


Ysgol Maesydderwen



Fire Evacuation Plan and Procedure

Gweithdrefn Gwagio tân

Type: School Policy

Reviewed	Signed	Recommended Review
4/12/2024	 PDL Grimes	Autumn Term 2026

FIRE EMERGENCY PLAN

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

This emergency plan has been developed following fire risk assessments of the building. The aim of the plan is to ensure that in the event of a fire everyone, (including contractors, and visitors) can be safely evacuated. The emergency plan and the fire risk assessment are kept on the **main reception**.

For the purposes of this plan the term Ysgol Maesydderwen is used and refers to the interconnected buildings of the school and the enclosed school yard. Two areas of the school building are used by the other organisations.

- Freedom Leisure – use the South West corner of the building near the Swimming Pool
- Brynbach – use the North East corner of the building in the original main reception of the school

Both Freedom Leisure and Brynbach will follow the procedures laid out in this policy but will have their own designated Muster Points. Close contact will be maintained during an evacuation between the school and both Freedom Leisure/Brynbach.

Address of the premises with respect to which this Fire Emergency Plan relates	- Ysgol Maesydderwen , Tudor Street, Ystradgynlais, Swansea, SA9 1AP Tel: 01639 842115 Email: office@maesydderwen-hs.powys.sch.uk
Occupier of the premises	- Powys County Council
The use or uses of the premises covered by this Fire Emergency Plan	- Age range: 11 - 19 School type: CATEGORY 1 (English -medium) Education Phase: Secondary Local authority: Powys Email: office@maesydderwen-hs.powys.sch.uk
Fire warning arrangements	- The building is provided with an automatic fire detection system utilising smoke and heat detectors. Manual fire alarm call points are provided throughout the building and on all final exits.
The number of people likely to be present (staff, public etc) and their location	- Pupils & teachers: Up to 620 Visitors and Contractors: up to 50
Fire Safety – Responsible person	- Kirsty Irvine (Deputy Headteacher) and the Health & Safety Officer (Darren Evans – Site Supervisor) are the responsible people for managing fire safety.
Fire Warden responsibility in the event of fire	- The Fire Warden is the Deputy Headteacher, Kirsty Irvine. The Fire Warden is responsible the successful implementation of this Fire Evacuation Plan that ensures all personnel exit the building safely in a fire evacuation. The Fire Warden will take their position at the Muster Point (outside the Muga) and await the reports of the rooms that have been checked and clear from the Fire Marshalls.

Fire Marshalls responsibility in the event of fire	- All staff will assume the role of a Fire Marshall. Fire Marshalls are responsible for clearing their designated area of all children and personnel in a fire evacuation. In addition, as Fire Marshalls leave the building they 'sweep' the rooms to ensure they are clear. When Fire Marshalls arrive at the Muster Point (Muga) they inform the Fire Warden of the rooms/areas they have checked and are clear.
Fire Evacuation bag	- A Fire Evacuation bag is kept in the main reception. The Health and Safety Officer will bring this bag to the Muster Point when an evacuation takes place.
Ability of people present to escape without assistance	- The means of escape facilities provided within the building are considered sufficient for all persons present to evacuate the premises within three minutes.
Presence of outside contractors, maintenance workers Procedures for liaising with the fire brigade at an incident	- Contractors use the sign in procedures on reception and use permit to work forms (where applicable). - The Fire Marshal will control the fire evacuation at the fire assembly point and liaise with the fire service.
Fire training	- All staff are regularly trained to ensure that they understand the fire precautions and the action to be taken in the event of fire.
Fire emergency plan fire safety arrangements drawing	- A drawing is provided within the Fire Safety file indicating relevant information on statutory services, escape routes etc. relevant to fire safety. (This needs to be checked & developed)
Maintaining contact with Freedom Leisure (Dry Side) and Brynbach	- This will be maintained by the Finance Officer. Both Brynbach and Freedom Leisure will inform the school that they have evacuated their premises. Once it is safe to do so the school will inform Brynbach and Freedom Leisure that they may return to the building. Until this approval is given all personal must remain at their Muster Point.
Maintaining contact with the Swimming Pool	- This will be maintained by the Finance Manager of the school.

