

**Gresham Primary School  
Limpsfield Road  
Sanderstead  
Surrey  
CR2 9EA**



**Fire Evacuation Plan  
April 2021**

Next review April 2023

## **Fire Evacuation Procedure**

### **1. Introduction and description of premises**

Gresham Primary School was originally constructed around 1930. The school consists of 3 buildings. The main school block occupies 2 floors and the kitchen block is of one floor and are of traditional brick construction. There is a double portacabin style classroom block in the rear of the grounds used as a library and music room.

The accommodation provided includes a kitchen, classrooms, dining room and offices on the ground floor, with classrooms on the first floor.

There is a lift installed to gain access to upper floor. The lift is not fire evacuation rated and must not to be used during a fire alarm activation.

#### **1.1 Information on the fire alarm system**

The fire alarm system consists mainly of electric manual break glass call points and detection to high risk areas. The fire alarm system was replaced in August 2020 and provides Category L2 coverage to BS5839. It consists of electric manual call points, smoke and heat detection to means of escape routes (corridors and staircases) high risk rooms and rooms adjoining the escape routes.

The main fire control panel is sited inside the front door near the reception office.

The fire alarm is a 'simultaneous' system which means that when the fire alarm is actuated, the fire alarm siren sounds across the building and everyone will evacuate immediately.

Fire alarm testing takes place weekly on Fridays 6.30pm.

#### **1.2 Fire actuation call points**

These are located on each floor adjacent to all fire-exit doors. If pressed they will sound the fire alarm.

#### **1.3 Emergency lighting**

Emergency lighting is installed to illuminate all fire escape routes in the event of a mains power failure. The emergency lights provide illumination from a battery power supply which will last for approximately three hours.

#### **1.4 Fire exits**

The main building has 12 fire exits on the ground floor. The first-floor areas are exited two staircases which are not fire compartmented from each other. Both discharge into the same ground floor corridor. The ground floor exits are provided with push bar or thumb latch fastenings.

All fire exits are indicated by green and white 'running man' signs to be found throughout the premises. Know your nearest exit and alternative escape routes.

#### **1.5 Fire doors**

Fire doors are designed to maintain the compartmentation of a building in the event of fire, preventing the spread of smoke and fire and providing sufficient resistance to protect the means of escape. These should never be wedged or held open. If a fire door is required to be held open, it should only be achieved by installing approved electro-magnetic devices

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hard wired into the fire alarm system. These automatically release when the fire alarm actuates.

### 1.6 Disabled evacuation

All staff and pupils with mobility difficulties should have a written personal emergency evacuation plan to ensure safe systems and support is in place to aid their evacuation. The plan should be reviewed regularly to ensure it is still fit for purpose. The PEEP plan will also need to consider the limitations of access to parts of the premises. Currently Evac chairs have been de-commissioned as we do not have any PEEP plans in place for staff or pupils. However, all disabled visitors will be accessed on arrival and arrangements will be made to ensure that they remain on the ground level to accommodate their needs. This plan will be reviewed if there are any changes to staff and pupil needs going forward and at which time such time we re-commission Evac chairs for permanent PEEP Plans.

Consider the support that visitors attending with a physical disability may require.

The plan cannot rely on passing the evacuation of disabled persons to the fire service to complete when they arrive.

### 1.7 Firefighting equipment

Fire extinguishers are located on the escape routes from each floor, adjacent to the main exit doors. Additional fire extinguishers are strategically placed to protect specific risk areas (Copiers etc.)

The following types of fire extinguishers are located throughout the premises:

