

EMERGENCY EVACUATION PLAN FIRE (SCOTLAND) ACT 2005

Premises Mavisbank School 2021 -22

This emergency plan has been developed in conjunction with the Corporate Health and Safety Policy Section 22 - Fire Arrangements, Education, Youth & Communities Master Safety File MSF 9 Fire Procedures and Standard Circular E2 Fire Precautions and Evacuation Procedures.

The aim of the plan is to ensure that in the event of fire everyone (including employees, pupils and contractors, and casual employees) is sufficiently familiar with the action they should take so that the building can be safely evacuated. The emergency plan and the fire risk assessment will be kept within the Fire Log available from the Fire controller.

Although we are currently operating under restrictions due to COVID the Fire Evacuation Policy remains much the same. The priority for staff following a fire alarm still remains safe removal of the children and young people from the building as quickly as possible. Once staff are confident that children and young people are safe from risk of injury due to fire they will then adhere to the requirement for social distancing once at the assembly point.

Address of the premises with respect to which this Fire Emergency Plan relates	-	Mavisbank School Mitchell Street Airdrie ML6 0E
Occupier of the premises	-	All age Additional Support Needs Establishment
The use or uses of the premises covered by this Fire Emergency Plan	-	For the daily business and activities of an Additional Support Needs Establishment
Fire Controller Deputy Fire Controller		Head Teacher - Helen Delaney Janitor – Gail Bryson DHT – Eileen Smith
Fire warning arrangements	-	An electrical fire alarm system The system is installed in accordance with British Standard 5839, Part 1. Its general description is as follows and the components are sited as shown on the plan(s). Control Panel Automatic Fire detectors

		<p>Manual call points Alarm Sounders and Warning device Detection Zoning</p> <p>The general alarm signal a siren And can be heard throughout the premises</p> <p>The general alarm is activated either automatically through the triggering of automatic Fire detectors or manually. Manually operated call points are sited at appropriate locations throughout the building.</p> <p>In the failure of any part of the above system alternative measures will be put in place in conjunction with Health and Safety Team.</p>
Location of Portable fire Fighting Equipment		<p>Type of Equipment and location</p> <p>Location - Exit to all classrooms, main entrance, kitchen, staff room and main office</p> <p>Equipment – fire blanket located in staffroom</p>

Fire Service Notification	-	<p>On Activation of the Alarm the Pauline Tighe (clerical officer) will dial 999, in her absence this will be carried out by the janitor. This will be confirmed directly to the Fire Controller as soon as reasonably practicable.</p> <p>The Fire Service will be notified automatically once alarm is activated</p> <p>In the event of both members of staff being off then a member of the Senior Leadership Team will carry out this task</p>
Fire Controller and deputy Controller - Duties and Role	-	<p>The Head Teacher, Helen Delaney and Facility Support Officer Gail Bryson are the nominated Fire Controllers</p> <p>Duties of the Fire controller include</p> <ul style="list-style-type: none"> - To ensure the Fire Evacuation Plan is adhered to. - To ensure procedure is in place to notify Fire and Rescue service immediately - To oversee all aspects of the evacuation of the building and to delegate specific responsibilities to appropriate named individuals - To check that all individuals are accounted for - To liaise directly with the Fire and rescue services when necessary - to ensure that all fire system/equipment testing is

	<p>in line with council procedures and guidelines</p> <ul style="list-style-type: none">- to evaluate performance during staged evacuations- To ensure all users of the premises are aware of local procedures- Assess the risks from new equipment or processes- Co-ordinate Fire wardens roles- Identify any individual who may require assistance during an evacuation and prepare a suitable Personal Emergency Evacuation Plan- Ensure that all individuals named or identified within this plan are fully aware of their duties <p>The Depute Head teacher, Eileen Smith and Principal Teacher Shona Aiken are the Deputy Fire Controller and carry out the above duties in the absence of the Fire Controller.</p>
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<p>Fire Wardens responsibility in the event of fire</p>	<p>-</p>	<p>Nominated Fire Wardens are</p> <table border="0" data-bbox="635 309 1326 450"> <thead> <tr> <th data-bbox="635 309 938 338"><u>Name</u></th> <th data-bbox="1007 309 1254 338"><u>Designated Area</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="635 338 938 367">Janitor</td> <td data-bbox="963 338 1326 367">Main entrance and office</td> </tr> <tr> <td data-bbox="635 367 938 396">Tiree Teacher</td> <td data-bbox="963 367 1171 396">Tiree and Jura</td> </tr> <tr> <td data-bbox="635 396 938 425">Iona Teacher</td> <td data-bbox="963 396 1254 425">Skye, Iona and Bute</td> </tr> </tbody> </table> <p>Fire Wardens are mainly responsible for safely clearing their designated area of all personnel</p> <p>Other responsibilities include</p> <ul data-bbox="635 674 1382 1240" style="list-style-type: none"> • helping those on the premises to leave; • Closing all doors on exit • liaising with and reporting to the Fire Controller using walkie talkies at fire assembly point 1 • shutting down vital or dangerous equipment; • Ensuring that adequate Fire Action Notices and directional evacuation signage is in place within their area • Assist in maintaining calm and orderly behaviour at assembly points • Feed back to Fire controller any issues or difficulties experienced during evacuation • Conduct regular fire safety inspections of their area using company checklist. • (use fire fighting equipment if safe to do so) 	<u>Name</u>	<u>Designated Area</u>	Janitor	Main entrance and office	Tiree Teacher	Tiree and Jura	Iona Teacher	Skye, Iona and Bute
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Janitor	Main entrance and office									
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Iona Teacher	Skye, Iona and Bute									
<p>Individual responsibilities</p>	<p>-</p>	<p>Each member of staff should make themselves aware of the primary evacuation route and assembly point from their work location, and class teachers will take responsibility ensuring everyone has evacuated from their immediate work area ASNA in each class that the fire bag and gate key is removed from the classroom and taken to the designated assembly point</p> <p>Clerical officer will ensure fire box and registers are taken to assembly point 1. If they are elsewhere in the school someone passing the office will pick these up on the way out.</p>								
<p>Number of Drills</p>	<p>-</p>	<p>A minimum of 4 evacuations will be undertaken annually</p> <p>The Fire Controller will conduct a debrief with Fire wardens after each evacuation to identify any issues and introduce an action plan to address issues.</p>								

