



Llangyfelach Primary School

2025-26 FIRE EMERGENCY ACTION PLAN (EAP)

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SECTION 1

Workplace Details

Llangyfelach Primary School
Pengors Raod
Llangyfelach
Swansea
SA5 7JE

Key Holders:

PSM Security – 01792 646440
Mr. M Wilson-Flowers – Caretaker (CT)
Mr. Lee Burnell – Headteacher (HT)
Mrs. Claire Bate – Deputy Headteacher (DHT)
Mr. Christopher Williams – Assistant Headteacher
Headteacher:- Mr. Lee Burnell

Llangyfelach Primary School is located within a large housing estate on the eastern side of the city of Swansea. It is a local authority maintained school. The original school building dates from 1870's. The accommodation consists of a large main complex, built on two levels. The rear upper level is an extension of the original building, which was built in 2000. The lower level was extended further in 2008.

- The upper level houses all Key Stage 2 classes, Foundation Phase Classes, a computer suit, the Head teacher's office, an administration office, school hall, kitchen and staff room/library.
- The lower level houses our Early Years Classes and a Child Care Facility (LPS Wraparound), which caters for pupils from 3yrs – 12yrs. They have their own Fire Procedures that form part of the school's procedures.

In recent years the Governing Body and LA has invested considerable sums of money in general refurbishment and redecoration. The school is surrounded by urbanisation, a local Bethel Church and graveyard. There is only one point of entry and exit. The fire service can access the school via Pengors Road and through the main gate to the upper yard area. The school is currently looking at creating an additional exit/entrance towards the rear of the site.

The school is open between the hours of approximately 7am and 7pm Monday to Friday. The school runs a breakfast club from 7.30am.

The Fire panel is in the main office. The key for the Fire Panel is in the key cupboard in the main office.

Disabled access is good as all teaching and public areas are on single levels with one small flight of internal stairs.

The assembly points following activation of the Fire Alarm is in the upper yard.

SECTION 2

Organisation and Responsibility for Fire Safety

Headteacher: - Mr. Lee Burnell

- Will inform all employees at the facilities of the emergency action plan
- Will ensure all cleaning employees and contractors working at the facility are informed of the evacuation procedures.
- Will oversee all arrangements in respect of fire safety and ensure all emergency procedures are followed.
- Will delegate their responsibility when necessary e.g. holiday periods
- Will ensure the school is covered by a competent “fire duty warden” at all times when the building is open.
- Will ensure staff who deputise in the role of “Fire Marshall” and “assistant Fire Marshall” are trained and competent to do so.
- Will ensure master keys are carried at all time.
- Will ensure the emergency action plan is reviewed at regular intervals.

Caretaker: - Mr Mark Wilson-Flowers

- Act as the “Fire Marshall” when requested by the Headteacher
- Ensure all checks and inspections are carried out on the fire alarm system.
- Ensure all persons working on system are competent to do so.
- Ensure all maintenance and inspection checks are carried out and recorded

Senior Fire Marshalls: - Mr. L Burnell, Mrs. C Bate, Mr. C Williams & Mrs. C Gaffney-Jones (Miss Evans – Maternity Period)

- Will investigate all fire alarm activations.
- Will ensure the Headteacher is informed of any fire at the facility when practical.
- Will ensure all fire alarm activations are recorded in the logbook.
- Will ensure an investigation is carried out following a false alarm or fire.

SECTION 3

Means of Raising the Alarm

The means of warning of fire at this facility is an electrical break glass fire alarm system or automatically through smoke/heat detector. The fire alarm is clearly audible above background noises in all areas. The call points (break glass) are located in conspicuous places around the facility.

SECTION 4

PROCEDURES for FIRE

1. DISCOVERY OF A FIRE

In the event of fire being discovered which has not been detected automatically the nearest call point should be activated. This will activate the alarm *that is audible throughout the facility.*

NEVER TRY TO EXTINGUISH A FIRE UNLESS:

- That all visitors / contractors are safe
- Confident in your abilities
- Familiar with the fire extinguishers location and operation
- Sure it has the correct extinguishing medium (contents)
- The escape route is free and safe.

