

FIRE EMERGENCY ACTION PLAN (EAP)

St. Joseph's Catholic Primary School Clydach



EAP ARRANGEMENTS

Organisation and Responsibility for Fire Safety

The responsibility for Site Fire Safety rests with the School Head Teacher.

Key holders are Mrs. J. Stack and Mr. Mc Gillycuddy (caretaker).

- St. Joseph's is a Voluntary aided Catholic Primary school.
- The building has a fire alarm for both the main school building and demountable building. There is a separate fire alarm for the Nursery and Reception building.
- The nominated assembly point for the occupants of the premise is in the main Junior yard.
- The school site consists of a large main school building and a demountable on the yard which has two classrooms.
- There is a relatively new build Reception and Nursery building.
- Disabled access is good with ramps from the main building and demountable building and a lift for wheelchairs in the main school.
- Access for the fire brigade is limited as there is a single driveway from the main road with no turning point.
- The school is fenced and the access into the yard is locked.
- The school has an exit into the local park but this is also locked.
- Neighbouring Manor Park has a locked gate but the school has a key.

The Catering Manager has designated the Cook-In-Charge to take charge in the event of an emergency at the kitchen. This role is to coordinate a safe evacuation from the kitchen site only.

In the unlikely event that the Cook-In-Charge or Deputy is absent the most senior employee remaining will take charge after being informed, instructed and trained appropriately by the Catering Manager or Cook-In-Charge.

Means of Raising the Alarm

The means of warning of fire at the School site is by either automatic detection devices activating the fire alarm system and or by observation of occupying employees who can operate the alarm by break call points strategically placed on exit routes of the School.

PROCEDURES for FIRE

1. DISCOVERY OF A FIRE

In the event of fire being seen by **anyone** in the kitchen, the person will alert others by shouts. Staff should evacuate contractors, visitors and themselves to designated assembly point. Employees should isolate the gas / electricity supply as appropriate. The school should be notified immediately.

NEVER TRY TO EXTINGUISH A FIRE UNLESS YOU ARE:

- (i) Confident in your abilities
- (ii) Familiar with the fire extinguishers location and operation
- (iii) Sure it has the correct extinguishing medium (contents)
- (iv) The escape route is free and safe

2. ON HEARING THE FIRE ALARM

- (i) Start evacuation procedure for the building by mobilising users and occupants to evacuate the building IMMEDIATELY.
- (ii) Check all areas of your own responsibility and ensure colleagues are evacuating.
- (iii) Switch off / isolate all apparatus with the potential to be hazardous if left unattended and if safe to do so (Gas / Electricity supplies).
- (iv) Evacuate the building in an orderly manner; do not stop to collect personal belongings. Help any less able person to safely evacuate. If safe to do so close doors behind you.
- (v) Make your way to the designated assembly point (if persons are not accounted for relay this information to the Evacuation Supervisor of the School). Take fire register (red/ green) with you and account for all pupils and staff in your care.
- (vi) Ensure all evacuated persons are injury free.
- (vii) Never re-enter the facility until Senior Officer of the School or Fire Service and Cook-In-Charge confirms that it is safe to do so.

3. AFTER THE EMERGENCY

- (i) Turn off all equipment at the appliance controls before re-setting the Isolators.
- (ii) Ensure Extractors are functioning correctly.
- (iii) Inform the Manager of the occurrence at your earliest opportunity, who will inform the Corporate Health and Safety Officers assigned to the Education Directorate.
- (iv) Isolate area or equipment affected by the fire until an investigation has been under taken (if the fire has occurred in the kitchen).



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4. MEANS of ESCAPE in CASE of FIRE

The means of escape from the kitchen is displayed on the fire plan drawings attached to this document and is supported by appropriate signage.

School Kitchen

ON DISCOVERING A FIRE

1. RAISE THE ALARM.
2. SCHOOL IS TO CONTACT THE FIRE RESCUE SERVICE (but check that this is done!!)
3. ISOLATE DANGEROUS EQUIPMENT VIA E-STOPS.
4. "GET OUT" EXTINGUISHERS ARE TO AID ESCAPE ONLY.
 - a. Only Tackle a Fire: if you are confident to do so, have the correct appliance and without taking undue risk.

