

Emergency Evacuation Plan

Premises: Greenfields School

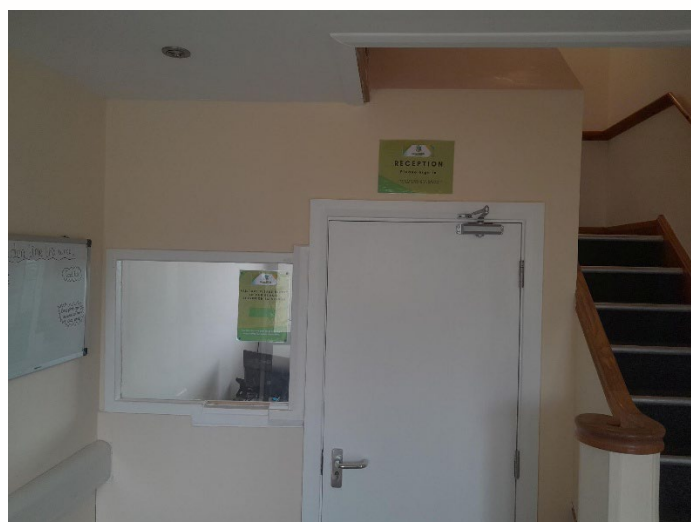
Address: Graig-Y-Season,
Forge Lane,
Bassaleg,
NP10 8AT

Reviewed by: Rhys Redman, Creslyn Singh

Date: 12.09.2025

Date of next Review: 12.12.2025

Location of fire panel: Reception Office (accessed via in main entrance)



- 1. The action employees should take if they discover a fire**
Immediately operate the nearest alarm call-point if automatic detection hasn't activated. Call points are key activated and call point keys must be carried by staff members at all times.
If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.
- 2. How will people be warned if there is a fire**
The fire alarm system will sound on operation automatically, or if a manually operated alarm call-point is activated.
- 3. How the evacuation of the building will be carried out**
On hearing the alarm:
Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building (shown in the pictures below).
Visitors should be escorted from the building and accounted for at the assembly point.



- 4. Identification of escape routes**
All exit doors can be used as escape routes.
The staircase and routes leading to the front door are protected routes.
- 5. Firefighting equipment provided**
Fire extinguishers are located in circulation areas and near fire exit doors.

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Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.

6. Duties and identity of employees with specific responsibilities in the event of fire

On hearing the alarm procedures must ensure that there are steps taken to confirm the presence of a fire before calling the Fire and Rescue Service.

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All staff will usher visitors out of the building and assemble at the master point – Green Fencing at the front of car park (Fire Assembly Sign on fencing)



Fire Wardens Rebecca Whitfield (RW) and Rhys Redman (RR), will act as Fire Wardens on a daily basis. A Deputy Fire Warden will be informed each day, in morning briefing. The Deputy Fire Warden will act in the absence of the persons named above. Should the Deputy Fire Warden be required to go off school site, they must ensure that an alternative Deputy Fire Warden is identified prior to leaving site, and this must be communicated to the rest of the staffing team to ensure that all are aware of who will be overseeing as Fire Warden in the event of a fire.

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Individuals who have specific fire evacuation responsibilities are listed in the condensed Fire Evacuation Plan which is displayed in the Reception office and outside the Headteachers office. Learner and School Staff Fire Registers are located outside the Headteachers office and must be collected on leaving the building. The Fire Pack is located next to the Fire Panel in the Reception office and must also be collected on leaving the building.

Fire Wardens will ensure:

- their areas are cleared of people
- registers are collected on the way out
- a roll call is made to ensure everyone has been evacuated

7. Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors

- visitors: the host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit
- contractors: must be given information about fire procedures and leave the building at the nearest exit
- people with disabilities: specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser
- How will fire wardens communicate with each other in the event of a fire? Walkie talkies are available on site and are utilised on a daily basis for communication throughout the site. Fire wardens can communicate via walkie talkies.

8. How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this

- On confirmation of fire Rebecca Whitfield (RW) and Rhys Redman (RR) will Dial 999 and ask for the Fire Service or other emergency service as appropriate
- In the absence of RW or RR, The Deputy Fire Warden will complete the above role, undertaking the necessary actions as outlined in the Fire Evacuation Plan

9. Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials anyone unaccounted for etc.

- Rebecca Whitfield or Rhys Redman will liaise with the Fire Brigade on their arrival

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10. The following arrangements and training are given to staff:

- all staff - fire drills three times a year
- all staff - fire briefing once a year (may be in conjunction with fire drill)
- Fire Warden training: for designated fire wardens
- record of training to be kept within fire manual
- training on how to use fire panel