

FIRE EVACUATION PLAN

NAME & ADDRESS OF PROPERTY	Burry Port Community Primary School Stepney Road Burry Port Llanelli SA16 0BE
DEPARTMENT	EDUCATION
PRINCIPAL BUILDING USE/ FUNCTION	EDUCATION
ADDITIONAL FUNCTIONS	COMMUNITY USE
PREMISE RESPONSIBLE PERSON & DEPUTY	Responsible Person: Ms AJ Williams
NAME OF PERSON & DESIGNATION <i>(Responsible for reviewing this document)</i>	Deputy Responsible Person: Mrs S Reynolds

Version	Issue Date	Identify changes made	Drafted by	Authorised by	Signature
001	July 2014	Original document	AW		

This document is to be reviewed on regular basis, with consideration given to; staff turnover/enrolment/hours of use/familiarity of user or group

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1.0 FIRE SAFETY SYSTEMS

Please tick the appropriate box (description of type of alarm used, e.g. bell/siren/voice etc, types of signals and location of system panels)

Fire Warning System

Verbal/Mechanical Manual Call Points
Describe ;

Automatic Detection;

Smoke. Heat Combination.

Location;

Escape routes

Rooms opening onto escape routes.

High risk rooms.

Boiler Room

Voids.

There are two separate systems at the premises. One covering blocks 1, 2 & 3 and one to cover block 4 (dining room / kitchen).

Link

No Direct link to Fire Authority Carline Other

FIRE BRIGADE RESPONSE - Ensure 999 call is made

Panel Type

Conventional Panel Analogue Addressable Panel

Emergency Lighting System

Not Applicable

Non-maintained.

(The emergency light units only illuminate in the event of a mains failure)

Maintained.

(The emergency light units are illuminated at all times using the same lamps for both normal and emergency operation)

Location;

Escape routes.

(Corridors and stairways)

Rooms opening onto escape routes.

High risk rooms.

(Store rooms, kitchens and plant rooms)

Isolation of Services

Gas valves are situated in each boiler room.

Electrical cut off valves are situated at the following sites:

- Head teacher's office in middle Block(1)
- Year 3 classroom in top block
- Year 6 classroom in bottom block
- In boiler room in canteen block

2.0 PERSONS CONSIDERED FOR THE PURPOSES OF EVACUATION

(Consideration is given to; users, visitors, contractors, other; persons that hire the premise in the absence of the Premises Responsible Person)

2.1. Occupancy – Who? Where? and When?; consideration is to be given from time of opening to close

A number of visitors, building contractors and customers are likely to be found within various areas of the building. It is imperative that all persons report to Main Reception on arrival and departure to ensure they are accounted for.

Carmarthenshire County Council Responsibility:

Owned & Managed Managed Managed (No R&M responsibility)

Number of Persons:

1- 60 60 - 120 120 - 200 (108 Pupils & 18Staff) 200>

Occupied Area/s:

All Hall Hall (with Kitchen Facility) Other Please State

Periods of Occupation:

Full Week (Term Time only) Full Week

Days - Mon Tues Wed Thurs Fri Sat Sun

2.2. External Hire – Who? Where? and When?; consideration is to be given from time of opening to close when the Premises Responsible Person is unavailable

A limited number of visitors, building contractors and customers are likely to be found within various areas of the building. It is imperative that all persons report to Main Reception on arrival and departure to ensure they are accounted for.

Lease Arrangement: No

Carmarthenshire County Council Responsibility:

Owned & Managed Managed Managed (No R&M responsibility)

Number of Persons:

1- 60 60 - 120 120 - 200 200>

Occupied Area/s:

All Hall Hall (with Kitchen Facility) Other Please State

Periods of Occupation:

Full Week Full Week

Days - Mon Tues Wed Thurs Fri Sat Sun

2.3. Persons that require assistance to evacuate

Consideration will be given to all persons that use the premise. On enrolment or arrival persons are to ensure that the Fire Manager is made aware of their requirements to enable them to; react to the fire alarm, be inducted on fire action, determine ability to self evacuate. Any person or group that has indicated that they may experience difficulty in reacting to the fire alarm/instruction &/or be able to self evacuate. A personal emergency evacuation plan(PEEP) will be developed to ensure; that suitable areas are chosen to occupy - promoting a swift evacuation, that support is available to ensure all persons are alerted and are assisted to leave the premise.

