

# Greenfields School

## Emergency Evacuation Plan

*This plan is written in accordance with the Fire and Rescue Services Act 2004 (Wales), the Regulatory Reform (Fire Safety) Order (as applied in Wales), Wales Safeguarding Procedures (2019), and the Independent School Standards (Wales) Regulations 2024.*

**Premises:** Greenfields School

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

**Reviewed by:** Rhys Redman, Creslyn Singh

**Date:** 12.03.2026

**Date of next Review:** 12.03.2027

**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. Manual call points must remain accessible at all times. 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.



The assembly point is located at the front of the building by the green perimeter fencing, clearly marked with a Fire Assembly Point sign.

- 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. In the event the primary assembly point is inaccessible, staff will direct learners to the secondary assembly point located at front of the building.
- 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**

If the fire alarm sounds and it is not a scheduled drill, the Fire and Rescue Service must be called immediately by the Fire Warden or Deputy Fire Warden.

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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 Creslyn Singh (CS) 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.

The Fire Pack contains:

- master key set
- up-to-date class lists and visitor logs
- PEEPs
- site map
- emergency contact numbers
- details of any hazardous materials

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
- Fire Wardens will support the evacuation of individuals with disabilities following their PEEP. Advice may be sought from Newport City Council Health and Safety Team or external fire safety assessors: 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.
- If walkie-talkies fail, staff must communicate through mobile phones following the staff emergency contact list contained in the Fire Pack.
- Learners with SEMH, sensory, medical or mobility needs will have an individual Personal Emergency Evacuation Plan (PEEP) which must be followed during all evacuations.
- Visitors must sign in using the school electronic or paper system. The responsible staff member must bring the visitor list to the assembly point to ensure all visitors are accounted for.

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- 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 Creslyn Singh (CS) and Rhys Redman (RR) will Dial 999 and ask for the Fire Service or other emergency service as appropriate.
  - Gwent Fire and Rescue Service will be informed of any known risks on site, including oxygen cylinders, chemicals in the science area, or any learners unaccounted for.
  - In the absence of CS 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.**
- Creslyn Singh or Rhys Redman will liaise with the Fire Brigade on their arrival
- 10. The following arrangements and training are given to staff:**
- all staff - Fire drills take place at least three times per academic year and must include all learners and all staff on site
  - 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
- 11. Evacuation Procedures When Offsite**
- Visit Leader must identify site-specific evacuation routes prior to visit
  - Learners must stay in assigned groups with staff
  - The Visit Leader must phone the school immediately
  - Offsite PEEPs must be followed
  - Emergency services must be called if in doubt

This plan must be read alongside the school’s Fire Risk Assessment, updated annually and after any significant change to the premises, in line with Welsh fire safety legislation.

<b>Headteacher:</b>	Creslyn Singh	<b>Date:</b>	22 <sup>nd</sup> October 2025
<b>Proprietor:</b>	Rob McConomy	<b>Date:</b>	22 <sup>nd</sup> October 2025

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