



Corporate Health, Safety, Emergency Management
& Wellbeing Service

GENERAL EMERGENCY EVACUATION PLAN (GEEP)

SECTION 1 – LOCATION DETAILS

Directorate:	Education	Service Unit:	Llangyfelach Primary
Premises	Llangyfelach Primary School		
Manager's Name:	Lee Burnell		
Contact details:	01792 771497		
Floors	2	Rooms	24

SECTION 2 - Evacuation Procedure

Public / Visitors are informed of a fire evacuation by:	
Building fire alarm system (Audible Sounder)	Yes
Visual alarm (Flashing Beacon)	No
With additional support and instruction from signage and Fire Marshalls	
Equipment required/provided (including means of communication):	
High Vis Bibs for Fire Marshals	
Walkie Talkies for each Marshal	
Red/Green Laminated Fire Registers for each class	
Main Gate Keys	
Register of Visitors and Staff onsite	
School Phone	
Evacuation Procedure:	
UPON DISCOVERY or NOTIFICATION OF FIRE – SOUND FIRE ALARM USING BREAK GLASS POINTS!	
Qualified staff in each room with help from assistants shall:	
<ul style="list-style-type: none"> Immediately move all children from the building of the emergency to the external evacuation assembly point (TOP YARD) Take Fire Registers, gate keys and collect any emergency medication e.g. Epi Pens, asthma medication, etc. 	
Staff to carry Red / Green register cards with absent children marked on.	
<ul style="list-style-type: none"> Green signals a successful evacuation. Red signals missing children / staff. Missing persons to be reported to Fire Marshall immediately. DO NOT collect children's belongings or put shoes on etc, priority is to exit the building with the children safely. Staff are to check that all areas of the room are empty before leaving. Ensure that family members and visitors within your room follow your direction to evacuate with your group to the designated assembly point. Once assembled at the external evacuation assembly point, mark off each child in your care once you have accounted for them, on the Fire Register. Ensure all staff is accounted for. 	
The Cook Shall:	
<ul style="list-style-type: none"> Turn off stove/oven and appliances Close door when leaving area Head straight for assembly point 	
The Person in Charge or Office staff shall:	
<ul style="list-style-type: none"> Call the fire brigade "999" Admin staff to access electronic staff and visitor register. Take mobile phone to assembly point. Check numbers of children and staff in attendance and inform parents of the emergency - using texting service. 	
Next Steps:	
<ul style="list-style-type: none"> Take further instructions as recommended by the Fire Brigade. Remember to remain calm and do not give sense of panic, reassure the children and alert the fire brigade if any children or staff are missing. 	



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The following people have been designated to give assistance in the safe use of the EVAC+ chair to evacuate the building in an emergency.		
Name	Contact Details	
We currently do not have an EVAC+ Chair. If that was to change our FRA, GEEP and evacuation procedures would reflect this.		
N/A	Room:	Tel. No.