



St Paul's Catholic School

Fire and Emergency Evacuation Plan

Approved by:

Governing Body

Date: November 2024

Last reviewed on:

August 2024

**Next review due
by:**

July 2025

Introduction

Our fire/emergency evacuation plan reflects upon the policy and procedures that are in place and adhered to by St Paul's Catholic School to facilitate compliance with the Regulatory Reform (Fire Safety) Order 2005 and all associated legislations and guidance.

Our aim is to provide a safe and healthy working environment for all staff, students and visitors and to control as far as practicable the risk of fire and any other threat that could result in emergency evacuation.

Provided are details and information as to the actions to be taken in the event of an emergency.

A range of specific roles are identified in an attached document and all roles will be reviewed and updated as required due to any changes within the school environment and staffing.

Designated Responsibilities

Fire Safety Co-ordinator – Mrs S Conaghan (Principal).

The Fire Safety Co-ordinator is responsible for:

- Assessing the school fire risks in conjunction with a competent person/s.
- Implementing preventative and protective measures as required.
- Updating this plan and the fire safety records.
- Providing appropriate fire call points, assembly point(s) and evacuation signage on all escape routes.
- Ensuring the Fire Evacuation Plan is available and understood by all staff engaged in activities within the school.
- Ensuring weekly checks of firefighting equipment, alarms and escape routes are undertaken and are all recorded accordingly.
- Initiating regular fire drills.
- The appointment of a Fire Marshall(s) as required.
- Ensuring liaison with the Fire Service.
- Ensuring that all fire hydrants are accessible where required.
- Providing a signing in/out procedure for all staff and visitors.

Fire Marshalls

The Primary Fire Marshall for this site: Dan Weston

The Fire Marshal is responsible for:

- Assisting the Fire Safety Co-ordinator to implement this plan.
- Monitoring fire precautions on the site.
- Ensuring the appropriate evacuation of their designated areas.
- Liaising with the designated Fire Safety Co-ordinator.

The person responsible for the regular testing of all fire equipment is: Causemore Munyanyi

All Persons

“Get Out & Stay Out Policy”

Everyone to get out of the buildings as soon as possible and go to their designated assembly points for registration to confirm their safe evacuation.

All individual members of staff are responsible for ensuring that their immediate areas are vacated safely in the event of an evacuation. They should ensure that all persons exit the buildings by the routes highlighted in red on the respective evacuation plans that are located in each room.

List of specific tasks and persons responsible:

Attendees to the fire panel:

Nominated persons are to attend the fire panels in order to identify the source and location of the activation, once identified they should proceed to the identified point to immobilise/re set the mechanism, if applicable.

- Mark Williams (06:00 -14:00)
- Dan Weston (08:00 – 16:00)
- Causemore Munyanyi (11:00 – 19:00)
- Jill Tate (11:30 – 18:00)

Attendees to the entrance barrier in order to raise/lower boom as required:

- Mark Thomas (08:00 – 16.00)
- Kieran Buchanan (08:00 – 16.00)

Distribution of radios to Senior Leadership Team (SLT):

To collect radios and hi visibility vests from the reception area and distribute to members of SLT to assist in the co-ordination of the activity, located at muga entrance.

- Louise Fergusson

Collection and distribution of registers and signing out sheets to SLT/ teaching staff at the respective assembly points:

- Vicki Bates (Printing of fire registers & take pupil signing out sheet to muga to check)
- Year 7/8/9 to the muga by Tina Harris.
- Year 10/11/sixth form to the field by Prabha Patel.

All teaching staff to proceed to the muga/field and line up with their respective year groups.

Temporary mobile building (TMB) and adjacent access gates for emergency vehicles:

Designated person/s to proceed to the rear of the TMB and open both sets of double gates in order to allow the safe exit of persons from the rear of the TMB and further allow access to the rear of the school for emergency vehicles as required.

- Roger Phillips and/or Premises Staff

Teaching assistants and support staff:

All staff to proceed to their designated assembly point to the side of the muga for registration by the nominated person/s who will then confirm attendance to the Fire Safety Co-ordinator.

- Allocated Receptionist

Visitors to school and contractors working within school:

All visitors and contractors to proceed to their designated assembly point to the side of the muga for registration by the nominated person/s who will then confirm attendance to the Fire Safety Co-ordinator.

- Allocated Receptionist.

Students and staff with mobility constraints:

All identified staff and students with mobility constraints to proceed to their designated assembly point as highlighted in their PEP/PEEP for registration by the nominated person/s who will then confirm attendance to the Fire Safety Co-ordinator.

- Sejal Pala
- Aisha Tutla

Evacuation Chair:

Chair to be engaged to the pupil in order for safe evacuation.

- Sajel Pala
- Aisha Tutla
- Assigned/Designated Teaching Assistant

All catering/kitchen staff:

All members of the catering team to proceed to their designated assembly point to the side of the muga for registration by the nominated person/s who will then confirm attendance to the Fire Safety Co-ordinator.