FIRE PROCEDURE

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices (see Appendix 3 for an example) is:

IF YOU DISCOVER A FIRE YOU MUST:

- Raise the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest exit, Fire Marshalls (all staff) will sweep the building to ensure the building is empty
- Report to your assembly (Muster) points at the back of the school (Muga):
 - Year 7 to Year 11 – In Muga
 - KS5 – On grass next to MUGA far side from Leisure Centre near the tree
 - Nurture & STF – on grass outside the Muga on the leisure centre side
 - Visitors & Kitchen Staff – Outside the front of the Muga

Both **Brynbach** and **Freedom Leisure** have their own Muster Points and are as follows:

- Brynbach – outside the Front Entrance to Brynbach
- Freedom Leisure – in front of the Muga

IF YOU DISCOVER A FIRE YOU MUST NOT:

- Use the lift.
- Take risks.
- Do not return to the building until you have authorisation.

CALLING THE FIRE BRIGADE

The alarm system will not automatically contact the fire service on activation. You will have to nominate a person to do this.

VULNERABLE PEOPLE

- When vulnerable (e.g. disabled) persons/children or persons with additional needs are on the premises, suitable arrangements are required to be put in place by Kirsty Irvine and Victoria Woodhall as required to ensure a safe evacuation. Personal evacuation plans (PEEPs) should be retained on reception and regularly monitored to ensure they are fit for purpose.

Fire Evacuation Policy & Procedure – More detailed

Introduction

The safety of all learners, visitors and staff at Ysgol Maesydderwen is paramount. The Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of learners, visitors and staff, including those who may be vulnerable, from the school.

Staff Responsibilities and Training

Information and training will be provided by the Headteacher, Health and Safety Officer and Fire Warden to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building
- The procedure for re-entry to the building
- Good housekeeping practice

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

Protective Equipment – Fire Extinguishers

Fire-fighting equipment is provided throughout the building and are marked with the appropriate signage. Only persons who received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures/Good Housekeeping practices

Regular inspections of fire safety equipment, exit routes etc. will be carried out. Any defects or shortcomings will be reported to the Health and Safety officer who will ensure the arrangements for replacement, repair or replenishment.

The Fire Warden, Health and Safety officer and Governor responsible for health and safety will complete a fire risk assessment and review annually. This will be presented to the premises committee of the Governing Body. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of learners. A record of these results and member of staff who attended will be kept.

The Health and Safety officer or a delegated responsible member of staff will undertake a weekly visual inspection of all fire-fighting equipment to ensure they are in the correct location and have not been tampered with.

Daily visual checks will be carried out by the caretakers as follows:

- On the physical state of fire extinguishers
- Checking that the exit routes are free from obstruction and left unlocked

- Reporting all defects to the Health & Safety Officer who will ensure that any remedial action is taken

Regular annual checks of all fire extinguishers will be undertaken by Powys Property Services and will be recorded on each extinguisher.

Evacuation Procedure for Ysgol Maesydderwen

See Appendix A (Fire Evacuation Action Card) for the procedure and notices for staff and general display. Every occupied room will have a fire action notice (see an example in Appendix 3).

The following sequence of actions should take place when a fire is detected:

- 1) Alarm
 - 2) Evacuation of premises
 - 3) Report to the assembly point
 - 4) Tackle the fire (if it is safe to do so)
 - 5) Call the fire brigade (to ensure that they have been called automatically)
 - 6) Duties and identified of employees with specific responsibilities
 - 7) Kitchen staff/cleaning staff
 - 8) Procedures for liaison with the fire services
 - 9) Staff teaching class in the swimming pool
 - 10) Contact the Swimming Pool
 - 11) Liaise with Freedom Leisure (Dry Side) and Brynbach
- 1) **Alarm – ANYONE** discovering a fire should without hesitation activate the nearest fire alarm. Learners should be taught to report to a member of staff.

