



Fire control plan

PENPOL SCHOOL
2 St Georges Road
Hayle
Cornwall TR27 4AH

Signed **Date**
Head Teacher

Signed **Date**
Chair of Governors

General Guidance

Notes on responsibilities

Overall responsibility for the completion and implementation of the fire control plan will always lie with the most senior person (the person in charge).

- Induction; the premises co-ordinator will advise the fire warden of the arrival of new staff and ensure they are informed of the contents of the fire control plan and made familiar with key aspects of the fire precautions for the building - any special provisions will be discussed, agreed and recorded at that time
- Training; the premises co-ordinator will keep training records up to date for fire wardens and new staff and ensure that lessons learnt from fire drills or changes to the building's fire control plan are cascaded through the senior manager to all staff
- Day to day routines; the premises co-ordinator and fire warden will agree who will carry out routine tasks - daily checks to keep fire exits clear, weekly testing of fire alarms, monthly checks of fire extinguishers, fire doors, emergency lighting, fire precautions log book etc
- The Head Teacher will meet with the premises co-ordinator and fire wardens to review plans, procedures and fire risk assessments to implement any necessary changes and to ensure that all staff are fully briefed

Fire service audits

As and when the fire service come to audit the service occupier they will be looking to find the following:

- An up to date fire risk assessment
- An up to date fire control plan (amended to reflect any changes)
- Records of staff training and induction
- Records of tests, checks and inspections

They will also carry out spot checks to see if staff are fully aware of the procedures and what to do in the event of a fire and they do carry out these checks as a matter of routine!

The fire control plan

The purpose of this plan is to ensure staff and other people in the workplace know what to do if there is a fire or incident and to ensure the workplace can be safely evacuated.

All staff are required to read and familiarise themselves with the instructions and information contained within this plan.

The Fire Team

Name	Title
Chris Coyle-Chislett	Head Teacher
Tiffany Pope	Deputy Head Teacher
Vicki Woolcock	Fire Warden
Nigel Smith	Fire Warden
Paul Hudson	Fire Warden
Heather Gilman	Fire Warden
Caroline Holland-Lloyd	Fire Warden
Wendy Turner	Fire Warden
Sarah Hampshire	Fire Warden
Tiffany Pope	Fire Warden
Jen Jones	Fire Evacuation Officer
Heather Gilman	School Business Manager
Nigel Smith	Site Supervisor
<u>Fire Evacuation Co-ordinators</u>	
All Class Teachers	Pupils
Wendy Turner	Teaching Assistants Staff
Tiffany Pope	Teaching Staff and Students
Jen Jones	Admin/Premises/Lunchtime Staff

Roles and responsibilities of the fire team

- Maintain and monitor staff fire training and fire maintenance records.
- Liaise as necessary with user groups, contractors, the fire safety officer and fire safety manager during fire risk assessments and any subsequent fire works or minor building alterations.
- Ensure that a "Hot Works Permit" is in place during any hot works being carried out. This is the responsibility of Cornwall Council for any CC led projects such as Basic Need and Backlog Maintenance.
- Report any fire incidents (no matter how small) using the "Fire Incident Report Form" and guidance provided as part of the "Fire Safety Policy".
- Nominate and assemble a fire team, comprising of a deputy and fire wardens.

- Ensure the Fire Evacuation Co-ordinator is easily identifiable by hi-viz jacket at any fire incident.
- Proceed to gain information from fire control panel where applicable.
- Take responsibility for any emergency fire evacuation of the building.
- Inform staff on the progress of the incident.
- Liaise with fire wardens from all sections and user groups.
- Ensure the fire service is called to any fire, however small.
- Liaise and co-operate with the fire service on their arrival.
- Report the location of the fire to the fire service incident commander, if known.
- Report on the state of the evacuation.
- Supervise a controlled re-entry into the building once the fire service gives their permission.
- Fire warden
 - Manage the evacuation of their section and report directly to the fire/incident control and assembly officer
 - On hearing the fire alarm, proceed to their area and don their identity symbol
 - Familiarise themselves with their floor layout, including emergency routes, fire alarm call points and fire extinguishers
 - Cope calmly with members of the public and direct them to the exits
 - Conduct a quick search of their area on their way out, including common areas and toilets to ensure everybody is leaving the building, making sure all doors and windows are shut where practically possible.
 - Rooms found to be locked need not be searched, but the fire service need to be informed
 - If a small fire is discovered, the fire warden can tackle the fire using the appropriate fire extinguisher (only if trained to do so) - however, if the fire warden's own safety or escape route becomes compromised, they should leave immediately and report to the fire service incident commander outside the building
 - Responsible for managing the assembly area away from the building
 - Responsible for taking a roll call of staff as they congregate in the designated assembly area
 - Assist the fire/incident control and assembly officer

