different times of the day then all staff need to follow the procedures for the part of the building they are in at the time of evacuation.

School Office Area

The following areas need to be checked as office staff leave the building by the nearest exit. (If safe to do so through the Hall)

Offices, Meeting room at the front of school and the photocopying room. Class lists need to be taken out.

Leadership Room and Long Corridor to KS2

The following areas need to be checked as the staff leave through a KS2 classroom exit.

The leadership room and store cupboard, the Headteacher's office, the staffroom, the music room, staff toilets and disabled toilet.

FS Area

The following areas need to be checked as staff leave the building by the nearest exit. Through the Nursery classroom and out onto the playground and onto the field.

Classrooms, classroom toilets, utility room, store cupboards and cloakrooms and the outside play area.

The daily attendance chart needs to be taken from classroom.

KS1 Area

The following areas need to be checked as staff leave the building by the nearest exit. Year 1 will exit the school through the Orchard room and out onto the playground and onto the field. The TA in Year 1 will check the following as they leave the classroom after the children closing the door behind them.

Classrooms, classroom toilets, store cupboards, the orchard room, caretakers office, cloakrooms and the outside play area.

The daily attendance chart needs to be taken from classroom.

KS2 Area

The following areas need to be checked as staff leave the building by the nearest fire exit in their classrooms then out onto the field. The KS2 Level 4 TA will check the following areas then exit the school through the nearest fire exit to them closing the door behind them.

Classrooms, store cupboards, toilets, library area and the learning mentors room.

The daily attendance chart needs to be taken from classroom.

Classteachers (assembly co-ordinators)

- Ensure that all pupils leave the building in a calm, quiet and orderly manner and assemble in the designated place on the playing field.
- To confirm the number of pupils present match the number attending the class at that time.
- To confirm the presence of any support staff / visitors working with the class at that time
- To ensure and maintain orderly behaviour of the pupils.
- To confirm with other staff that their designated checks have been completed.

Support Staff

- To support and assist the classteachers with supervision of pupils.
- To confirm presence of classteacher.
- To support staff or children with a PEEP.

Reception Staff

- To call Fire Brigade with details of location of fire.
- To take out signing in sheets and the Fire file with a plan of school building (to give Fire Brigade).
- To ensure Main Entrance is kept clear to enable efficient evacuation of building.
- To check staff and visitors to the school are present using Inventory App.

Fire Wardens

Headteacher, Deputy Headteacher, School Business Manager, School Administrator, Site Manager and Learning Mentor

- Headteacher will confirm with each assembly co-ordinator of the school staff that all are present and checks complete. This will be indicated with a raised arm. (In the absence of the Headteacher this duty will be covered by the Deputy Headteacher and then The School Administrator).
- The Fire Wardens will mark visitors off on the Invenry Evac App.
- The School Administrator will also confirm that Kitchen Staff are present. In the absence of the School Administrator the Learning Mentor will cover this duty.
- The Headteacher will then confirm with the School Administrator that all are accounted for and checks made and the building is clear.
- After each fire drill an evaluation will be completed and any necessary actions taken.

9.2 Building Plans

9.3 Definition of Terms

<u>Assembly Points</u>	Places where staff congregate in the event of a fire evacuation. Normally the school field and the front of the school.
<u>Assembly Point Co-ordinators</u>	Nominated Fire Officer/Officer who co-ordinates the Fire Wardens
<u>Building Clear Checklist</u>	Form used to confirm all Fire Wardens have safely evacuated their nominated areas – see Appendix 2
<u>Evacuation Plaque</u>	Warning signs used in evacuation situation to deter staff or members of the public from entering an affected area.
<u>Evacuation Procedures</u>	Detailed guide outlining what staff should do in an emergency – particularly duties of Fire Wardens and Fire Marshalls
<u>Fire Lead</u>	Nominated Lead Officer/Officer who attended rendezvous point quickest
<u>Fire Plan</u>	Detailed document outlining the Department’s procedure in relation to a Fire at Holy Family RC Primary School.
<u>Fire Warden</u>	Nominated members of staff who check designated areas to ensure all staff have left these areas and have specific duties in evacuation situation
<u>Full Evacuation</u>	Where all the building is evacuated
<u>Phased Evacuation</u>	Where only parts of the building are evacuated
<u>Relevant People</u>	People who may be using the building



Fire Emergency Plan

Name of School:	Holy Family RC primary School
Premises address:	Lime Green Road, Limehurst Village, Limeside, Oldham, OL8 3NG
Contact number:	0161 770 2400
Plan prepared by:	Alison Booth
Date Plan completed:	16.08.20
Review date <i>(the plan should be reviewed every 12 months)</i>	01.09.21