The alarm is tested weekly by the caretaker who will activate a different call point each week and log any faults, reporting any defects to the Health and Safety officer.

- 2) **Evacuation of premises** – Each room will have a primary escape route and a secondary escape route. On hearing the alarm, the staff member in the room will quickly identify which route to use and inform the learners. The learners will then leave the room and move to the instructed exit. Once the room is empty the staff member closes (but does not lock the door). Bags and coats are NOT to be collected on the way out.

The staff member 'sweeps' the corridor behind the class. As staff member passes any open doors the room is quickly checked to ensure they are empty – once it is empty the door is closed.

The evacuation must take place in a quiet and orderly manner so that instructions can be heard.

Should the alarm sound during non-lesson time then evacuation should take place through the nearest relevant safe route (usually the nearest exit).

- 3) **Reporting to muster point** – The designated muster points are as follows:

- Visitors & Kitchen Staff – MUGA Year 7 to Year 11 – In Muga
- KS5 – On grass next to MUGA far side from Leisure Centre near the tree
- Nurture & STF – on grass outside the Muga on the leisure centre side
- Visitors & Kitchen Staff – Outside the front of the Muga

Staff members stay with their class.

On entering the appropriate muster point – learners to line up in their current teaching class.

Staff member to inform Fire Warden of the rooms they have swept and are empty

Staff member supervises the class they have been teaching.

Staff and learners do not return to class until it has been cleared by the Headteacher or the Fire Warden

Both Brynbach and Freedom Leisure have their own Muster Points and are as follows:

- Brynbach – outside the Front Entrance to Brynbach
- Freedom Leisure – in front of the Muga

- 4) **End of the evacuation** – Once all learners are out of the building and the list of swept rooms has been completed, the Fire Warden compiles a list of rooms that still need to be swept. This list includes information provided to the Fire Warden by Brynbach and Freedom Leisure. Once the list is compiled then the Fire Warden will liaise with the Headteacher and a decision will be made to proceed with one of the following actions:
 - a. Fire Drill or false alarm– turn alarms off, learners to be dismissed and walk back to class with their teacher
 - b. Fire identified or not able to rule out the possibility of a fire – wait for Fire Service to arrive, pass information regarding ‘unswept’ rooms and where the location of the fire if known to the fire service – further actions will follow the advice of the Fire Service
- 5) **Calling the fire brigade** – All outbreaks of fire are to be reported to the fire services. Provided, it is safe to do so, the Headteacher (if absent – the Finance Manager) will work with the caretaker to determine if there is a fire or if it is a false alarm. The Headteacher will then determine if the fire services need to be called. The Headteacher and the Fire Warden will meet the fire services on their arrival.
- 6) **Tackling the fire** – The overriding duty of staff is to ensure the safety of the learners and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of extinguishers if they are to fight a small fire.
- 7) **Duties of staff with specific responsibilities**
 - a. Caretaker – Personal safety is your priority. Only proceed with the following steps if you are completely sure of your own safety.
 - i. On hearing the fire alarm vacate the building using the safest available exit
 - ii. Proceed to the fire alarm panel at the main entrance
 - iii. If it is safe to do so, proceed with the Headteacher or Finance Manager to the alarm zone to confirm nature of the alarm
 - b. Headteacher – Working with the Finance Manager and Caretaker determine the location of the suspected fire. If safe to do so determine if a fire exists or if it is a false alarm. Make a decision to determine if the fire service needs to be called.
 - c. All staff – become Fire Marshalls and on leaving the building check rooms to ensure they are empty in a ‘sweep’ out of the building. These checked rooms are later reported to the Fire Warden.
 - d. Class teachers – Ensure learners in their class are evacuated from the building using the most designated route. Sweep rooms on their way out of the building. Inform the Fire Warden of rooms they have ‘swept’. Supervise their class until the end of the evacuation. Do not return to class until the Headteacher or the Fire Warden have instructed you to do so.
 - e. Fire Warden – At the muster point compile a list of rooms that have not been swept. Produce a list of unswept rooms ready for the fire service. Liaise with the Headteacher on the next steps.
 - f. Kitchen Staff –
 - i. Immediately cease all activities
 - ii. Switch off all appliances
 - iii. Evacuate the premises
 - iv. Proceed to the muster point and liaise with the Fire Warden on next steps
 - g. Staff who are not supervising a class (including admin and support staff) – Sweep rooms on their way out of the building and report to the muster point and liaise with the Fire Warden/Assistant Headteachers for deployment to support the Pastoral Teams with supervising learners
 - h. Health and Safety officer – will ensure they emergency grab bag is collected for use by the Fire Warden
- 8) **Procedures for liaison with the fire services** – The Headteacher and Fire Warden will meet the fire brigade on their arrival, and give them details of any rooms not swept, persons missing, staff and disables learners/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