- Report on state of evacuation to the fire/incident control and assembly officer
- Form a personal emergency evacuation plan for disabled persons

- All staff
 - Must co-operate and comply with the arrangements made for implementing this policy and the duties required under the fire regulations
 - Must carry out any reasonable instructions from their manager in complying with the fire regulations
 - Understand their local fire instructions, how to raise an alarm and to follow the instructions when evacuating the building
 - Be aware of any significant fire risks identified by the fire risk assessment and follow any instructions arising from it
 - Must not interfere with or abuse any structural fire protection (i.e. wedging open designated fire doors) or interfere with any equipment provided for fire safety purposes

STAFF ROLES & RESPONSIBILITIES IN THE EVENT OF AN EVACUATION

ACTION	PERSON RESPONSIBLE FOR	PERSON RESPONSIBLE IN ABSENCE
Evacuation of Pupils	Class Teachers/Teaching Assistants/Lunchtime Supervisors/Club Leaders	Supply Teachers/Teaching Assistants
Collection of Class Registers	Clare Broadbridge	Jen Jones
Print 3 copies of Role Call List from Signin App	Jen Jones	Clare Broadbridge
Evacuation Officer	Jen Jones	Clare Broadbridge
Pupils Role Call	Class Teachers	Supply Teachers
Teaching Staff & Students Role Call	Ana Baillie	Tasha Lamb
Teaching Assts Role Call	Wendy Turner	Tasha Lamp
Office/Lunchtime Staff/Visitors	Jen Jones	Clare Broadbridge
Checking Rooms	Fire Wardens (see Zone and Daily List)	Fire Wardens (see Zone and Daily List)
Collecting Mobile Phones and Calling the Fire Brigade	Vicki Woolcock	Admin Staff
Meeting the Fire Brigade	Fire Wardens (see Zone and Daily List)	Fire Wardens (see Zone and Daily List)

Action to take in the event of a fire (must be placed in a prominent position)

Discovery of a fire

If you discover a fire – take the following action:

1. Shout a verbal warning to others in the vicinity and immediately operate the nearest fire alarm point
2. Call the Fire Brigade (dial 999)
3. Inform a senior member of staff or member of the Fire Team if possible
4. Leave the building by the nearest available exit. Do not stop to collect personal items.
5. Assemble well clear of the building at the assembly point – School Playing Field.
6. Do not re-enter the building while the alarms are sounding.
7. Report and remain at the assembly area until you receive further instructions from the fire/incident control and assembly officer.

On hearing the fire alarm

1. Leave the building by the nearest available exit. Do not stop to collect personal items.
2. Assemble well clear of the building at the assembly point in the school playing field.
3. Remain at the assembly area until you receive further instructions from the fire/incident control and assembly officer.

Evacuation procedures and fire precautions (must be placed in a prominent position)

Means of escape

In addition to the normal entrance/exit, staff must ensure they know the other escape routes and fire exit doors around the building, if you need to be shown please ask your manager.

Fire exit doors

Fire Exits are clearly marked.

Fire alarm

An electrical fire alarm system is installed which is capable of being audible throughout the premises. The alarm is tested on Wednesday each week.

Fire fighting equipment

The fire extinguishers are located at various points throughout the school building.

Fire alarm call points

The fire alarm call points are located at points on the attached fire plan.

Location of staff assembly point

The School Field

Emergency escape for disabled persons

During induction staff will be asked if they may require special assistance to evacuate the building. If assistance is required, a personal emergency evacuation plan will be developed by the fire wardens and member of staff. Those designated to provide assistance will receive copies of the plan.

Incident control room

In the event of any situation requiring the urgent attendance of any of the emergency services, the fire/incident control and assembly officer (or deputy or fire warden) must:

- Dial 999 and request the service required
- Stand by to admit and direct the emergency services
- Act as a liaison point between the emergency services and staff

Incident plans

The instructions listed below provide guidance to be followed if an emergency situation arises.

Explosive devices planted inside the building

If intelligence has been received that an explosive device has been planted but there is no indication as to where, the building must be searched before an evacuation can take place. The building has been divided into sectors and must be searched effectively and systematically. If the exact location is unknown then the areas to which the public have access must have priority. The searchers must consider the following five questions to aid them in determining whether or not an object is suspicious.

- Does it belong here?
- Whose is it?
- How did it get here?

- How long has it been here?
- Could it contain explosives?

Search methods

Staff will be alerted by an ALL CALL on the Hytera Radio System. Staff should remain calm and in their classes until further instructions are received.