<p>Special arrangements for disabled, young and elderly persons evacuation</p>	<p>-</p>	<p>All pupils on the premise require support with their evacuation. All pupils have PEEPs due to their physical limitations or their behaviour during unplanned events.</p> <p>There is a member of staff with a risk assessment relating to their own mobility. Due to the fact that we are evacuating children over a flat surface outside this staff member is counted in the numbers for evacuation.</p> <p>Individual Personal Emergency evacuation plans are appended to this Plan</p>
<p>Additional Procedures for the evacuation of specific area of the premises</p>		<p>In the pool area there are details highlighting the specific evacuation requirements in this area along with any relevant equipment needed such as foil blankets</p> <p>There is also a chlorine gas leak plan in place. In the event of the alarm sounding for this the facility support officer will trigger the fire alarm and normal evacuation procedures will be followed. The emergency services will be notified by Pauline Tighe that this is a chlorine leak evacuation rather than a fire.</p> <p>Identified staff are responsible for monitoring each assembly point, Dale will cover assembly 2 (at the back of room 1 and 2), and Steven will cover assembly point 3 (across from the GP room). Pauline will cover assembly point 1 and will also bring the visitors book. All staff members will have a walkie talkie with them and will communicate between the 3 points to ensure all staff, visitors and pupils are accounted for.</p> <p>Tiree and Jura will evacuate to Assembly Point 2</p> <p>Skye, Bute and Iona will evacuate to Assembly Point 3</p> <p>Office based staff and anyone in the hall or pool will evacuate to assembly point 1</p> <p>Whilst operating within COVID guidelines on arrival at the fire assembly point staff to remain in their bubbles and isolate as much as possible from other class bubbles.</p>

Fire Action Notices and Directional Evacuation signage	-	Fire evacuation notices and directional evacuation signage will be displayed at appropriate locations throughout the premises
Presence of outside contractors, maintenance workers, visitors	-	All visitors to the premises will be required to sign in at reception, where they will have their attention drawn to the fire procedures. Any contractor proposing to undertake hot work (welding, tarring etc.) should notify the Fire Controller before work commences
Specific arrangements, if necessary, for high fire risk areas of the workplace	-	There is oxygen on the premises, this is located in the medical. There are currently 3 children in the school who require oxygen. There are oxygen concentrators in Bute and Iona and a portable oxygen cylinder in Tiree
Means of Escape and Assembly points		Primary evacuation routes from each room to these assembly points is highlighted on the floor plan attached (appendix C) and displayed throughout the premises The main assembly points are outside the front of school at the bottom of the bus drop off area, the back of school in the far corner of the tarmac area and in the far corner of the play area outside Tiree. During the adverse weather conditions egress to these areas will be prioritised for clearance
Procedures for liaising with the fire brigade at incident	-	The Fire Controller will control the fire evacuation at the fire assembly point and liaise with the Fire Service. Information that may be required may include <ul style="list-style-type: none"> • how many persons are still in the building, if any; • any dangerous substances stored in the building that are likely to become compromised; • where the seat of the fire is thought to be located; and • the best route to get to any trapped persons or the seat of the fire.
Dissemination of information	-	Details of this plan will be disseminated to all individuals affected by the plan by the Fire Controller. This should be done at least on an annual basis at the start of each term, or when other circumstances require
Fire training given to staff	-	Suitable fire training provided will be in respect to the role undertaken within this emergency plan. All training will be in line with council requirements with

		Fire Awareness for all employees Training for Fire Wardens Training for Fire Controllers
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Fire Emergency Plan Appendix A

FIRE PROCEDURE

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices

NOTICE TO EMPLOYEES AND VISITORS

If you discover a fire

1. Remain calm
2. Operate the nearest fire alarm
3. Go to the nearest exit
4. Take your place at the assembly point outside the building
5. Do not return to the building until you are advised it is safe to do so

When you hear the fire alarm

1. Remain calm
2. If there is a Responsible person present obey instructions, if not WALK quickly toward the nearest useable fire exit
3. Progress to the assembly point outside the building

YOUR NEAREST ASSEMBLY POINT IS

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4. Stay at the assembly point until told that it is safe to return to the building.

Fire Emergency Plan Appendix B

1. FIRE SAFETY RECORDS - LOG BOOK

A fire precautions log book is kept in the premises, and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- Records of visits by Fire and Rescue Services
- Fire Alarm System record of tests
- Fire Alarmed system record of Maintenance
- Emergency lighting system record of tests
- Portable and Fixed Fire Fighting Equipment Record of tests
- Dates and Durations of Evacuation
- Copy of Fire Risk Assessment
- Copy of Emergency Plan
- Details of Fire Training undertaken
- Useful contact numbers