- 9) **Staff teaching class in the swimming pool** – On hearing the alarm instruct the learners to line up by the fire exits. Await instructions from the Sports Centre Manager.
- 10) **Contact the Swimming Pool** – when the fire alarm sounds the Finance Manager will liaise with the swimming pool manager to update them on the status of the fire alarm.
- 11) **Liaising with Brynbach/Freedom Leisure (Dry Side)** – both Brynbach and Freedom Leisure will take responsibility for the safe evacuation of their premises. Once this is completed they will inform the Finance Officer who will inform the Fire Warden. The Finance Officer once instructed by the Fire Warden will then inform Brynbach and Freedom Leisure of the next steps once the situation regarding a Fire has been established.

Evacuation of vulnerable persons

Please remember the lifts do not work during a fire alarm. Please carry out these rules as you are putting learners' lives at risk if you do not.

The Headteacher will ensure plans have been made that any vulnerable person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the safe area (refuge) and then to the muster point. These safe areas are located near the lifts.

It is not intended that a vulnerable person should be merely escorted to the safe area, which affords a minimum of 30 minute fire resistance, and left alone. Identified staff will remain with vulnerable persons until they can be safely evacuated from the building, or return to the classroom once the decision made to return the learners to the building. **The Fire Evac chairs can be used to evacuate vulnerable persons, but only by a suitably trained fire marshal.**

The Headteacher will ensure that Personal Emergency Evacuation Plans will be developed for each vulnerable learner/staff. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the vulnerable person, e.g. ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the learner/staff member to the safe area (refuge) or muster point.

In the case of less vulnerable persons once the initial surge of evacuating persons has passed its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Health and Safety officer should be made aware of any difficulty being encountered.

Additional points

Alarm sounds at break or lunchtime – duty staff will ensure learners evacuate via the relevant safe route (usually the nearest exit). All other procedures to be followed except learners will line up in their form groups and supervised by the form tutor.

Out of hours use – when events take place within the school outside the normal school day, staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building.

Fire Evacuation Log Book – is located in the Health and Safety officer's office. Any fire alarm activations are recorded in the Fire Log Book

Monitoring, Evaluation and Review

- a. After each fire alarm there will be a review meeting between the Senior Leadership Team, Finance Officer and the Health and Safety officer. Strengths and areas of improvement are identified. The outcomes of the review will be reported to the Premises committee of the Governing Body.

- b. The Governing Body will review this policy bi-annually (or earlier if there are changes to the school) and assess its implementation and effectiveness.