Are there persons subject to PEEP? Yes No
(If yes, please state *How many persons?*) Number of Persons ;

Please include evacuation procedures developed in accordance with individual (PEEP) within Evacuation Strategy Section, using the template as Appendix 1 of this document.

3.0 ROLES & RESPONSIBILITIES; *consideration is to be given to training and instruction during both periods of normal use and community use etc*

3.1 Fire Manager Role

Activation & Evacuation

- On activation of the Fire Alarm, the Fire Manager will check the fire alarm panel to acknowledge the zone activated. On activation all occupants will begin to evacuate to the muster point, supervised by the nominated Fire Warden/s
- The Fire Manager will ensure that the emergency services are contacted by telephone
- If competent, the zone can be checked to ascertain the cause for activation.
- Liaise with Fire Warden/s to ensure all persons are accounted for.
- Liaise with Mid & West Wales Fire on arrival – Outlining; *location & number of persons that are unaccounted for, location of fire, hazards (fuels etc), isolation switches etc*

Obligations

- Prior to the commencement of any material alteration being undertaken, the Premises Responsible Person must gain prior approval of the Property Risk Officer. Works undertaken within Educational establishments must also gain initial approval from the Local Education Authority (LEA) by completing document; ***Proposal to undertake alteration works to school grounds or premises*** (further information can be attained from the School Governance & Admissions Manager or Health & Safety Advisor)

"Material alteration" This would cover such things as increasing the number of people in the premises, changing the internal layout, changing door fastenings, changing the fire alarm system, changing the fire resistance of a wall or floor by cutting openings or by covering it with a more combustible material, changing the fire fighting equipment, or increasing the amount of combustible material kept in any area.

- On receipt of the Fire Risk Assessment, it is the responsibility of the Fire Manager to ensure the implementation of deficiencies highlighted, within the given timescales. Once all deficiencies have been rectified, a copy of the completed; ***Fire Risk Deficiencies & Audit Form***, is to be forwarded to the address indicated on the form.
- Ensure all persons using /visiting the premise are considered within the fire evacuation plan, reviewed on a regular basis
- Ensure all staff presented with regular induction and general awareness seminars, ensuring the effectiveness of this plan, ensuring roles and responsibilities, promoting a swift evacuation with minimal confusion in an emergency
- Ensure test and inspections are completed at frequencies as defined within; **FIRE MANAGEMENT FILE & LOG BOOK - Section 5&6**
- Compete & record a fire drill (6 monthly/ every term) aiming to achieve an evacuation to place of relative safety within 2.5 minutes

- The Fire Safety Manager is advised to complete daily visual inspections to ensure any faults on the alarm panel are reported via the property help desk (01558 825340) to ensure faults are rectified, all processes / materials that may promote fire are removed / eliminated and adequate controls are implemented.

3.2 Fire Warden Role

Activation & Evacuation

- On activation of the Fire Alarm, the Fire Manager will check the panel to acknowledge the zone activated. On activation all occupants will begin to evacuate to the muster point, supervised by the nominated Fire Warden/s
- The group leader will lead their group via the nearest exit to the muster point.
- Each Fire Warden will be given an area of responsibility. On leaving their area or zone, they will walk through ensuring that all persons have left.
- Persons that remain in the area will be offered assistance to evacuate. The Fire Warden/s will communicate with the Fire Manager, who will ensure that the relevant information is relayed to the attending fire authority, where only the fire service will go back into the premise

Obligations

- Communicate & Cooperate with the Fire Manager
- Advise the Fire Manager of any practices observed within the premise or site that impact on fire safety e.g Housekeeping etc
- Adhere to fire instruction & training in accordance with Carmarthenshire County Council's guidance and procedures

3.3 Fire Risk Assessor

A developed, structured approach to fire safety management is implemented. Presently, the Fire Risk Assessment is undertaken by the Property Risk Officer of Property Services, on behalf of the Premises Responsible Person. The Fire Risk Assessment is to be reviewed periodically or prior to change. The evacuation strategy is to be regularly reviewed to ensure its effectiveness.

A periodic Fire Safety Audit is carried out by an officer of the Property Services. This audit will entail a thorough evaluation of all aspects of fire safety management applicable to the site / premises

4.0 TRAINING & INSTRUCTION

4.1 PREMISES RESPONSIBLE PERSON TRAINING

Premises Responsible Person (PRP) training is delivered to all nominated. The training has

been tailored to ensure officers responsible for the management of persons/assets are made aware of legislated duties that have been imposed to the tier of responsibility&/control.

