
Fire Emergency Plan



Trinity Catholic School

Latest Review: December 2020

Next Review Date: Autumn Term 2021

AUTHOR (S):

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with support from Hannah Clemons, Business Manager, Trinity School

Fire Safety Management Plan

Fire Safety Plan					
Person with overall responsibility for fire safety:		Jon Shires , Head of School			
Fire risk assessment (FRA)					
Person responsible for carrying out and reviewing FRA		Wayne Savage, Premises Manager with the support of H&S consultant			
Maintenance Programme					
Person responsible for:					
• Maintenance of fire safety provisions		Wayne Savage, Premises Manager			
• Fire alarm		Wayne Savage, Premises Manager			
• Emergency lighting		Wayne Savage, Premises Manager			
• Firefighting equipment		Wayne Savage, Premises Manager			
• Escape routes		Wayne Savage, Premises Manager			
• Fire safety signs/signals		Wayne Savage, Premises Manager			
Emergency Action Plan					
Person responsible for producing plan and review		Jon Shires and Wayne Savage, with the support of H&S consultant			
Staff Training					
Person responsible for:					
• Fire safety training		Jon Shires , Head of School			
• Implementing fire drills		Jon Shires , Head of School			
Staff with Particular Fire Safety Responsibilities incl. Fire Marshals					
To ensure the building is safely evacuated the following fire marshals have been appointed:					
Name	Location / Post	Name	Location	Name	Location
Jon Shires	SLT	TA situated in Learning Support at time of alarm	Learning Support	Jason Tubbs	ICT
Jo Sturgeon	Office Manager	Lead Teacher at time of alarm	Peter's Place 1	Chris Swift	ICT
Wayne Savage	Premises	Lead Teacher at time of alarm	Peter's Place 2	Carol Lane	Central Office
Caretaker on duty	Premises	Attendance Manager/Data Manager	Office (Sweep Inclusion)	Matt Alton	SLT
Main assembly Point Coordinator			Member of SLT		
Immediate liaison with the Fire Service on site			SLT or Premises Manager		

Emergency Plan

1. General Procedures

The school's fire safety risk assessment and emergency action plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in this emergency action plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

2. Fire Drills and Fire Alarm Activations

Regular fire drills will be undertaken on at least on a termly basis; drills will include before and after school activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the emergency action plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of **all** incidents of fire, even if small and extinguished.

3. Tackling Fires

Staff are instructed to only attempt to tackle a fire if they are competent and feel it is safe to do so.

4. Grab Bag

A grab bag containing key information will be kept in the following locations:

- HOY Office – to be taken to Main Assembly Point Coordinator
- Fire alarm panel
- MAC Central Team Office
- Peter's Place 2 (The Bungalow)
- ICT
- During external examinations e.g. the hall

Appointed grab bag staff will be responsible for taking the bag on hearing the fire alarm sound to their nominated assembly point.

Grab bag contents:

- Staff signing in/out book / soon to be print out and/or I-Pad with staff lists etc.
- Print out of visitors / contractor signing in/out list
- Notebook and pencil
- Copy of site plan (colour coded) indicating hazardous areas e.g. D&T and services isolation points.
- Asbestos register/local asbestos management plan.
- List of key emergency contact details
- High viz vest
- Battery operated communications radio and spare batteries
- Whistle
- Simple first aid kit
- Car park fob*
- List of those with medical needs*
- Megaphone

* Main grab bags only

5. Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire:

- Activate the nearest alarm call point
- Tackle a fire if competent and feel it is safe to do so
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point
- Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm:

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

- Do not stop to collect any personal belongings
- Close windows and doors as you leave if safe to do so
- Do not tackle a fire unless you are competent and feel it is safe to do so

Persons with specific responsibilities should carry out the duties that have been allocated to their role i.e. Fire Marshall, panel officer etc.

6. Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarm sound is a continuous tone
- If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by shouting FIRE! or by using a claxon / air horn
- Persons with hearing impairments are alerted by the use of a PEEP (buddy system).

7. Methods for communicating with the emergency services

In the event of a confirmed or suspected fire office staff to place a direct call to the fire service by dialing:

- 9-999 from an internal phone
- 999 from a mobile

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? *i.e. cooking, hot working, naked flame, arson.*

Each assembly point has a radio (within the grab bags) to enable Fire Marshalls to communicate. Key members of staff (SLT, Premises Manager) will have the mobile phone numbers of each other programmed into their mobile phone.

The Premises Team and a member of SLT must take the 'Premises and Hot Spot' radios with them to the assembly point so they are able to communicate during the evacuation. Channel 1 should be used.

8. Staff with specific responsibilities

Reference should be made to the "Fire Safety Management Plan" on page 1. This is reviewed every September.

9. Specific persons at risk

Should there be a need for Personal Emergency Evacuation Plans (PEEPs), these will be developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding.