- Two searchers, one working all around the room in a clockwise direction from the left of the door and the other working anti-clockwise from the right of the door
- Sweep 1 – floor, lower part of the wall, all furniture and fittings up to 1 meter
- Sweep 2 – rest of the wall and remaining fittings
- Sweep 3 – ceilings, light fittings, tops of windows, tall cupboards, shelves and recesses

After the team has completed its search and if nothing has been found, the fire/incident control and assembly officer should be notified immediately and the area marked 'clear' on the search plans. The searched area is to be identified by a coloured self-adhesive label.

Discovery of a suspicious object

When a suspicious object is found as a result of a search, it should not be touched, moved or jarred. The location must be relayed to the fire/incident control and assembly officer immediately. The fire/incident control and assembly officer must then take the following action:

- Identify and isolate the danger (including an area below and above the location if appropriate)
- Check all doors and windows are open to minimise blast damage
- The evacuation procedure must be instigated
- Do not permit re-entry until the device has been removed or disarmed or a false alarm has been declared

Explosive devices planted outside the building

- The area must be cordoned off and evacuated. The fire/incident control and assembly officer will then liaise with the police and subsequent emergency services. This building is deemed not to be exposed to this threat.

Postal bombs or postal packages containing hazardous (e.g. toxic or infectious) materials sent to the building

- All staff to be provided with a list of pointers to look for in determining suspect packages or letters. If they believe that they have received a contaminated package or bomb, they must leave

the package and not touch it further, shut all windows and doors in the room and leave the room. If they suspect that they have been contaminated, they must separate themselves from others and await a medical examination. They must then inform the fire/incident control and assembly officer immediately.

- The fire/incident control and assembly officer must notify the police immediately, switch off the air conditioning system (if fitted) and close all fire doors and windows in the building. They must then carry out evacuation procedures. If contamination is suspected, staff must be located away from the hazard and other staff until medical advice has been sought.

Telephone bomb threat

- Any staff receiving a telephone bomb threat should complete the Bomb threat checklist (Appendix 13) and take the following action:
- Notify the fire/incident control and assembly officer who will assess the threat, taking into account the following guidelines and the information given in the warning (the greater number of specific and correct facts, the greater likelihood the warning is genuine):
 - The prevailing threat
 - The status of the building
 - Any current publicity given to bomb hoaxes
 - The rationality and state of mind of the caller
 - Any given codeword
 - Whether similarly phrased threats have been received before

Once the fire/incident control and assembly officer has considered the threat, the decision can be made to treat the call as a hoax or put into place the search/evacuation procedure.

Evacuation procedure

The procedure to be followed is as outlined above for fire evacuation. However, the fire/incident control and assembly officer will have to assess the situation and decide whether to carry out a partial or complete evacuation. Before any evacuation takes place, escape routes must be searched and declared safe. Alternative routes may have to be provided to ensure that people are not placed in danger by passing a suspect device. If an external threat such as car bomb or hand-placed device is identified, staff will be moved to corridors (or other areas away from external windows) pending further identification of the threat.

Re-occupation

When it is deemed safe to re-enter the building, staff should re-occupy first to ensure that any internal security doors etc are closed before the public are remitted.

List of appendices

Appendix 1 - floor plans

Appendix 2 - summary of events

Appendix 3 - fire roll call and emergency evacuation checklist

Appendix 4 - health and safety inductions and updates

Appendix 5 - health and safety basic induction; fire, first aid and welfare

Appendix 6 - weekly fire call point tests

Appendix 7 - fire extinguisher log

Appendix 8 - monthly emergency lighting testing

Appendix 9 - fire doors inspection log

Appendix 10 - procedure for fire alarm test

Appendix 11 – contact list

Appendix 12 – Cornwall Council school closure guidelines

Appendix 13 – Bomb Threat Checklist

Appendix 2 - summary of events

Weekly

Fire alarms
Fire call point testing

Monthly

Emergency lighting
Fire extinguisher inspection
Combustible storage
Obstructions
Parking (access for emergency vehicles)
New staff
Fire doors
Lift

Every three months

Extinguishers in date
Fire procedures up to date
Fire risk assessment in file
Fire risk assessment – changes in occupancy requiring review?
Weekly/monthly checks in date/overdue
Personal emergency evacuation plans required?

Every six months

Staff fire training
Fire drill
Emergency lighting test certificate
Fire alarm test certificate

Annually

Fire extinguishers test certificate
Fire control plan up to date
Fire risk assessment review

Appendix 3 - fire roll call

The Fire Evacuation Co-ordinator completes an Emergency Evacuation Checklist and Class Teachers report to her when areas are evacuated and clear. All other staff have individual areas of responsibility which they report for as evacuated and clear. The Emergency Evacuation Checklist is attached.