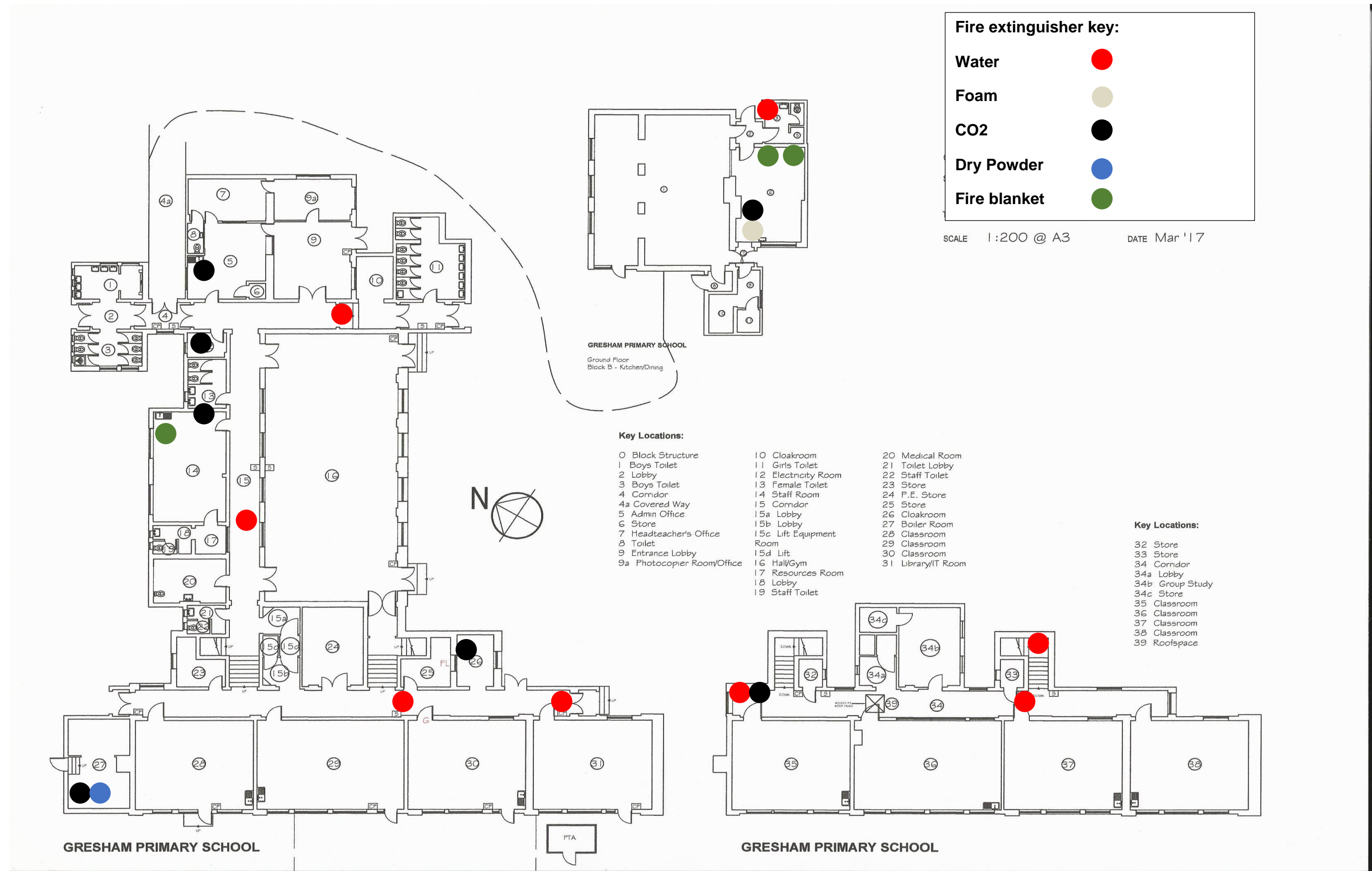
Type	Colour	Classification of Fire
Water	Red	Flammable solids, such as paper, wood, and textiles
Foam	Cream	Paper, wood, textiles, fabric and flammable liquids
Carbon Dioxide	Black	Flammable liquids, flammable gases, electrical hazards
Dry Powder	Blue	Paper, wood, and textiles, flammable liquids, flammable gases and electrical fires.

Instructions for the use of the above are printed on the equipment.

Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

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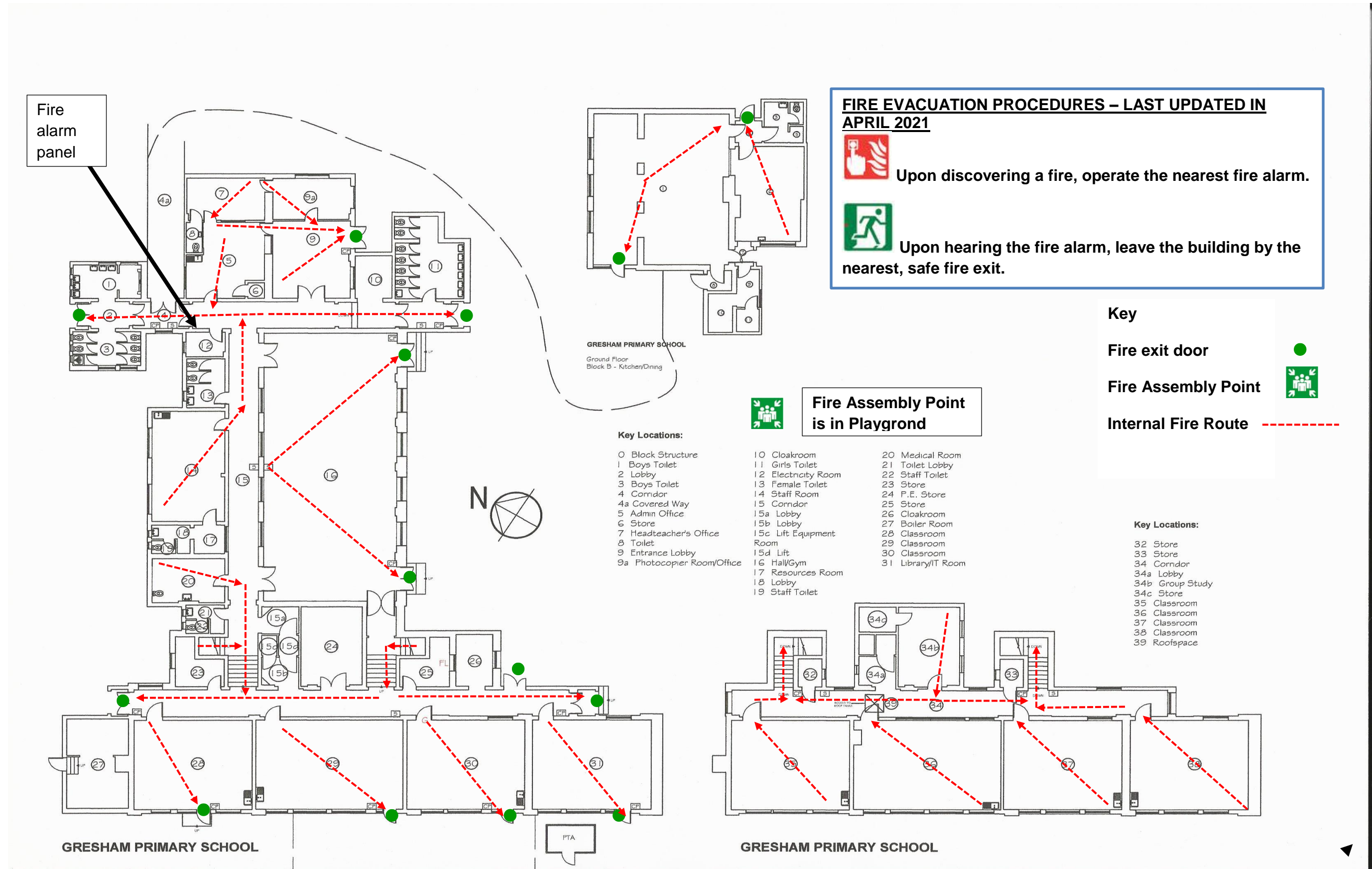
# 1.8 Location of firefighting equipment





### 1.9 Assembly point and escape exits

The following plans show the internal and external means of escape routes and the location of the fire assembly point which is in the rear playground.



## 2.1 Calling the fire brigade

The Fire Brigade are only to be called when a fire is confirmed, or the cause of the fire alarm actuation cannot be ascertained.

Call the fire brigade by dialling 999.

When the operator answers you will be asked for your telephone number and which service you require. Ask for the fire brigade.

When the Fire Brigade operator answers say there is a fire at:

**Gresham Primary School  
Limpsfield Road  
Sanderstead  
Surrey  
CR2 9EA**

Do not replace the receiver until the address has been repeated by the Fire Brigade operator and they confirm the brigade are attending.

## 2.2 Fire evacuation procedure (0800 to 1600 hours)

The Headteacher or Deputy headteacher will investigate and manage any fire alarm activation. When the fire alarm is activated, they will:

- Proceed to the fire alarm panel,
- Identify which fire zone has alerted, and
- Investigate the identified fire zone.

If a **fire is confirmed**, they will:

- Call the fire brigade by 999,
- Liaise with the fire wardens to confirm the premises have been searched and clear of persons,
- Confirm all pupils, visitors and contractors are accounted for at the fire assembly point, and
- Headteacher or Deputy headteacher must attend the front of the building to liaise with the fire brigade, providing information and support as required.

No one is to re-enter the premises until either the Headteacher, Deputy headteacher or the fire brigade have given the all clear.

If **no fire or signs of fire** are found, they will:

- **Not call the fire brigade by 999** but
- Liaise with the fire wardens to confirm the premises have been searched and clear of persons,
- Confirm all pupils, staff, visitors and contractors are accounted for at the fire assembly point,
- Silence and reset the fire alarm, and
- Return occupants to the premises.

No one is to re-enter the premises until either the Headteacher, Deputy headteacher or the fire brigade (if attending) have given the all clear.

### **2.3. Fire evacuation procedure (1600 to 1900 hours)**

The Headteacher, Deputy headteacher or fire warden, will investigate and manage any fire alarm activation. When the fire alarm is activated, they will:

- Proceed to the fire alarm panel,
- Identify which fire zone has alerted, and
- Investigate the identified fire zone.