An officer of Property Services, together with the Health & Safety Advisor will further advise of duties, requirements and help to alleviate concerns on a one to one basis.

The Premises Responsible Person will undertake the role of Fire Manager; however, this role will be delegated to persons with day to day responsibility, ensuring suitable training and instruction.

4.2 FIRE WARDEN TRAINING

Fire Warden training is delivered to persons nominated. Officers shall attend a half day seminar. The training has been tailored to ensure that officers gain an understanding of; main causes of fire, damage/loss, raising the alarm/evacuation/emergency response, precautions and fire fighting.

4.3 INDUCTION & GENERAL FIRE AWARENESS

The Fire Manager delegated the responsibility for inducting new staff/groups/leaseholders etc.. to the School Business Manager, Helen Williams.

The training is based on written instructions which include the fire procedure described in this Fire Emergency Plan and must include the following:

- (a) Familiarisation with the means of escape from the premises.
- (b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- (c) Stopping machines and processes and isolating power supplies where appropriate.
- (d) The method of calling the Fire Brigade.
- (e) The location and safe use of fire fighting equipment.
- (f) The action to be taken on discovering a fire.
- (g) The action to be taken when the fire alarm sounds.
- (h) Evacuation of the building (staff/public).
- (i) The location of the assembly point(s) and the correct roll call procedure.

Instruction and training

For new staff, at least two half hour periods within two working days, on induction.
At least one half hour period for all staff every 12 months.

Fire Drill 6 monthly) within a time of 2.5 minutes

4.4 INDUCTION & GENERAL FIRE AWARENESS – COMMUNITY USE /HIRE

In the event that the premise used for the community/ in the absence of the Premises Responsible Person, group leader/s must be clearly informed of the arrangements. This instruction is to be formalised, please contact your Health & Safety Advisor for more

information, prior to hire/letting the premise.

Leader/s are to be made aware of the following;

- (a) Familiarisation with the means of escape from the premises.
- (b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- (c) Stopping machines and processes and isolating power supplies where appropriate.
- (d) The method of calling the Fire Brigade.
- (e) The location and safe use of fire fighting equipment.
- (f) The action to be taken on discovering a fire.
- (g) The action to be taken when the fire alarm sounds.
- (h) Evacuation of the building (staff/public).
- (i) The location of the assembly point(s) and the correct roll call procedure.

The leader is to be further advised of delegated roles and responsibilities, to ensure a swift evacuation in the absence of the Premises Responsible Person.

5.0 EVACUATION STRATEGY & MANGEMENT

List Uses, times of occupation, Fire Manager & Fire Warden for each shift or function

Example

Breakfast Club (08:10 – 08:45)

FIRE MANAGER – TO BE NOMINATED (COOK)

FIRE WARDENS – TO BE NOMINATED (CATERING ASSISTANT)

School (08.45 -15.15)

FIRE MANAGER – MS AJ WILLIAMS

FIRE WARDENS – Cathryn Jones (Bottom block), Helen Williams (Middle block), Sharon Reynolds (Top block)/ Stuart Evans when Sharon Reynolds acting as Fire Manager, Reanna Ridler (hall)

After School Club(15.15 – 16.15)

FIRE MANAGER – MS AJ WILLIAMS

FIRE WARDENS – Cathryn Jones (Bottom block), Helen Williams (Middle block), Sharon Reynolds (Top block)/ Stuart Evans when Sharon Reynolds acting as Fire Manager, Reanna Ridler (hall)

PERSONS RESPONSIBLE FOR FIRE EVACUATIONS

(Hours of supervision)

9am – 3.15pm Alison Williams Headteacher

(Hours of supervision if different from above)

3.15pm- 6pm Susan Williams, Caretaker

Evacuation procedures – Breakfast Club (08:10 – 08:45)

EVACUATION PROCEDURE

The Responsible Person for the period of
(08:10 – 08:45) the **Cook**
to complete duties in the absence of the
Premises Responsible Person
Approximate Occupancy

ON SOUNDING THE ALARM, ALL BUILDING
USERS ARE INSTRUCTED TO LEAVE THE
BUILDING, MAKING THEIR WAY TO THE
MUSTER POINT

**FIRE ASSEMBLY
REAR YARD**

THE **Cook** SHALL CHECK THE
PANEL & INVESTIGATE THE AREA etc
*RAISE ALARM TO ADJACENT
BUILDING/S.*

THE **Catering Staff** WILL SUPERVISE
THE EVACUATION; STAFF / FIRE
WARDENS WILL COMPLETE A SWEEP
OF THE BUILDING IF SAFE TO DO SO,
ENSURING ALL USERS ARE
ACCOUNTED FOR.

