

**St Louis Catholic Academy, Newmarket**  
**Part of Our Lady of Walsingham Catholic Multi Academy Trust**

*Christ at the Centre: Children at the Heart*  
*Loving to Learn: Learning to Love*



**Fire & Emergency Evacuation Policy**

Approved by the Committee/Governing Body	10 <sup>th</sup> May 2024
Signature of Chair of Governors	<i>Bethan Byrne</i>
Signature of CEO OLOW	
Review date	September 2026

**Purpose: To define the procedures relating to the evacuation of the school in the event of a fire or other emergency.**

## **1. General**

These fire and emergency evacuation procedures are to cover all uses and users of St Louis Catholic Academy at all times of the day / year. The procedures contain information necessary to :

1. To keep the learners, staff and visitors safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners, staff and visitors to agreed places of safety
3. To ensure that the building is checked and all are accounted for
4. To summon help quickly.
5. To contain the danger and preserve the building

These procedures should be reviewed regularly to ensure that they stay up to date and that any other factor that may affect a safe evacuation is taken into consideration.

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day and will include a variety of scenarios chosen to test various aspects of the Evacuation Procedure.

Evacuation procedures are displayed in all rooms by means of a poster. All personnel using the rooms must ensure that they are familiar with the evacuation procedures.

The Handyperson is responsible for checking the alarm system from a different call point each week and recording the result in the Log Book; the Caretaker is also responsible for checking emergency lighting, fire escape routes and visually check fire fighting equipment and fire doors.

The Fire alarm points, fire extinguishers and fire blankets are shown on the attached plan of the school.

## **2. Occupants**

This is a description of the occupants that may be present at St Louis Catholic Academy. This list covers term time and school breaks as well as weekends and out of hours.

- Kitchen staff
- Teaching staff
- Support staff
- Pupils
- Site team
- Visitors
- Club members

## **3. What should people do if there is a fire?**

- Raise the alarm by operating the nearest break glass call point. The alarm should be activated no matter how small the fire is

- If the alarm is sounding the designated fire marshal will check the panel in the entrance lobby to verify where the alarm has been activated and check if there is a real fire or unannounced fire drill
- In the event of a real fire the fire marshal will tell the admin team to call the Fire & Rescue Services by phoning 999 and stating the location of the fire. In the unlikely event of the phone not working an attempt should be made with a mobile phone; during out of hours the responsibility will fall onto the caretaker or person in charge
- No one should attempt to fight the fire unless they have been trained and the fire is smaller than a paper bin

#### **4. Muster Point**

There are 2 assembly (muster) points: Jubilee Woodland (Assembly A) and football area (Assembly B).

Assembly A: Nursery building, Elm, Beech, Nursery

Assembly B: Cherry, Holly, Sycamore, Oak, Lime, Rowan, kitchen, Maple, Hazel, Larch, guests, Office staff

