



# Crosslee Community Primary School

## **FIRE AND EMERGENCY EVACUATION PLAN (FEPP)**



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## 1.0 Introduction

1.1 The purpose of this plan is:

- To ensure the safety of all persons in the event of a fire
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- To ensure adherence to official guidance and related standards

1.2 The plan details measures to reduce the risk of fire occurring and actions to take in the event of a fire and takes account of the findings of the Fire Risk Assessment for the premises.

1.3 All parties will comply with the plan and ensure that others under their control e.g. suppliers, contractors and visitors etc. also comply with the requirements of the plan.

1.4 As a minimum, the plan will be reviewed on an annual basis, or:

- At any time the plan is found not to be effective e.g. after a fire drill;
- When there is a significant change to the structure or use of the building

1.5 Copies of this plan are available on google drive and on site

2.0	Address of premises	Crosslee Road, Blackley, Manchester M9 6TG
3.0	Services occupying the premises	Education
4.0	Uses of the premises	Service delivery - teaching
5.0	Responsible person	The Headteacher has primary responsibility for building management and is therefore the Responsible Person within the meaning of the Regulatory Reform (Fire Safety) Order 2005.
6.0	Other management responsibilities for fire safety	These duties include cooperation and coordination between services/organisations/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained.
7.0	Named person	Anne-Marie Crew, Headteacher is the named person nominated for overseeing fire safety arrangements in this building.  Contact number: 0161 795 8493
8.0	Fire warning arrangements	An electrical fire alarm system with manual call points.  The fire alarm panel is located in the entrance area.  The Fire Alarm Zonal Plan is located in the entrance area.  The general alarm signal is clearly audible throughout the

		premises  The alarm sound is a siren.
9.0	Assembly Point	Pitches on the top playground at the rear of the school.
10.0	Action in the event of fire	<p>Anyone discovering a fire should retreat from the fire, raise the alarm by activating the nearest break glass call point and evacuate the building.</p> <p>Once safe to do so they should call 999, confirming there is a fire and notify the Headteacher that they have done so.</p> <p>On hearing the fire alarm all persons present should immediately and calmly evacuate the premises by the nearest available escape route and proceed to the assembly point</p> <p>Persons evacuating MUST;</p> <ul style="list-style-type: none"> <li>• Follow any instruction from the Fire Marshal, Coordinators and Wardens.</li> <li>• Encourage others in their vicinity to evacuate</li> <li>• Assist any person who needs help, if it is safe to do so</li> <li>• Not stop to collect any personal belongings</li> <li>• Not use the lifts</li> <li>• Proceed directly to the Assembly Point; and</li> <li>• Remain there until officially instructed otherwise</li> </ul>
11.0	Emergency escape routes	<p>Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times.</p> <p>All users of the building should ensure they are fully aware of both obvious/familiar <u>and</u> alternative escape routes.</p>
12.0	Arrangements for fighting fires	<p>Fire-fighting equipment is provided.</p> <p>Persons with no specific training are not expected to, and should not attempt to, fight a fire, but all occupants and staff should familiarise themselves with the location and basic operating principles of the equipment in case they need to use it to aid their escape.</p> <p>You nominated fire wardens are Anne-Marie Crew, Michelle Toy, Sophie Shuttleworth, Kieron Doran, Louise Cavanagh, Debbie Rushton, Amanda Wraxall, Trevor Graham.</p>
13.0	Procedures for	In the event of the alarm activating the School Business

