



Emergency Plan

Facility Name:	Ysgol Borthyn
Address:	Borthyn, Denbigh Road, Ruthin, Denbighshire LL15 1NT
Telephone:	01824 702727
Responsible person:	Teleri Llwyd-Jones, Headteacher
Plan prepared by:	Sophia Hathaway
Issue date:	01/10/2020
Review date:	October 2023
Normal occupancy:	14 Staff 103 pupils

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Introduction

- This is the emergency plan for Ysgol Borthyn. The plan is valid for any emergency event such as fire, explosion, building damage etc.
- This emergency plan will be retained in the **Site Fire File** and kept in the office.
- The plan takes into account the day time of the facility.
- The evacuation strategy implements immediate evacuation.
- The emergency plan is activated immediately upon the sounding of the fire alarm bells, verbal fire alarm warnings (such as shouting 'fire') or verbal instructions by the **Person in Charge**.
- The emergency duties carried out by members of staff will vary depending on the time of day, the numbers and competencies of staff on duty able to assist.
- All members of staff will be made familiar with the plan and will receive fire awareness training which will be practised by regular fire drills.
- New and temporary staff will receive induction training on their first day that will cover basic fire safety and familiarisation with the emergency plan.
- All staff members will receive specific instructions on their individually identified roles such as supervision of pupils and visitors.

General Fire Actions

- **Action to be taken by any person discovering a fire**
 - Any person discovering a fire should raise the alarm by operating a fire alarm manual call point and/or making people aware by shouting “Fire, Fire, Fire” or similar.

- **How people will be warned if there is a fire**
 - This facility has an automatic fire detection and alarm system. If the sensors detect heat or smoke the fire alarm warning system will be activated.
 - The alarm system can also be manually activated using a manual call point (break glass unit).
 - The fire warning system at this facility is a loud, continuous ringing bell.
 - The position of the fire sounders/beacons are identified on the site plan.
 - The fire alarm panel is located in the atrium near to the front door.
 - The alarm panel will indicate in which zone the fire has been detected in. A diagram next to the alarm panel will relate the indicated fire zone to the building layout plan.
 - When the alarm has been activated the alarm system will NOT be reset by any person other than a member of the fire and rescue service.

- **Responsibility for contacting the Emergency Services**
 - The fire alarm system is monitored by a call receiving centre. On receiving an alarm signal from the facility, the call centre will telephone Ysgol Borthyn to confirm the fire signal (or identify a false alarm) prior to summoning the Fire Service by 999 call.
 - In addition, the Person in Charge will also telephone 999 to confirm the fire with the emergency control centre and provide further details of the emergency.
 - If the alarm call is known to be a false alarm (dust, toaster etc) the **Person in Charge** will call the Fire Control Room on **01745-535805** to inform them that the call is a confirmed false alarm.
 - The person calling Control will be asked for their name, their position at the site (e.g. Manager), the zone/location that has operated, how they know it is a confirmed false alarm (e.g. damaged break glass, cooking fumes) and if they are happy for the Fire Service not to attend. If Fire Control are satisfied with the responses to these questions they will stop or reduce the number of appliances attending the site.

Responsibility for liaison with Fire and Rescue Service

- The **Person in Charge** is nominated to liaise with the Fire Service Officers attending the fire call. This person will be identified by a high visibility jacket.
 - The **Person in Charge** will assign a member of staff to wait by the main entrance to direct the Fire Service to Ysgol Borthyn main reception (This person will also be identified by a high visibility jacket).
 - The **Person in Charge** will meet the Fire Officers at the fire panel in reception to brief them on the location of the fire, evacuation status and any site specific hazards recorded in the Site Fire Folder.
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- **Arrangements for containing a fire:**
 - The building is designed and built to delay the spread of fire and smoke with compartments separated by fire resisting doors and partition walls.
 - If the fire alarm system is activated, staff will manually shut any doors which do not have self-closing devices fitted.
 - All fire doors (held open by electronic door holders) will shut automatically to stop the spread of smoke and fire.
 - All fire doors will be kept closed at night.
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- **Arrangements for firefighting:**
 - A range of fire extinguishers (water, foam, powder, carbon dioxide) is provided as fire fighting equipment.
 - Fire extinguishers are strategically located throughout the site. The position of these are identified on the site plan.
 - Staff are instructed in the use of fire extinguishers through fire awareness training and practical training courses.
 - If it is safe to do so, the person discovering the fire may attempt to fight the fire using an appropriate fire extinguisher.
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- **Day Time Fire Evacuation Strategy (Multiple Staff on duty)**
 - The day time fire evacuation strategy includes simultaneous evacuation
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- **Personal Emergency Evacuation Plans (PEEPs)**
 - There is currently several pupils in school who require a PEEP.
 - The PEEP details the best means of evacuation (assisted walking, wheelchair etc) and is located the site fire folder for reference.

- **Means of Evacuation and Evacuation Routes**
 - There are sufficient fire exits to provide emergency egress from all areas of the building.
 - The fire exits are located to allow emergency exit in more than one direction from each area.
 - All corridors are protected means of escape routes.
 - All fire exit doors are clearly identified with emergency directional evacuation signage, adequately illuminated and fitted with appropriate single action door opening devices.
 - If the fire alarm sounds, all visitors and contractors will evacuate the building immediately using the nearest safe emergency exit and make their way to the assembly point.
 - In preparation for an emergency, regular fire evacuation drills will be carried out. Records of drills will be maintained.

- **Emergency Assembly Point:**
 - The emergency assembly point for persons evacuating is the school field
 - A roll call will be carried out at the assembly point by the Person in Charge or nominated deputy/deputies.

