

Riverbank Primary School

Fire Emergency Action Plans (E.A.P)

Fire Emergency Evacuation Plan

1. Introduction.

This plan applies to all staff working within Riverbank Primary School located at :
Unit 2 Ripponden Mill,
Millfold,
Ripponden
HX6 4DH

The Procedure details your responsibilities and duties during a fire emergency evacuation of the building. There is a legal obligation, for cooperation and co-ordination to comply with the buildings fire safety arrangements.

Please read it thoroughly and ensure you understand what actions you are required to take in each of the circumstances described.

Familiarise yourself with the location of emergency routes, exits, fire alarm call points, assembly points and portable fire fighting equipment.

2. EMERGENCY PROCEDURE – ON DISCOVERING A FIRE.

If you discover a fire, follow the fire instructions.

- Alert others by shouting "fire" until the alarm is raised,
- Raise the alarm by breaking the glass cover in the nearest fire alarm call point,
- Telephone the Emergency Services by dialling 999 and asking for the Fire Service and give the following information as clearly and calmly as possible:-
 - ◆ Your Name.
 - ◆ The Telephone number from which you are calling. 01422 415529 (School Office)

The Address of the work place.

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Location of the fire on the site.

- ◆ What is involved in the fire if known?
- ◆ Details of trapped or injured persons?

Please wait for the emergency services operator to clarify the address back to you

- **Do not attempt to fight the fire.** Unless you are confident and then only:-
 - ♦ It is safe to do so.
 - ♦ If the fire is small (fire no larger than a waste paper bin)
 - ♦ a maximum of one fire extinguisher (if you don't extinguish the fire with one extinguisher it is too big) immediately leave the room closing all doors behind you.
 - ♦ Do not put yourself or others at risk by undertaking this task.
- When you reach your assembly point report the location of the fire to the Fire Warden for the premises.

3. EMERGENCY PROCEDURE – ON HEARING THE FIRE ALARM.

If you are not directly involved in tackling the fire, and you hear the alarm sound you should:-

Leave the building in an orderly manner using the nearest available exit and go directly to the premises ASSEMBLY POINT which is outside the school near the gate of the car park.

Do not stop to collect belongings, leave the building by the most direct route. Where appropriate closing doors and windows behind you as you leave. Upon evacuating look out for signs of fire (not the fire itself) and report any concerns to your Fire Warden (Samantha Dickinson) as you leave the building.

Stay at the assembly point until you are instructed otherwise from the Fire Warden. Even if the weather is bad, do not sit in a vehicle / wander off - this may delay in giving the all clear and could lead to the Emergency Services being sent into a dangerous situation unnecessarily.

Any visitor to the site must be escorted from the building and taken to the nominated assembly point (you are responsible for your visitors).

A designated Fire Warden will assume responsibility for ensuring that the evacuation is complete and that all staff are accounted for.

UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE FIRE SERVICE.

4. Additional Comments / information

Familiarize yourself with the fire evacuation procedures for your premises

Fire Extinguishers

Nominated staff should familiarize themselves with the location and type of fire extinguishers within the premises, further information can be found at :-

http://intranet.leeds.gov.uk/files/Intranet2008/2004/week50/intra_01fc457a-2a83-45c7-a762-132c278bdc11_93253186-be61-4ff6-a5b6-10c86aff0ee7.pdf

Remember water extinguishers should not be used on

- i) Chip pan / fat fires
 - ii) on electrical fires.
- Fire extinguishers may be needed to aid the evacuation past the seat of a fire!!

4.1 FIRE ALARMS.

Fire alarm points are situated though out the building, familiarise yourself with their locations and how to activate them. The alarm is of a siren type and cannot be mistaken for anything other than an emergency warning. It is loud enough to be heard over any background noise in the building.

The alarm is tested at 9am am every Friday each week.

Upon the activation of the fire alarm, it should **not** be assumed that the fire service will attend. However, if there are two or more devices are simultaneously activated this is a good indicator of fire and fire service should be summoned without delay

In the event of an actual fire the fire service will need to be phoned by using the 999 system by the Pastoral lead/Lead teacher.

In the case of a Fire Alarm activating, fire wardens in evacuating their areas of the building should check for "signs" not the fire itself as they evacuate their area of the building. If the warden while sweeping the area discovers a fire can they "without taking personal risk" be competent in extinguishing the fire?

They should report their findings to the Fire Warden.

In the absence of an actual conformation of a fire situation. The Fire Warden should, check the fire alarm panel silence the alarm and arrange a check of the area indicated on the fire panel (ideally by 2 persons), to look for signs of fire / reasons for the alarm activation. The panel should never be silenced until it is confirmed it is a false alarm, which should have been assessed on the warden's sweep.

After investigation, in the event of no obvious signs of fire, the fire alarm should be reset. The premises would then be reoccupied and an entry made in the premises fire logbook.

As appropriate the building manager (Corporate Property Management / Facilities / the building owner) should also be notified as appropriate of the occurrence, so that the fire alarm can be maintained / serviced as required.

In the event activation through say steam from a kettle, remedial action should be taken i.e. removing the kettle to a different location, away from the fire detectors.