<p>coordinating evacuation and for liaising with the fire service</p>	<p>Manager or Site Manager will;</p> <ul style="list-style-type: none"> <li>• Go to the fire panel</li> <li>• Identify the zone where the alarm has been activated and whether investigation is required.</li> <li>• Liaise with the Fire Marshal</li> <li>• If it is a confirmed fire immediately contact the emergency services by dialling 999.</li> <li>• In the event that the alarm activation is found to be a false alarm, reset the alarm.</li> </ul>
<p>14.0 Alarm Investigation Process</p>	<p><b>In carrying out this process staff safety is to be prioritised.</b></p> <ol style="list-style-type: none"> <li>1. Alarm activates Michelle Toy, School Business Manger and/or Kieron Doran, Site Manager and the Deputy Head go to the alarm panel to check the zone of activation.</li> <li>2. Michelle Toy, School Business Manger goes to the zone of activation to investigate. Where possible communication is maintained with colleague at the panel by phone.</li> <li>3. If there is no evidence of an actual fire the Michelle Toy, School Business Manger should advise Kieron Doran, Site Manager or he Deputy Head at the panel to silence and reset the alarm.</li> <li>4. If there is evidence of an actual fire Michelle Toy, School Business Manger and/or Kieron Doran or, Site Manager or he Deputy Head should activate the audible alarm by pressing the nearest available manual call point (If the alarm is not already sounding throughout the building), evacuate and call 999.</li> </ol> <p><b>If the alarm has started to sound a full evacuation will be carried out, even if there is no evidence of a fire.</b></p>
<p>15.0 Other key responsibilities in the event of fire</p>	<p>In so far as is practicable there will be nominated Fire Wardens for the building. The responsibilities of these roles are laid out in appendix 3.</p> <p> Holders of these roles in this building are detailed in appendix 1.</p> <p>Anybody with visitors to the site is responsible for ensuring they evacuate safely to the final assembly point.</p>
<p>16.0 Arrangements for those requiring</p>	<p>The School Business Manager is responsible for ensuring that where a member of staff may have specific needs for</p>

<p>assistance to evacuate</p>	<p>assistance during an evacuation they have completed a PEEP (Personal Emergency Evacuation Plan) with them upon commencing work in the building.</p> <p>It is recommended that a buddy system is adopted.</p> <p>Where a member of staff would require assistance on a temporary basis a PEEP should still be completed with them.</p> <p>PEEPs must include plans and procedures to ensure the individual can evacuate the building. It is not sufficient for the PEEP to only detail that the person will wait in a refuge for the fire service to complete the rescue.</p> <p>Visitors with specific needs should be assisted by the officer they are visiting.</p>
<p>17.0 Refuge points</p>	<p>In this building refuge points are located in the stairwells. The Headteacher, School Business Manager or Site Manager <b>MUST</b> be informed if someone is taking refuge in the stairwell.</p>
<p>18.0 Presence of visitors, contractors, service providers etc</p>	<p>Staff must ensure that any visitors, including contractors, are aware of the evacuation procedures and assembly point.</p> <p>Staff will be responsible for ensuring the evacuation needs of any visitors they receive that would be especially at risk.</p> <p>All contractors must be made aware of the need to, on hearing the fire alarm, stop any hot works, switch off tools and follow the evacuation procedure.</p>
<p>19.0 Specific arrangements if necessary, for high risk fire areas of the workplace and dangerous substances</p>	<p>N/A</p>
<p>20.0 Arrangements for an emergency plan to be used by a hirer, organisation, children's club etc of part of the premises</p>	<p>The Responsible Person ensures that procedures are in place to ensure that this plan, together with appropriate information and instruction, will be made available to any person or organization hiring, using or occupying the premises.</p>
<p>21.0 Contingency plans for when fire safety systems are out of order</p>	<p>In the event of temporary disablement of any critical system, management arrangements are in place to assess and provide suitable compensating features, practices or restrictions to ensure that an adequate level of protection is maintained to tolerable risk levels.</p> <p>Should a temporary or significant disablement of a fire safety system occur, the affected parts of the building must not be occupied without suitable and sufficient alternative</p>

	<p>arrangements being confirmed to be in place.</p> <p>If you become aware of a fault with the fire detection and alarm system you must contact Anne-Marie Crew, Headteacher, Michelle Toy, School Business Manager, Kieron Doran, Site Manager or Advanced Security 0161 785 8000.</p>
22.0 Fire information and instruction	<p>Fire information and instruction is conveyed to users of the building by:</p> <ul style="list-style-type: none"> <li>• Fire Action Notices</li> <li>• Copies of this Emergency Evacuation Plan being circulated by email and accessible on google drive</li> </ul>
23.0 Fire Drills	<p>Fire drills will take place at least termly and will be recorded.</p> <p>Drills will be arranged by Anne-Marie Crew, Headteacher.</p> <p>Arrangements for evacuation of those identified as being especially at risk must be included in fire/emergency drills to ensure arrangements are effective.</p>
24.0 Fire training programme	<p>Local information, instruction and training is based on the arrangements described in this Fire Emergency Plan and includes the following:</p> <ul style="list-style-type: none"> <li>• The action to be taken on discovering a fire</li> <li>• The action to be taken when the fire alarm sounds</li> <li>• Familiarisation with the means of escape from the premises</li> <li>• Other relevant local features of the Emergency Plan such as fire marshalling, persons who may be in need of assistance, safe shutdown of critical equipment, etc</li> <li>• The location of the assembly point(s)</li> <li>• Appreciation of the importance of fire resisting doors and of the need to close all doors in the event of a fire</li> <li>• The location and safe use of fire-fighting equipment</li> <li>• Local fire safety awareness and prevention</li> </ul> <p>Generic fire safety training consists of:</p> <ul style="list-style-type: none"> <li>• Fire Safety Awareness</li> </ul> <p>Exercises:</p> <ul style="list-style-type: none"> <li>• A fire drill will take place at least termly</li> </ul>