If a **fire is confirmed**, they will:

- Call the fire brigade by 999,
- Liaise with any fire wardens who may be present to confirm the premises have been searched and clear of persons,
- Confirm if any staff, visitors or contractors who may be on the premises are accounted for at the fire assembly point, and
- Liaise with the fire brigade at the front of the premises, providing information and support as required.

No one is to re-enter the premises until either the Head or Deputy headteacher, fire warden or the fire brigade (if attending) have given the all clear.

If **no fire or signs of fire** are found, they will:

- **Not call the fire brigade by 999** but
- Liaise with any fire wardens who may be present to confirm the premises have been searched and clear of persons,
- Confirm if any staff, visitors or contractors who may be on the premises are accounted for at the fire assembly point,
- Silence and reset the fire alarm, and
- Return any occupants to the premises.

No one is to re-enter the premises until either the Headteacher, Deputy headteacher, fire warden or the fire brigade (if attending) have given the all clear.

### **2.4 Actions on hearing the fire alarm (bell)**

- Evacuate the building immediately by the nearest means of escape.
- Ensure any members of the public are also evacuated from your areas.
- Immediately leave the building by the nearest available means of escape and proceed to the assembly point.
- Do not return to your offices to collect your belongings.
- Do not run.
- Obey the instructions of the Fire Wardens.
- Do not re-enter the building until you are told it is safe to do so by either the Head or Deputy headteacher or the fire brigade, if attending.

## **3. Responsible persons**

### **3.1 Headteacher**

Is the 'Responsible Person' under current fire legislation whose responsibilities include:

- Ensuring the fire risk assessment is provided and maintained,
- Providing and maintaining a fire safety management plan,
- Delegating responsibility to staff for roles/functions,
- Staff are trained for their roles,
- Contacting the fire brigade in the event of a fire,

- Ensuring termly fire evacuation drills are carried out, and
- Ensuring the fire safety systems and equipment receive regular inspection and maintenance.

### **3.2 Caretaker, Headteacher or School Office Manager fire alarm response**

When the fire alarm actuates, the Caretaker (Headteacher or School Office Manager, in Caretaker absence) will investigate the cause of the actuation. If a fire is confirmed, they will call the fire brigade to attend, confirm the premises are fully evacuated and inform their staff of the incident.

If no fire is found, the staff are to be informed of the situation, then silence and reset the fire panel. If there is any doubt as to the cause for the fire alarm, call the fire brigade out and do not silence or reset the system.

These persons are responsible for the management of the evacuation and will liaise with wardens, staff and the fire brigade (if attending). They will decide whether reoccupation is possible.

### **3.3 Admin staff**

Admin staff will carry out any designated role they have been allocated and then make their way to the fire assembly point. The roles may include that of fire wardens, or ensuring registers, visitor's books, fire evacuation grab packs, keys, mobile phones and business continuity plans are available at the fire assembly point. A staff member to be allocated to the ground floor general office to staff the disabled refuge communications point and be ready to provide advice if the first-floor call points are operated.

### **3.4 Teaching staff**

Teaching staff should assemble their students and then lead them to the fire assembly point where they will carry out a roll call. The results of the roll call must be relayed to the Headteacher when requested.

### **3.5 Students**

Students do not have formal roles and their safety is the responsibility of the teaching staff.

### **3.6 Fire wardens**

Fire wardens are to be nominated to search areas of the School to ensure the premises are clear, to check the fire alarm panel and the affected zone and operate fire extinguishers.

Fire wardens will make a sweep of their allocated area and ensure any remaining persons are guided to safety. They should then go to the assembly point to inform the Headteacher of the results of their sweep.

Fire wardens will need to be trained in the use of the evac and be ready to be sent to either of the 2 staircases to aid the evacuation of physically disabled persons in a chair (Currently decommissioned as no Peep Plans in place. However, reviewed when new pupils or staff start)



### **3.7 Visitors**

Visitors are unfamiliar with the layout of the building and procedures adopted for safe evacuation in the event of an emergency. Their safety is dependent on members of staff promoting and guiding visitors to a place of safety.

Upon activation of the fire alarm system, visitors must follow the instructions of the members of staff.

### **3.8 Contractors**

Contractors must be made aware of the procedures in place upon activation of the fire alarm before works are commenced. If a fire alarm actuates, contractors must report to the fire assembly point to liaise with the Headteacher or caretaker. Contractors must acquire permits to work when carrying out 'hot works'.

## **4. Review**

This plan must be reviewed:

- Annually,
- When the fire risk assessment review is undertaken,
- After a fire/fire alarm occurrence,
- When any building layout changes are made,
- Alterations/additions to the fire alarm system, or
- When there are changes to staffing/student numbers.