Reference should be made to the separate individual PEEPS. These are reviewed every September.

Currently there are 0 staff who have a PEEP.

Currently there are 4 pupils who have a PEEP.

Staff are instructed not to use a passenger lift in a fire evacuation.

10. Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site, arrangements will be in place to relocate to another premises.

A member of senior management team will advise the Birmingham Archdiocese, local authority and communications team in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation via local radio; the school may also use their key contact to distribute news, depending on how feasible that is at the time.

11. Methods of communicating information relating to fire evacuation

Staff – Induction, fire awareness training, communication of emergency action plan within staff meetings, fire drills and debriefs.

Visitors, contractors – Visitor/contractor leaflet, site induction (as required), escort.

Specific arrangements will be made when building or refurbishment projects are being undertaken

Lettings – As part of letting agreement, induction by the premises team

Emergency services – Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the grab bag.

12. More Hazardous Areas

Within the school, the areas below have been identified as more hazardous with regards to fire/emergency:

- Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- D&T Rooms - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Machinery, gas appliances, extraction systems and cooking appliances are serviced and cleaned regularly.
- Science labs and tech rooms - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Science equipment and fume cupboards are serviced and cleaned regularly, chemicals are stored and used safely.
- Art classrooms incl. kiln - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken. Artwork must be not be displayed so as to obstruct escape routes or fire safety devices.
- Boiler/plant rooms – Access to these areas is restricted. Site staff and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

13. Location of Fire Hydrant

The nearest fire hydrant to the school is:



Arrangements for Safe Evacuation and Muster (Assembly)			
Time / Location	Evacuation procedures	Assembly point	Method of accounting for persons
Standard teaching times Assemblies	<ul style="list-style-type: none"> • Teacher escorts pupils to assembly point via nearest and safest exit route (signed) • Only learning support and Peter's Place fire marshals sweep their area 	Sports Field, line up next to fence NB: Picnic area for visitors and contractors	Pupil Registers Print out of staff signing in/out list Print out of visitors / contractor signing in/out list
Break / lunch times	<ul style="list-style-type: none"> • All staff members on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no students re-enters the building. Students will then be escorted to the assembly point. • Members of the SLT will ensure, as far as it is reasonably practicable, that the rest of the buildings are vacated. • Appointed fire marshals to sweep building where able. 		
MAC Central Team Office	<ul style="list-style-type: none"> • Central team staff to make their way promptly to assembly point 	Visitor car park (Assembly Point D)	Radio communication to Evacuation Controller to confirm accounting of staff.
Peter's Place 2 (Bungalow) and kitchen staff	<ul style="list-style-type: none"> • Teacher escorts pupils to assembly point via nearest and safest exit route (signed) • kitchen staff to make their way promptly to assembly point 	Corner of front entrance by oak tree (Assembly Point C)	Pupil Registers Radio communication to Evacuation Controller to confirm accounting of pupils and designated staff.

Arrangements for Safe Evacuation and Muster (Assembly)			
Time / Location	Evacuation procedures	Assembly point	Method of accounting for persons
Exams	<ul style="list-style-type: none"> • The invigilator in charge (whether in the hall or individual classrooms) will instruct candidates to turn papers face down, and write down the time and await instruction from Examinations Manager. • If the instruction is to evacuate then escort them all, in strict silence to the assembly area via the most appropriate exit. 	Front drive between vehicle entrance and exit	<p>The Invigilator(s) take the candidate attendance list with them.</p> <p>Radio communication to Evacuation Controller to confirm accounting of pupils and designated staff.</p>
Staff and visitors only on site	<ul style="list-style-type: none"> • Staff and visitors to leave by nearest and safest signed exit route 	Picnic area for visitors and contractors (Assembly Point B)	<p>Print out of staff signing in/out list</p> <p>Print out of visitors / contractor signing in/out list</p>
After School activities / lettings	<ul style="list-style-type: none"> • Students are escorted from 'contained area' to assembly point via the nearest and safest exit by supervising member of staff • Hirer's are instructed to promptly make their way to the assembly point via the nearest and safest exit 	Picnic area for visitors and contractors (Assembly Point B)	<p>As per standard teaching times</p> <p>In/out register for hirers</p>

Arrangements for Safe Evacuation and Muster (Assembly)			
Time / Location	Evacuation procedures	Assembly point	Method of accounting for persons
Plays / concerts	<ul style="list-style-type: none"> • An induction is completed before the play/concert • Ticket system in place and numbers checked on arrival to record actual number of persons present • System implemented to ensure that the building can be evacuated safely during a play/concert • Adequate number of fire exits made available • Fire marshals will be designated prior to the event. • Students performing in the concert/play will be registered in and out. 	Picnic area or field, depending on the size of the event.	Staff signing in sheets, registers, ticket entry details