Appendix A – Fire Evacuation Action Card

INCIDENT: Fire Evacuation Plan		
Ref	Initial Response	Tick
CFE1	<p>Fire alarm sounds – staff to identify primary and secondary evacuation route from the room. Decision made on which route to take. If necessary the member of staff makes a note of the gate key code.</p> <p>Staff member to instruct occupants which route to follow. Bags and coats are NOT to be collected on the way out.</p>	
CFE2	<p>Learners leave the room, move to instructed exit. Once room is empty staff member closes (but does not lock the door).</p> <p>Evacuation takes place in a quiet and orderly manner so that instructions can be heard.</p>	
CFE3	<p>Staff member 'sweeps' the corridor behind the class. As staff member passes any open doors the room is quickly checked to ensure they are empty – once empty door is closed.</p>	
CFE4	<p>Learners and staff make their way to the appropriate 'muster' point. Staff members stay with their and ensure learners act appropriately.</p> <ul style="list-style-type: none"> • Visitors & Kitchen Staff – MUGA Year 7 to Year 11 – In Muga • KS5 – On grass next to MUGA far side from Leisure Centre near the tree • Nurture & STF – on grass outside the Muga on the leisure centre side • Visitors & Kitchen Staff – Outside the front of the Muga <p>Both Brynbach and Freedom Leisure have their own Muster Points and are as follows:</p> <ul style="list-style-type: none"> • Brynbach – outside the Front Entrance to Brynbach • Freedom Leisure – in front of the Muga 	
CFE5	<p>On entering the appropriate muster point – learners to line up in their current teaching class.</p> <p>Staff member to inform Fire Warden of the rooms they have swept and are empty.</p> <p>Staff member supervises the class they have been teaching and ensure learners act appropriately. Class teacher to follow Behaviour Policy with their class.</p> <p>Staff and learners do not return to class until it has been cleared by the Headteacher or the Fire Warden</p> <p>For members of staff who do not have a class they should report to their Progress Leader/Year Group to provide support.</p>	
CFE6	<p>Once all learners are out of the building and the list of swept rooms has been completed, the Fire Warden compiles a list of rooms that still need to be swept.</p>	

Ref	Initial Response	Tick
CFE7	<p>Once the list is compiled then the Fire Warden will liaise with the Headteacher and a decision will be made to proceed with one of the following actions:</p> <p>a) Fire Drill or false alarm– turn alarms off, learners to be dismissed and walk back to class with their teacher. Staff will need to continue to monitor learners and ensure the re-entry takes place in a quiet and orderly manner.</p> <p>b) Fire identified or not able to rule out the possibility of a fire – wait for Fire Service to arrive, pass information regarding ‘unswept’ rooms and where the location of the fire if known to the fire service – further actions will follow the advice of the Fire Service</p>	
<i>Whilst the evacuation is taking place the following is happening simultaneously</i>		
CFE8	<p>Provided, it is safe to do so, the Headteacher (if absent – the Finance Manager) will work with the caretaker to determine if there is a fire or if it is a false alarm. The Headteacher will then determine if the fire services need to be called. The Headteacher and the Fire Warden will meet the fire services on their arrival.</p>	
Ref	Initial Response	Tick
CFE9	Health and Safety officer – will ensure they emergency grab bag is collected for use by the Fire Warden	
CFE10	Staff teaching class in the swimming pool – On hearing the alarm instruct the learners to line up by the fire exits. Await instructions from the Sports Centre Manager.	
CFE11	<p>Kitchen Staff –</p> <ol style="list-style-type: none"> Immediately cease all activities Switch off all appliances Evacuate the premises Proceed to the muster point and liaise with the Fire Warden on next steps 	
CFE12	Contact the Swimming Pool – when the fire alarm sounds the Finance Manager will liaise with the swimming pool manager to update them on the status of the fire alarm.	
CFE13	Contact Brynbach Centre & Freedom Leisure (Dry Side) – when the fire alarm sounds the Finance Manager will liaise with Brynbach and Freedom Leisure staff to update them on the status of the fire alarm.	
<i>Review of the Evacuation</i>		
CFE14	Review of the Fire Evacuation and identify any actions for improvement. Implement actions.	