	<ul style="list-style-type: none"> <li>All false alarms will be recorded</li> </ul>
25.0 Fire training programme – nominated staff	<p>As above (Section 24), and additionally as follows:</p> <p>Fire Wardens: local briefing on their duties in relation to the building &amp; local arrangements for evacuation, and other assigned duties</p> <p>Persons nominated to assist those with disabilities: specific training as appropriate (e.g. use of Evac chairs) and specific briefing including content of relevant Personal Emergency Evacuation Plans and associated arrangements.</p> <p>The same or fully equivalent refresher training is carried out at not less than three year intervals.</p>
26.0 Fire safety arrangements: drawings and plans	<p>Locations of the following fire safety features are indicated on drawings and plans held by the Site Manager and School Business Manager:</p> <ul style="list-style-type: none"> <li>essential structural features - workplace layout, escape routes, doorways, walls, partitions, corridors, stairways;</li> <li>means for fighting fire (fire extinguishers);</li> <li>manually operated fire alarm call points and all other features of the fire alarm system;</li> <li>the electrical supply intake, the main water shut-off valve and the main gas shut-off valves</li> </ul>
27.0 Fire safety systems	Sprinkler system will activate when heat is detected

**28.0 Appendix 1 – Allocation of roles in this building**

Head Fire Warden	
	Anne-Marie Crew
Fire Wardens	
	Michelle Toy
	Sophie Shuttleworth
	Kieron Doran
	Louise Cavanagh
	Debbie Rushton
	Amanda Wraxall
	Trevor Graham

## 29.0 Appendix 2 – Head Fire Marshal Duties

The role of Fire Marshal will usually be designated to the most senior member of staff on site or the member of staff most likely to be on site.

- The Fire Marshal will take the lead on site in the event of an evacuation.
- On hearing the alarm the Fire Marshal will put on their designated identifying jacket and make their way to the fire panel.
- The Fire Marshal will liaise with the person designated at the panel, on information showing on the alarm panel with regards to zone activation and any calls received from employees or visitors in the refuge points.
- The Fire Marshal will make their way to the assembly point and liaise with the Fire Wardens to establish the building has been completely evacuated and all personnel are accounted for.
- On arrival of the Fire Service the Fire Marshal will identify the Senior Fire Service Officer and notify them of :
  - Any missing persons.
  - The location of the fire alarm panel.
  - Any area where zonal clearing was not completed.
- Once the Fire Service have arrived they will assume complete control of the site and all employees must obey their instructions at all times.
- The Fire Marshal will be the single point of liaison with the Senior Fire Service Officer.
- The Fire Marshal will provide any assistance required by the Senior Fire Service Officer and help to evacuate the site if this is deemed necessary.
- Once the Senior Fire Service Officer confirms the building is safe to occupy instruct Fire Wardens and personnel it is safe to enter the building.
- Hold de-brief following evacuation and provide information / instructions to be cascaded

### **Appendix 3 – Fire Warden Duties**

- On hearing the alarm the Fire Wardens will put on their designated identifying jacket and sweep their allocated zone as they make their way to the assembly point.
- Fire Wardens must prioritise their own safety and not put them self at risk when carrying out the sweep.
- The Fire Wardens should confirm as far as possible that staff/visitors in their designated area are accounted for or, advise who is not accounted for to the Head Fire Warden.
- Assisting in co-ordination of Fire Evacuation Assembly Area
- Assisting with re-entry into the building
- Assisting with alternative arrangements if re-entry into the building is not possible.
- Encouraging speedy evacuation, directing employees, building users and their visitors to leave the building by the nearest available exit.
- Assisting people unfamiliar with the building
- Assisting the less able bodied who may be especially at risk.
- Checking escape routes are clear
- Advising anybody trying to (re)enter the building of the dangers and instruct them not to enter
- Liaising with the Head Fire Warden
- Attending de-brief following evacuation and cascading resultant information / instructions