- N Potter.

All after school site users and cleaning staff etc.

All site users engaged in any activity after normal school teaching hours to proceed to their designated assembly point to the front of the school's reception area for registration by the nominated person/s who will then confirm attendance.

- C Munyanyi
- J Tate.

Further Specific Roles:

- Fire Safety Coordinator (Principal) will take control at school assembly point supported by SLT.
- Premises Officers/identified individuals will check fire panels and confirm location, secures school. East Midlands Alarm Service calls fire brigade if required.
- Office staff take out registers, signing out books and mobile phone/radios; check all staff/adults present.
- Teachers, check classrooms are safely vacated and doors are closed upon leaving the room, collect class register from office staff/SLT at the muga/fields at the back of the school and stay with class you are timetable to, if not timetabled to a class report to your year group.
- Teachers will undertake head counts and check class register and associated staff you work with and inform Principal/SLT of any missing persons.
- Persons assigned to individual student, will remain with that child in their class group at all times.

The day-to-day responsibilities of all employees are to:

- Ensure that all fire exits or exit routes are kept clear and free from obstructions at all times of the day.
- Immediately report any fire hazards or potential hazards that they observe to the premises staff.
- Store flammable items safely in accordance with respective regulations and procedures.
- Switch off or unplug all electrical items at the end of the day unless they require power through the night.
- Be aware and familiarise yourself with all normal fire exit routes and additionally alternative routes throughout the building.
- Know how to raise the alarm and the location of the nearest break glass call point.
- Know their specific role during a fire drill.
- Familiarise yourself with the location of the assembly point/s.
- Keep fire doors closed at all times.
- Sign 'in' and 'out' of the premises in the respective record book in the reception area.

Visitors and Contractors

- All visitors and contractors must sign in and out of the office at reception.
- Whilst visitors are on the premises it is the responsibility of the person who have arranged the visit to ensure that in the event of an emergency they evacuate the premises in a safe manner, this includes those visitors that may require assisted evacuation.

Action in the event of a fire alarm evacuation:

- When identifying a fire or associated smoke, raise the alarm by breaking the glass at the nearest call point.
- On hearing the fire alarm all persons must leave the building via the safest designated route and assemble at the designated assembly point, which is Your Fire Assembly Point.

- If safe to do so - Close doors and windows behind you.
- The Premises Staff/EMAS will contact the fire brigade if required.
- Do not stop to collect personal possessions.
- Once at your designated assembly point, teachers are responsible for ensuring a roll call is taken to confirm all pupils and staff they work with are present. Office staff will check signing in books and ensure all visitors have evacuated the building.
- The Fire Safety Co-ordinator or deputy will liaise with the fire service and is the only person designated to give instruction to return to the building on advice from the fire service if necessary.

Evacuation Procedures for People with Special Requirements.

- Particular attention should be given to pupils, staff and visitors who have special requirements including those with a disability.
- Visitors with special requirements / disabilities / impairments should make staff aware that assistance will be required during an emergency when they sign in to the school.
- Any member of staff that feels they or a student may require assistance in the event of an evacuation must inform the Principal in order that suitable arrangements can be put in place.
- A Personal Emergency Evacuation Plan (PEEP) will need to be completed for disabled persons who frequently use a building. The plan should be developed in discussion with the person concerned (and/or parents / guardians and teacher in the case of pupils) and a copy of the completed document kept with the fire documentation.

Assembly Points and Building Escape Routes

- The Assembly Point(s) are clearly signed and easily identifiable.
- All staff must familiarise themselves with the primary and secondary escape routes.

Fire Drills and Training

- Fire Marshals and Site Management will be regularly updated on general firefighting techniques etc. Fire training will be provided to appropriate employees.
- Fire safety in the school will be reviewed at the Health and Safety review meetings chaired by the Principal.
- A fire drill shall be undertaken termly or as deemed necessary by the Fire Safety Co-ordinator. The results of the drill will be recorded accordingly.
- A record of those attending the fire drill will be kept as evidence of training provided and undertaken.

Review of Fire Equipment and Alarm Testing

- A fire alarm test will be carried out and a record maintained in the Fire Safety Folder.
- The fire alarm system will be serviced and maintained by a competent engineer annually and a record maintained.
- The location and condition of all fire extinguishers shall be checked monthly and recorded in the Fire Safety Folder.
- All fire extinguishers shall be serviced and tested annually by a designated engineer and the results recorded.
- Emergency lighting will be checked monthly and recorded in the Fire Safety Folder.
- Emergency lighting system will be serviced and tested at least annually by a competent engineer and the results recorded.

Electrical Equipment Testing

- All portable electrical equipment is to be inspected and tested as appropriate. A register is to be maintained and made available for inspection.
- A competent engineer will examine the fixed electrical systems every 5 years and produce the appropriate certificate.

Fire Action Notices

Fire Action Notices will be displayed at all fire points and along evacuation routes.