

# Ysgol Maesydderwen



# Fire Evacuation Procedure

## *Gweithdrefn Gwagio tân*

Type: School Policy

Reviewed / Adopted On	Signed	Next Review
8/12/20	 <i>P. D. L. Grimes</i>	Autumn Term 2021

## **Fire Evacuation Policy**

### **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 disabled, 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 HOWPs 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.

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
- 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 should be take place in a quiet and orderly manner so that instructions can be heard.

- 3) **Reporting to muster point** – The designated muster points are as follows:
- Year 7 & STF – On grass next to MUGA on leisure centre end – ensure there is no contact between groups
  - Year 8 – In Muga away from Year 9
  - Year 9 – In Muga away from Year 8
  - KS4 – On grass next to MUGA far side from Leisure Centre on path side of tree – away from KS5
  - KS5 – On grass next to MUGA far side from Leisure Centre on school side of tree – away from KS5
  - Visitors & Kitchen Staff – 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

- 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. 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. 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.
  - d. 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.
  - e. 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
  - f. Staff who are not supervising a class (including admin and support staff) – Report to the muster point and liaise with the Fire Warden/Assistant Headteachers for deployment to support the Pastoral Teams with supervising learners
  - g. 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 disabled 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.

## **Evacuation of disabled 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 disabled 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 disabled 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 disabled 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 disabled persons, but only by a suitably trained fire marshall.**

The Headteacher will ensure that Personal Emergency Evacuation Plans will be developed for each disabled 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 disabled 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 disabled 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. 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: COVID-19 Fire Evacuation Plan		
Ref	Initial Response	Tick /sign/ time
CFE1	Fire alarm sounds – staff to identify primary and secondary evacuation route from the room. Decision made on which route to take. Staff member to instruct occupants which route to follow. Bags and coats are NOT to be collected on the way out.	
CFE2	Learners leave the room, move to instructed exit. Once room is empty staff member closes (but does not lock the door).  Evacuation should be take place in a <b>quiet and orderly manner</b> so that instructions can be heard.	
CFE3	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.	
CFE4	Learners and staff make their way to the appropriate ‘muster’ point. Staff members stay with their class.  Year 7 & STF – On grass next to MUGA on leisure centre end – ensure there is no contact between groups Year 8 – In Muga away from Year 9 Year 9 – In Muga away from Year 8 KS4 – On grass next to MUGA far side from Leisure Centre on path side of tree – away from KS5 KS5 – On grass next to MUGA far side from Leisure Centre on school side of tree – away from KS5 Visitors & Kitchen Staff – MUGA	
CFE5	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.  <b>Staff and learners do not return to class until it has been cleared by the Headteacher or the Fire Warden</b>	
CFE6	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.	
CFE7	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	
<b>Whilst the evacuation is taking place the following is happening simultaneously</b>		
CFE8	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.	
CFE9	<b>Health and Safety officer</b> – will ensure they emergency grab bag is collected for use by the Fire Warden	
CFE10	<b>Staff teaching class in the swimming pool</b> – On hearing the alarm instruct the learners to line up by the fire exits. Await instructions from the Sports Centre Manager.	
CFE11	<b>Kitchen Staff</b> – <ul style="list-style-type: none"> <li>i. Immediately cease all activities</li> <li>ii. Switch off all appliances</li> <li>iii. Evacuate the premises</li> <li>iv. Proceed to the muster point and liaise with the Fire Warden on next steps</li> </ul>	
CFE12	<b>Contact the Swimming Pool</b> – 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.	
<b><i>Review of the Evacuation</i></b>		
CFE13	Review of the Fire Evacuation and identify any actions for improvement.	

## Appendix B – Evacuation Routes

<b>Area</b>	<b>Primary Route</b>	<b>Secondary Route</b>
Year 7 Zone	Out in yard at front of school and through the Year 7 front entrance gate	Out into the goods yard using the Fire Exit in the canteen. Then go all the way around the school. (Follow Year 8 – do not mix)
Year 8 Zone	Out in yard at front of school and through the Year 7 front entrance gate (Follow Year 7 – do not mix)	Out into the goods yard using the Fire Exit in the canteen. Then go all the way around the school.
Year 9 (Science end) Zone	Down the stairs and out the main entrance	Down the stairs by IT rooms and out into the Year 8 yard (Do not mix with KS4 learners)
Year 9 (Art end) Zone	Down the stairs by Art and out through the normal Year 9 Entrance	Down the stairs by IT rooms and out into the Year 8 yard (Do not mix with KS4 learners)
KS4 Zone	Out into the yard at old STF end	Out into the goods yard using the Fire Exit by JT office. Then go all the way around the school.
KS5 Zone	Out into the Year 8 yard through the KS5 Zone (Do not mix with KS4 Learners)	Out into the goods yard using the KS4 Entrance. Then go all the way around the school. (Follow but do not mix with KS4 Learners)
STF	Out of the STF Front door. Then go all the way around the school. (Try not to mix with other learners)	Use the emergency exit into the canteen. Go down the corridor into the Year 8 yard by the PE offices (Try not to mix with other learners)
Atrium	Out the main entrance	Out through the Year 8 yard by the PE Offices
Sports hall	Straight out into the front of the school.	Out into the yard by PE offices
Kitchen	Out into the goods yard Then go all the way around the school.	Out through the Year 8 yard by the PE Offices

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

## Year 8 Contact Group Zone

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 in yard at front of school and through the Year 7 front entrance gate  (Follow Year 7 – do not mix)	Out into the goods yard using the Fire Exit in the canteen. Then go all the way around the school.

## Muster Points

Contact Group	Muster Point
Year 7	On grass next to MUGA on leisure centre end
Year 8	In MUGA away from Year 9
Year 9	In MUGA away from Year 8
KS4	On grass next to MUGA far side from Leisure Centre on path side of tree – away from KS5
KS5	On grass next to MUGA far side from Leisure Centre on school side of tree – away from KS5
STF	Learners to join relevant year group
Visitors & Kitchen Staff	MUGA