ON BEING ALERTED TO A FIRE EMERGENCY

5. IMMEDIATELY EVACUATE ALL PERSONS BY THE NEAREST EXIT.
6. CLOSE DOORS / WINDOWS BEHIND YOU if safe to do so (don't lock them).
7. ISOLATE DANGEROUS EQUIPMENT VIA E-STOPS.
8. REPORT TO YOUR DESIGNATED ASSEMBLY POINT:

INFANT YARD



- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT TAKE RISKS
- LEAVE THE BUILDING IMMEDIATELY
- ASSIST AND FOLLOW INSTRUCTIONS

Your Fire Safety Lead is:

Cook-In-Charge: Karen Bevan



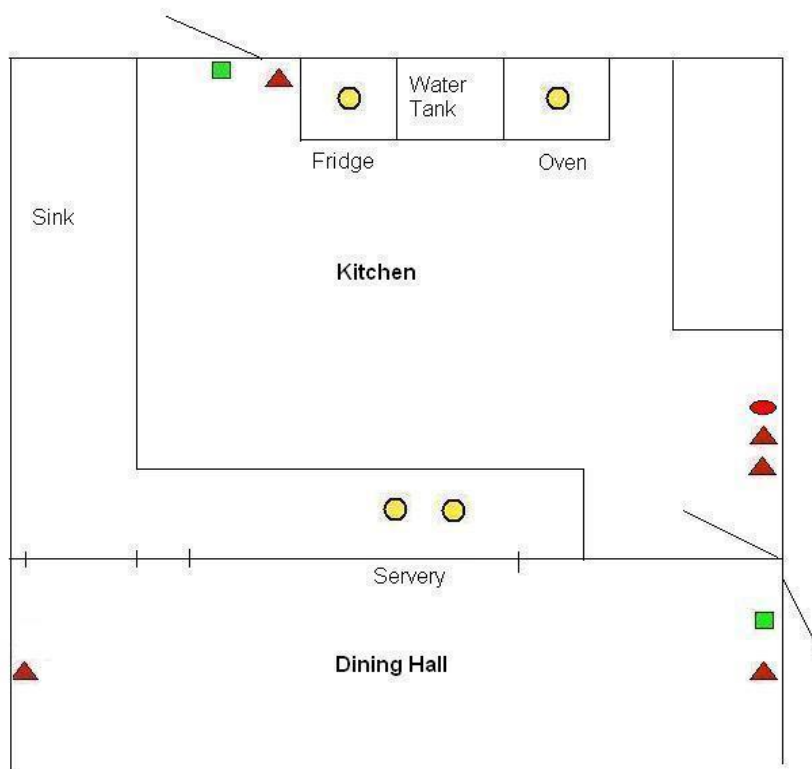
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FIRE FIGHTING EQUIPMENT

Site Drawing/Plan (Not to scale)

School Kitchen FRA Plan

Bet Jenkins (Manager)
Karen Bevan (Cook in Charge)



-  Fire Blanket
-  AFD
-  Gas shut-off valve
-  Fire Extinguishers
-  Break Glass call point
-  Fire Exit
-  Ignition Source
Cookers/Oven/Refridgerator/Microwave

Fire Action Plan

On Discovering a Fire

1. Raise the Alarm
2. Contact the Fire Rescue Service
(School will do this)
3. Extinguishers are to Aid Escape.
Only tackle a fire if you are:
 - Confident to do so
 - Have the correct appliance
 - Not taking risks

On Hearing the Fire Alarm

4. Immediately evacuate all persons by the nearest exit

5. Isolate equipment/close doors/windows behind you
6. Report to your assembly point (Infant Yard)

DO NOT

- Stop to collect belongings
- Take risks
- Re-enter the building until authorised to do so

ALWAYS

- Help colleagues and visitors
- Leave the building immediately
- Follow Fire Safety instructions