ROLES / RESPONSIBILITIES	<i>Appointed Person</i>	<i>Deputy</i>
Who ensures this plan is up to date?	Head Teacher	Business Manager
Who checks the fire panel on activation?	Site Manger	Headteacher
Who investigates if the alarm activation is a real fire?	SLT	Fire Wardens
Who calls the Fire Service?	Business Manager	Administrator
Who takes overall charge of the incident?	Headteacher	Deputy Headteacher
Who do the Fire Wardens report to?	Headteacher	Deputy Headteacher
Who collects the visitors and contractors signing in book? Inventory App	Business Manager	Administrator Learning Mentor
Who collects the Emergency Pack?	Business Manager	Administrator
Who ensures there are adequate staff are on duty to carry out the evacuation plan?	Headteacher	Deputy Headteacher
Who ensures staff training on the evacuation plan and in their roles and responsibilities?	Headteacher	Deputy Headteacher

FIRE WARDENS	<i>Appointed Person</i>	<i>Deputy</i>	<i>Area of Responsibility</i>
<p><i>You need enough fire wardens to guide everyone out safely and sweep a designated area for any people left behind. The higher the risk of the workplace, the more fire wardens you will need to cover people.</i></p>	Alison Booth	Samantha Needle	Leadership office/ KS2 corridor and adjoining rooms.
	Paula Hartley	Leanne Ordano	Meeting Room, School office, Hall
	Anne Nicholls	Maria Grimshaw	KS2 classrooms, Library, ToiletsMedical room,
	Amanda Cotton	Maria Grimshaw	KS1 corridor, classrooms, toilets and store rooms, outside area.
	Tracey McNeil	Sarah Fox	EYFS classrooms, store room, toilets, outside area.

SOUND OF THE ALARM

The sound of the alarm will be a **continuous warning siren**
If fire is detected by automatic detectors, this will trigger the fire alarm

WHAT PEOPLE / STAFF SHOULD DO IF THEY DISCOVER A FIRE

The following actions will be taken upon a fire being discovered:

- Raise the alarm by operating the nearest fire alarm call point
- **ONLY TRAINED STAFF SHOULD ATTEMPT TO EXTINGUISH FIRE WHERE IT IS SAFE TO DO SO** (i.e. there is a clear means of escape, fire is small)
- If staff member has responsibilities for assisting with evacuation/ persons with Personal Emergency Evacuation Plans (PEEPs) respond as required following the actions in the PEEP
- If not, staff / people should follow procedures below (action on hearing fire alarm)

ACTION ON HEARING THE FIRE ALARM

The following actions will be taken upon the fire alarm being sounded/raised:

- HT will take charge and lead in the fire evacuation
- SBM will Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire
- SBM, Administrator, Learning Mentor and SLT will use the Inventory Fire App to check visitors are out of the building.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and children with additional needs and will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- If safe to do so, Fire Wardens sweep designated areas to ensure all areas are clear, and ensure all doors are closed on the way out
- If safe to do so, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- HT to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors, visitors staff members and pupils are accounted for
- SBM to liaise with Fire Service upon their arrival

The escape routes from the building are: (detail designated fire escape routes)

1. *E.g. Refer to site plans posted around school*

2.

FIRE ASSEMBLY POINT

The assembly point is: The field. Each classes assembly point is clearly labelled.

FIGHTING FIRES – EXTINGUISHER USE

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, STAFF SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

- Gas supply shut off:
- Mains Switch Panel:
- Mains water inlet:
- Gas/oxygen cylinders: N/A
- Location of fire alarm panel: At the front of school

NUMBER OF STAFF NEEDED TO CARRY OUT EVACUATION PLAN

- To implement the evacuation plan, 16 number of trained staff are needed on duty

EQUIPMENT NEEDED TO EFFECT THE EMERGENCY PLAN

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

Mobile phones to access the inventory app.

Fire File.

TRAINING NEEDED TO EFFECT THE EMERGENCY PLAN

All Staff Fire Awareness Training

Fire Wardens – Fire Warden Training

VARIATIONS TO PLAN

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:

Lone Working – Risk of fire needs to be incorporated into the lone working policy

BACK UP ARRANGEMENTS

Detail back up arrangements in the event of fire alarm failure or staff absence etc.

If the school has a Fire alarm failure all staff will be notified and reminded of the procedures.

If Fire Wardens are absent the Deputy's will take responsibility.

ATTACH ANY PERSONAL EMERGENCY EVACUATION AND GENERAL EMERGENCY EVACUATION PLANS TO THIS DOCUMENT

Record of document review and amendments

Fire – action in emergencies			
Version	Date	Amended By	Comments
1	August 2020	AB	Oldham Template completed by Alison Booth.
2	August 2020	AB	COVID 19 section.
3			
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