Notices and education of staff

In the event of repeat activations over a short period the buildings fire alarm engineers should be informed and the system made subject of an investigation.

All activations of the fire alarm system should be subject to assessment, could there be a repeat? If the answer is yes what control measure could/should be adopted??

If there is any doubt as to the possibility of a fire situation the Fire Service should be summoned by **ringing 999**, without any further delay.

APPENDIX 1 to the Emergency Action Plan

1. DUTIES AND RESPONSIBILITIES

Fire Warden for school is Sam Dickinson. In her absence The Fire Warden is Jourdan Edwards The Fire Warden is responsible for:

- Overall responsibility for the evacuation of the premises.
- Implementation of fire emergency procedures.
- Follow the **EMERGENCY PROCEDURE – ON HEARING THE ALARM** and proceed to the designated assembly point.
- In the absence of any reports of signs of fire, check on the fire alarm panel, and check that area, to check for signs of fire.
- Seek confirmation of the reason for the alarm activation. In the event of a reported fire, and that the fire service has been summoned by the ringing 999.
- Liaison with the Emergency Services upon their arrival.
- The fire service officer in charge will give decision and instructions on re-entering once the building has been checked that there are no signs of fire.
- Where the fire service have been mobilized a confirmatory 999 call should be made informing the fire service in the event of a known false alarm

2. Fire Wardens Duties.

- Ensure that all persons in the designated zone comply with the emergency evacuation procedure,
- Ensure that any person with a "Personal Emergency Evacuation Plan" (PEEP) is provided with whatever escape assistance from the refuge has specified within that plan (safely hold in the designated refuge until all able bodied people have evacuated safely)
- Ensure that any personnel who have a hearing or visual impairment are aware that the alarm has sounded,
- Check for signs of fire (**not the fire itself**) as you are evacuating your area (see appendix 2 for further information).
- When you are satisfied that all personnel are evacuated leave the building, closing doors behind you as you leave.

Ensure that the building is evacuated inclusive of toilets, kitchen areas and meeting rooms. (But do not put yourself at risk in carrying out any checks)

3. Duties of Reception Personnel

On hearing the fire alarm, reception personnel should collect:-

- The staff signing in/out book
- The visitors book
- Leave the building.

- Go directly to the assembly point

4. First Aid

- A first aid kit is located in the school office and is available if required
- First Aiders are indicated on the premises local safety arrangements

Appendix 2 Additional Information

Typical signs of fire include:-

- Several zones, or devices are indicated on the fire alarm as been activated
- The obvious flames,
- Smell of smoke,
- Lights flickering or
- Increased heat.

If you spot a sign of fire ring **999** and report to the premises Fire Warden.

We are not asking you to put yourself in danger; we are just asking that you look for signs of a fire, not a fire itself. Do **not** put yourself at risk doing this.

Typical common causes for false alarms:-

- Cooking fumes (eg. burnt toast, food)
- Steam (from bathrooms, shower rooms and industrial processes)
- Tobacco smoke
- Dust (whether a build up over a period of time or released in a construction process)
- Insects
- Aerosol spray
- Smoke from sources other than a fire in the building (e.g. external bonfire)
- Construction work
- Cutting, welding and similar "hotwork"
- Cosmetic smoke (discos and theatres)
- Incense and candles
- Electromagnetic interference
- High humidity
- Water ingress
- Substantial fluctuation in temperature
- Accidental damage (particularly to call points)
- Testing of maintenance of system, without appropriate disablement of the system or warning to building occupants or alarm receiving centre
- Change of use of room i.e. converting a room into a kitchen and retaining smoke detection, rather than converting to heat detection.

Further advice from West Yorkshire Fire & Rescue concerning their attendance policy to fire alarm activations can be found here:-

<http://intranet.leeds.gov.uk/files/Intranet2008/2012/2/afa%20reduction%20letter.pdf>

Detailed advice from West Yorkshire Fire & Rescue on false alarm reduction can also be found via this link:-

<http://intranet.leeds.gov.uk/files/Intranet2008/2012/2/afa%20reduction%20letter.pdf>

Appendix 3 – other emergencies

Other events which may lead to an emergency and the requirement to stay put or evacuation of the premises include:-

- The threat from the detonation of an explosive or incendiary device.
- An incident in the local area involving the accidental release of toxic gases, or a City Centre evacuation etc.
- A threat to persons in the premises from flooding.
- A police emergency relating to a person or persons using firearms.
- Civil Disturbance over a wider area.

The complete evacuation of the premises may still be a requirement depending upon the threat being internal or external?

Evacuation procedure – silent evacuation

Other types of building evacuations may be started by voice, as opposed to using the buildings fire alarm, and may take the form of a “**silent evacuation**”. That is to say that a Fire Warden will tell staff verbally that there is possible threat and that staff should evacuate the premises in a certain direction, by an identified route.

There will still be a need to confirm that all persons have been evacuated from the building, and fire wardens will check their areas as they are evacuated once that the building has been evacuated they would report this to member of the emergency services upon their arrival.

Fire Wardens duties

Fire Wardens duties will remain the same i.e. the Fire Warden is responsible for taking control of the evacuation point and responsible for ensuring, as far as is reasonably practicable, that the premises have been evacuated and that no staff remain at risk inside.