Appendix B – Evacuation Routes

Area	Primary Route	Secondary Route
Sports Hall	Use the Fire Doors straight out into the front of the school	Out through the main corridor exit by the PE Offices & Toilets into the back yard
Atrium Area	Out the main entrance	Out through the main corridor exit by the PE Offices & Toilets into the back yard
Downstairs A Block – PE Changing Rooms	Out through the main corridor exit by the PE Offices & Toilets into the back yard	Out through the exit at the bottom of the stairs from the Art classrooms and into the back yard
Downstairs A Block – Design Technology Rooms	Out through the main corridor exit by the PE Offices & Toilets into the back yard	Out through the exit at the bottom of the stairs from the Art classrooms and into the back yard
Upstairs A Block – Science End	Down the stairs and out the main entrance	Down the stairs by IT rooms and out into the yard
Upstairs A Block – Middle	Down the stairs by IT rooms and out into the yard	Down the stairs by Art and out through the back-door exit
Upstairs A Block – Art End	Down the stairs by Art and out through the back-door exit	Down the stairs by IT rooms and out into the yard
B Block – Humanities End	Out through the main corridor door opposite the KS4 toilets	Out through the main corridor door at the Maths end of the corridor
B Block – Maths End	Out through the main corridor door at the Maths end of the corridor	Out through the main corridor door opposite the KS4 toilets
B Block – STF	Out through the Fire Exits into the STF Garden and through to the main yard	Out through the main corridor door at the Maths end of the corridor
C Block	Out in yard at front of school and through the front yard	Out into the goods yard using the Fire Exit in the canteen. Then go through B block doors into the back yard
Kitchen and Canteen Area	Out into the goods yard using the Fire Exit in the canteen. Then go through B block doors into the back yard	Out through the Main Entrance

Secondary Route to be used if the Primary Route is blocked off by a hazard e.g. Fire

Appendix C – Example of Fire Route Card in each classroom



Fire Evacuation Plan

Downstairs A Block – Design Technology Rooms

IF YOU DISCOVER A FIRE YOU MUST:

- Raise the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest exit (if you are in class then follow the procedures below)
- Report to your assembly (Muster) points at the back of the school (Muga) – see below

IF YOU DISCOVER A FIRE YOU MUST NOT:

- Use the lift.
- Take risks
- Do not return to the building until you have authorisation

IF YOU ARE IN CLASS WHEN THE ALARM SOUNDS

On hearing the Fire Alarm, the **teacher** will decide if the **Primary Route** is clear or if the Secondary Route should be used.

When the teacher instructs you to do so please leave the class in an orderly manner following the Route the teacher tells you.

Primary Route	Secondary Route
Out through the main corridor exit by the PE Offices & Toilets into the back yard	Out through the exit at the bottom of the stairs from the Art classrooms and into the back yard

Muster Points

Contact Group	Muster Point
Year 7 to 11	In MUGA
Nurture & STF	On grass next to MUGA on leisure centre end
KS5	On grass next to MUGA far side from Leisure Centre near the tree
Visitors & Kitchen Staff	MUGA
Freedom Leisure	In front of the MUGA
Brynbach	Outside the Front Entrance of Brynbach

Appendix D – List of actions & checks

Action	Frequency	Who	Monitor/ completed
Fire Log book	When required, reviewed termly	Caretaker	Line Management with Headteacher
New staff training	When required	AHT – induction	Training records
Visual checks of signs	Daily	Caretaker, H&S Officer	Line Management with Headteacher
Fire alarm testing	Weekly	Caretaker	Line Management with Headteacher
Visual checks of Fire Equipment	Weekly	Caretaker, H&S Officer	Line Management with Headteacher
Health & Safety Walks	Termly	Governors	Premises Committee
Fire Evacuation Drills	Termly	Fire Warden	SLT meetings
Fire Evacuation Bag check list	Termly	H&S Officer	H&S Governor
Annual Training	Annual	Fire Warden	Premises Committee
Fire Extinguishers checks	Annual	Powys Property Services	Premises Committee
Review of Fire Risk Assessments	Annual	Fire Warden, H&S Officer, H&S Governor	Premises Committee