EMERGENCY EVACUATION CHECKLIST
Penpol School, 2 St Georges Road, Hayle, TR27 4AH
Tel: 01736 753472

Drill Y/N

Date

Fire Brigade called: Y/N

Time

.....

Other Emergency Services called: Y?N

Time

- * Advise location of any SEN/Disabled persons sheltering in property
- * Advise attending service of location of flammable chemicals
- * Advise attending service of location of any asbestos

Any exceptions please report to the emergency service on their arrival at site, ie special needs visitors/staff children and where they are sheltering

In the event of critical incident the nearest Rest/Reception Centre is Hayle Community School, High Lanes, Hayle Tel: 01736 753009

NB: Following evacuation and return to building, ensure event is entered in evacuation log and briefing session of staff conducted.

If required, appropriate notify appropriate department of Cornwall Council – 0300 1234100

Time taken to fully evacuate premises

.....

Incident Controller sign off

.....

Name (print)

.....

COMMENTS/POINTS TO FOLLOW UP? PLEASE RECORD BELOW

Please pass completed form to Heather Gilman for follow up/filing

Areas Evacuated and clear (Tick below)

Zone	Class/Area	Clear ✓
1 - Vicki	1	
Deputy Heather	2	
	3	
	4	
	Office	
	Head Teachers Office	
	Deputy Head Teachers Office	
	Hall	
	Kitchen	
	Infant Toilets x 2	
	Quad Area	
2 - Paul	ICT Mac Suite – Juniors	
Deputy Caroline	Library	
	Staff Room	
	Resources Room	
	14	
	13	
	12	
	11	
	Girls Toilets	
	New Toilet Cubicles x 3	
	Staff & Disabled Toilet	
3 – Sarah H	5	
Deputy Tiffany	6	
	Boys Toilets	
	Girls Toilets	
	7, Cloakroom, Toilets x 2	
	Middle Elliott	
	Cloakroom, Disabled Toilet	
	8, Cloakroom, Toilets x 2	
4 - Nigel	9, Cloakroom, Toilets x 2	
Deputy Wendy	10, Cloakroom, Toilets x 2 Ensure Lane and Field Gate are open for emergency vehicle access (except for drills)	
Group Leader	ASClubs (See Attached Newsletter for Clubs running) Separate Register Group Leader responsible Roll Call	
Group Leader	Breakfast and Pirates Club - Separate Register – Group Leader responsible for Roll Call	

Appendix 4 - health and safety inductions and updates

General staff - 6 monthly

Carried out by: Chris Coyle-Chislett, Head Teacher

Health and safety inductions and updates			
Name	Unit	Date	Notes

Appendix 5 - health and safety basic induction; fire, first aid and welfare

- Explanation of fire action procedures (see appendix 11)
 - Explanation of fire escape routes and assembly points (see appendix 1)
 - Enquiry for any trained fire wardens
- Explanation of first aid procedures and enquiry for any trained first aiders
- Explanation of welfare facilities, i.e. toilets, kitchenette etc

Appendix 6 - weekly fire call point tests (to be kept in the fire precautions log book)

Weekly fire call point tests						
Date	Time	Point/ location	Sounder	Red light on (call point box)	Comments	Signature

Comments:

Appendix 7 - fire extinguisher log (to be kept in the fire precautions log book)

Date of last inspection:

Date of next inspection:

Inspector:

Inspection date/time:

Fire extinguisher log					
Point/ location	CO ²	Water	Foam	Dry powder	Signature

Appendix 8 - monthly emergency lighting testing (to be kept in the fire precautions log book)

Date:

Time:

Monthly emergency lighting testing				
Point/ location	Red light on	Light test OK	Comments	Signature

Fire extinguishers

Fire extinguishers all in place:
Comments:

Appendix 9 - fire doors inspection log (to be kept in the fire precautions log book)

Inspected by:

Date:

Fire doors inspection log							
Door number	Position	Integrity of panel, frame, glazing	Door tightness	Full closure /latch operation /smoke seal /door closer operation	Signs	Doors propped or wedged open	Comments

Appendix 10 - procedure for fire alarm test

- Make all staff aware. Fire Alarm Test carried out every week on the same day and at the same time.
- Select zone for test (Infants/Juniors etc – alternate weeks)
- Operate call point by pressing black centre point, break glass alarm should sound
- Return to the control panel and silence sounder with the 'SILENCE' button
- Press 'RESET' button
- Record results of the test (including faults) in the record book

Guidance on procedure:

For specific guidance on the operation of the fire alarm system, contact either:

Trelawney Fire & Security
01503 263206
0800 999 2443
Email: admin@tfs-sw.co.uk
Website: www.tfs-sw.co.uk/

Lorne Stewart, Barley House, Estover Road, Estover, Plymouth PL6 7PY
Tel 01752 768088 or Fax 01752 780038