2. ON HEARING THE FIRE ALARM

2.1.1 Fire Marshalls Mr. L Burnell, Mrs. C Bate, Mr. C Williams & Mrs. C Gaffney-Jones (Miss Evans – Maternity Period)

Fire Alarm Activation Procedures

1. The HT or DHT will check fire control panel to identify location of alarm activation and proceed to the Assembly Point.
2. Fire Marshall/s to investigate location of activation.
3. Staff investigating activation area must approach location cautiously.
4. When entering area of activation if heat, smoke or flames are present do not place yourself in any danger. Close doors behind you and leave the building through the nearest fire exit door. Do not enter boiler or electrical switch room.
5. If smoke or flames are visible through the glass panel in door, do not enter.
6. Telephone the fire brigade through the emergency number **999**
7. Only tackle the fire if safe and trained to do so.
8. The fire control panel must not be reset until it is confirmed that there is no fire present.
9. Return to main foyer to reset fire control panel.
10. Record all alarm activations in log.

PLEASE NOTE – On hearing the Fire Alarm during an event in either school hall, i.e., concert, disco or assembly, the nearest alternative assembly point will be used which is in the Upper Yard. Fire Marshalls will direct staff, children and visitors and will open gates with master keys.

2.1.2 Following an Evacuation

Fire Marshall

All Fire Wardens/Marshalls to wear hi-vis jackets if possible

1. Sweep building from current location and closing doors on route.
2. Ensure information from assembly points is received before the fire brigade arrives.
3. Make your way to the entrance point to meet the fire brigade.

Fire Marshalls

(Deputies only to assume role of Fire Marshall in the absence of the nominated Fire Marshall).

Fire Marshall 1: Mrs. C Gaffney-Jones (Miss Evans – Maternity Period) (or Miss. Jessica Williams) (Mrs. Griffiths-Jones – Maternity period)

1. Marshall to make their way from the lower floor (Early Years Department) to the Assembly Point in Upper Yard.
2. Check all staff and visitors have evacuated safely and report their findings to the Fire Marshall sweeping toilets, classrooms and quiet rooms, and closing doors on route.

Fire Marshall 2: Mr. C Williams (or Mr. Z Higgins)

1. Marshall to make their way to the Assembly Point in Upper Yard.
2. Check all staff and visitors have evacuated safely and report their findings to the Fire Marshall sweeping toilets, classrooms and quiet rooms, and closing doors on route.

Fire Marshall 3: Head Teacher (or Deputy Headteacher)

1. Marshall to make their way to the Assembly Point in Upper Yard.
2. Check all staff and visitors have evacuated safely and report their findings to the Fire Marshall sweeping toilets, classrooms and quiet rooms, and closing doors on route.

Office Staff: Mrs. H Akerman (or Mrs. L Phillips)

1. Telephone the fire service through the emergency number **999**
2. Pick up signing book/visitor's book.
3. Check the main office, Head's office & staff toilets are clear of people.
4. Help any less able persons or visitors to safely evacuate.
5. Evacuate yourself closing internal doors behind you (if safe to do so.)
6. Make your way out through the main front door and to the assembly point.
7. The designated assembly point is the **Upper Yard**.
8. Inform assistant Fire Marshall of findings of visitor book check.

9. Never re-enter the facility until the Senior Fire Officer (SFO) or Fire Marshall confirms that it is safe to do
10. Co-ordinate communications at assembly point

Class Teachers

To carry Red / Green register cards with absent children marked on. Green signals a successful evacuation, Red signals missing children / staff. Missing persons to be reported to Fire Marshall immediately, who will inform Fire Marshall.

2.1.3 Post Event (Fire Marshall)

1. Replace call point.
2. Isolate area or equipment affected by the fire until an investigation has been under taken.
3. Log details of incident.
4. Inform line manager and corporate health and safety section of incident.