- **Plan drawings of the facility:**
 - Plan drawings of the site are located in the site fire folder kept on the fire panel
 - The drawings identify the following
 - The plan layout of the facility, means of escape routes, fire exits, stairways, means for fighting fire etc.
 - Locations of manually operated fire alarm call points. Emergency lighting units and exit route signs and services isolation points.

- **Arrangements in the event of power failure:**
 - The emergency lighting system will be activated automatically if the mains power fails.

Day Time Operations

The Person in Charge

- The **Person in Charge** will vary according to working patterns and time of day but will generally either be (in order).
 - The Head Teacher, Teleri Llwyd Jones
 - The Assistant Headteacher, Emily Widdows

Day Time Fire Evacuation Strategy (Multiple Staff on duty)

- The day time fire evacuation strategy includes simultaneous evacuation.
- If the fire alarm is sounded, all visitors, contractors and able bodied persons are instructed to evacuate the building by the nearest safe fire exit route to the assembly point and await further instructions.
- Members of staff will assist persons with identified disabilities and/or mobility problems to evacuate the building.
- When the location of the fire has been identified, the Person in charge will redeploy staff to assist where required.
- All staff, pupils, visitors and contractors will be made aware of the fire evacuation procedures.

Day Time Emergency Duties and Special Responsibilities

- **Headteacher – Teleri Llwyd Jones**
 - Person in overall charge.
 - Attend the fire panel to identify location of fire and assess actions required.
 - Confirm the fire alarm signal with the call receiving centre
 - Call 999 to confirm the fire with Fire Service and provide any known details of the fire. Alternatively call the Fire Control room to inform them of a known false alarm activation (see procedure)
 - Assign a member of staff to direct the arriving Fire Service Appliance to the main entrance of Ysgol Borthyn
 - Assign duties to all available staff according to the nature of the emergency.
 - Remain at fire panel to assess and co-ordinate all activities.
 - Liaise with the Fire Service Officers on arrival to the building.
 - Make the site fire folder available to the Fire Officer.
 - Activate the local contingency plan if required.

- **Assistant Head – Emily Widdows**
 - Act as person in charge in Head/Manager's absence and assume the duties detailed above. Otherwise;
 - Attend the Fire Panel to identify location of fire and liaise with Head Teacher/Manager.
 - Attend the location of the reported fire zone to assess and evaluate fire conditions and best evacuation routes. Communicate relevant information back to the Head Teacher/Manager.
 - Direct and co-ordinate all staff activities.

- Ensure the safety and welfare of all staff and pupils

- **Senior Staff –**
 - Act as person in charge in the Head/Manager’s absence.
 - Assist the person in charge as directed.

- **All Teachers/Support Staff**
 - Make safe any work in progress.
 - Ensure all fire doors are closed correctly.
 - Attempt to fight the fire if it is safe to do so.
 - Prepare pupils/visitors for emergency evacuation.
 - Follow the evacuation instructions and tasks given by the person in charge.
 - Relocate to the identified assembly point
 - Account for all persons under their care (pupils and others)
 - Report any persons unaccounted for immediately.

- **Kitchen – Head Cook in Charge**
 - Stop any cooking activities and make safe all equipment.
 - Shut off the kitchen gas/power supply.
 - Evacuate all kitchen staff via the nearest safe exit to the assembly point and ensure all kitchen rooms are clear of personnel.
 - Report to the person in charge.

- **First Aiders – All Staff**
 - Staff who are first aid trained and will administer first aid as required.
 - First aid equipment and supplies are located in the foyer area.

Contingency Plans

Fire Detection and Alarm System

- The fire detection and alarm system is tested weekly. Any faults are reported immediately to the alarm provider via Building Services Help Desk and faults rectified on the same day.
- If the alarm system fails, all fire doors will be kept closed and designated members of staff will carry out a regular fire watch patrol and the alarm will be raised by shouting ‘fire, fire, fire’ and the lesson change bell will be held continuously.

Power Failure

- The emergency lighting system will be activated upon a mains power failure. This will provide sufficient low level lighting to escape from the building.
- If the mains power fails fire wardens/caretakers will go around shouting fire, fire.
- The passenger lift will not be used at any time during an emergency where the fire alarm has been activated.

Evacuation

- Borthyn Youth Centre is assigned as a short term shelter, by prior agreement.
- Pupils will be supervised by their form teachers in their journey to the Youth Centre and use the designated crossing to cross the road.
- If further temporary refuge is required, the DCC Emergency Planning Team will be contacted to mobilise the nearest appropriate emergency rest centre.
- Where it is unlikely that evacuees will be able to return to the facility for some time, senior Service Managers will be informed and long term continuity plans activated.

Medical Issues

- All evacuees will be monitored for injuries or aggravated medical conditions by facility Staff.
- Facility first aiders will provide first aid treatment as required.
- Paramedics will be requested by emergency 999 call if any evacuees are displaying adverse symptoms or signs of medical distress.

Emergency Contact Details

Headteacher	Teleri Llwyd Jones	Land line - 01824 702727 Mobile - 07766605081
School Admin	Claire Williams	Land line - 01824 702727 Mobile-
Assistant Headteacher	Emily Widdows	Land line - 01824 702727 Mobile - 07745331471
Business & Finance Manager	Claire Hughes	Land line - 01824 703933 ext216 Mobile - 07840399449
Caretaker	Ryan Mann	Land line Mobile-07768130500
Emergency Rest Centre	Ruthin Youth Centre	Land line 01824 703820 Mobile 07876 448580
DCC Out of Hours Service.		Land line 0300 1233068
DCC School Transport		01824 706886
DCC Customer Care		01824 706101