**THE FIRE MANAGER SHALL DIAL
999 FOR EMERGENCY RESPONSE**

THE **Cook** WILL LIAISE WITH THE FIRE &
RESCUE SERVICE ON SITE, GIVE DETAILS /
REASONING WHY THE ALARM WAS
ACTIVATED, ACTUAL LOCATION / ZONE

Evacuation procedures - School (08.45 -15.15)

EVACUATION PROCEDURE

The Responsible Person for the period of
School (08.45 -15.15)
to complete duties in the absence of the
Premises Responsible Person is the Deputy
Approximate Occupancy
150* Jnrs
77* Infants

ON SOUNDING THE ALARM, ALL BUILDING
USERS ARE INSTRUCTED TO LEAVE THE
BUILDING, MAKING THEIR WAY TO THE
MUSTER POINT

FIRE
ASSEMBLY
FRONT YARD

THE **Fire Manager** SHALL
CHECK THE PANEL & INVESTIGATE
THE AREA etc
RAISE ALARM TO ADJACENT
BUILDING/S.

THE **Fire Warden** WILL SUPERVISE
THE EVACUATION; STAFF / FIRE
WARDENS WILL COMPLETE A SWEEP
OF THE BUILDING IF SAFE TO DO SO,
ENSURING ALL USERS ARE
ACCOUNTED FOR

THE FIRE MANAGER SHALL
DIAL 999 FOR EMERGENCY
RESPONSE

THE **Fire Manager** WILL LIAISE WITH THE
FIRE & RESCUE SERVICE ON SITE, GIVE
DETAILS / REASONING WHY THE ALARM WAS
ACTIVATED, ACTUAL LOCATION / ZONE

Evacuation procedures - AFTER SCHOOL CLUB 15.15 - 17.00

EVACUATION PROCEDURE

The Responsible Person for the period of **(15.15 – 17.00)** to complete duties in the absence of the **Premises Responsible Person is the Club Leader**
Approximate Occupancy

ON SOUNDING THE ALARM, ALL BUILDING USERS ARE INSTRUCTED TO LEAVE THE BUILDING, MAKING THEIR WAY TO THE MUSTER POINT

FIRE ASSEMBLY FRONT YARD

THE **Fire Manager** SHALL CHECK THE PANEL & INVESTIGATE THE AREA etc
RAISE ALARM TO ADJACENT BUILDING/S.

THE **Fire Warden** WILL SUPERVISE THE EVACUATION; STAFF / FIRE WARDENS WILL COMPLETE A SWEEP OF THE BUILDING IF SAFE TO DO SO, ENSURING ALL USERS ARE ACCOUNTED FOR.

THE FIRE MANAGER SHALL DIAL 999 FOR EMERGENCY RESPONSE

THE **Fire Manager** WILL LIAISE WITH THE FIRE & RESCUE SERVICE ON SITE, GIVE DETAILS / REASONING WHY THE ALARM WAS ACTIVATED, ACTUAL LOCATION / ZONE

Procedures for out of hours or night shift – when fire wardens, evacuation controllers may be unavailable, including provision for staff who work late, cleaners, contractors and visitors who may be on the premises.

EVACUATION PROCEDURE
(out of core hours)

The Responsible Person for the period of 15.15 - 18.00pm is Susan Williams, to complete duties in the absence of the above, Headteacher/ Designate or Ty Mair Family Centre Manager/ Police.
Appropriate Occupancy

- 2 cleaners
- 1 caretaker
- Ty Mair staff

ON SOUNDING THE ALARM, ALL BUILDING USERS ARE INSTRUCTED TO LEAVE THE BUILDING, MAKING THEIR WAY TO THE MUSTER POINT at front of school

FRONT OF SCHOOL

THE **Caretaker** SHALL CHECK THE PANEL, & INVESTIGATE THE AREA etc

Caretaker

THE Cleaner WILL SUPERVISE THE EVACUATION; COMPLETE A SWEEP OF THE BUILDING, ENSURING ALL USERS ARE ACCOUNTED FOR.

Cleaner

THE **Caretaker** WILL LIAISE WITH THE FIRE & RESCUE SERVICE ON SITE, GIVE DETAILS / REASONING WHY THE ALARM WAS ACTIVATED, ACTUAL LOCATION / ZONE

Caretaker