2.1.4 Other Relevant Persons Duties

Senior Leaders

1. All staff/management leaders to follow site specific evacuation procedures.

Evacuation – All Fire Marshalls:

1. Ensure all employees evacuate through the nearest exits.
2. Ensure help is given to any less-able person to safely evacuate.
3. Check the staff and children's toilets, to ensure these areas are evacuated.
4. Evacuate yourself closing internal and final exit doors behind you (if safe to do so.)
5. Make your way to the designated assembly points and communicate via mobile telephone or in person
6. Inform assistant Fire Marshall of findings.
7. Ensure all evacuated persons are injury free and ensure free access for the Fire Brigade.
8. Never re-enter the facility until the Senior Fire Officer (SFO) or Fire Marshall confirms that it is safe to do so.
9. At lunchtime, the Fire Marshall's priority is to sweep their designated area, if safe to do so.

SECTION 5



FIRE ACTION

ON DISCOVERING A FIRE

1. Sound the alarm

ON HEARING THE FIRE ALARM

2. Leave building by the nearest available exit
3. Close doors behind you
4. Report to assembly point

Upper Yard

**DO NOT RETURN TO THE BUILDING UNTIL
AUTHORISED TO DO SO**

SECTION 6

MEANS of ESCAPE in CASE of FIRE

The means of escape from Llangyfelach Primary School are displayed on the fire plan drawings attached to this document.

- Early Years and Wraparound leave via doors to outside and head to Assembly point in Upper Yard
- Y1 - Y6 leave classrooms into main hall then leave via their designated escape routes into Upper Yard.
- Library and Staff room leads straight onto the Upper Yard.
- Main Office and Kitchen to leave via main escape routes which lead to main entrance.

IN THE EVENT OF CHILDREN / STAFF BEING IN A DIFFERENT AREA OF THE SCHOOL TO THEIR CLASS, THEY WILL LEAVE VIA THE NEAREST EXIT AND GO TO THE ASSEMBLY POINT.

FIRE MARSHALLS AND FIRE MARSHALLS WILL COMMUNICATE TO ENSURE ALL PERSONS ARE ACCOUNTED FOR.

RESILIENCE PLAN

IN THE EVENT OF NOT BEING ABLE TO RETURN TO THE BUILDING, STAFF WILL ESCORT CHILDREN TO THE LLANGYFELACH CHURCH HALL IN ORDER TO CONTACT PARENTS.

SECTION 7

FIRE FIGHTING EQUIPMENT

Portable firefighting equipment is available throughout the building; see fire plan drawings and following information:

LPS First Floor Level		
Extinguisher ID:	Description	Location:
1	2kg CO2	Main School Entrance
2	3ltr Foam	Corridor Main Entrance
3	2kg CO2	School Office
4	6ltr Foam	YR 4 Corridor - Adjacent Fire Exit Door
23	2kg CO2	YR 4 Corridor
6	3ltr Foam	Main Hall - Adjacent Yr3
7	2kg CO2	Main Hall - Adjacent Yr1
8	6ltr Foam	Main Hall - Left Side Adjacent Kitchen
9	2kg CO2	Main Hall - Left Side Adjacent Kitchen
10	6ltr Foam	Kitchen Exit
11	2kg CO2	kitchen
12	Blanket	Kitchen
13	3ltr Foam	Corridor Staff Room
14	2kg CO2 -	Corridor Staff Room
24	Blanket	Staff Room
15	3ltr Foam	Corridor Boys toilet
16	2kg CO2	Library
LPS Ground Floor Level		
17	6ltr Foam	Corridor Nursery
17a	2kg CO2	Corridor Nursery
18	2kg CO2	Corridor Nursery
18a	6ltr Foam	Corridor Nursery
19	Blanket	Wraparound
20	6ltr Foam	Wraparound
21	2kg CO2	Boiler Room
22	3ltr Foam	Caretaker Basement

Extinguisher equipment is maintained and regularly inspected to schedules contained in the "FIRE NOP".

SECTION 8

Corporate Health, Safety and Wellbeing Service

Room **255**
The Guildhall
Swansea
SA1 4PE

Telephone: 01792 636210

SECTION 9

MEANS OF ESCAPE