**See Map of St Louis Catholic Academy – Fire Exits & Muster Point.**

#### **5. Evacuating the Site**

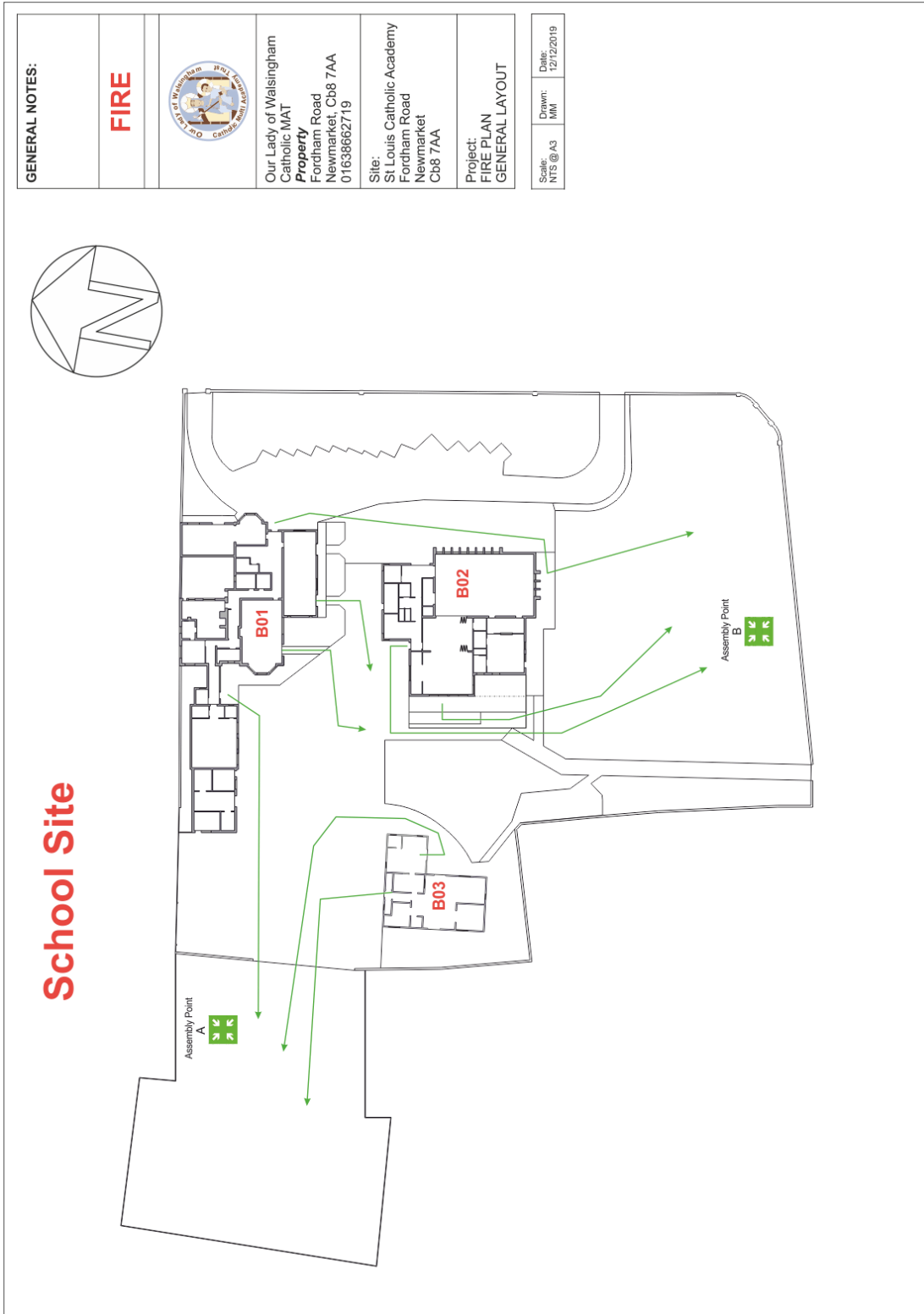
If necessary after registering at the Muster Point the children, staff and visitors will be evacuated from the site via Rayes Lane to The Parish Centre, located at Catholic Church of Our Lady Immaculate and Saint Etheldreda.

Every room has a fire escape plan poster; please follow the instruction and the escape routes highlighted.

#### **REMEMBER: Time Saves Lives**

**In an emergency, please ensure you and any children or adults in your care leave the building by the nearest exit calmly and quickly without collecting any personal belongings.**

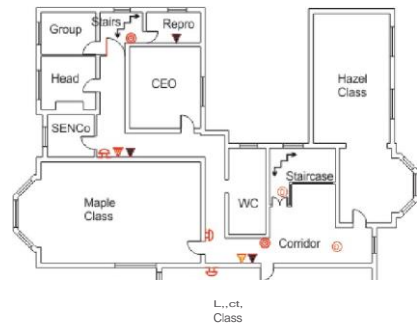
### 6. Site Map – Fire Exits & Muster Point



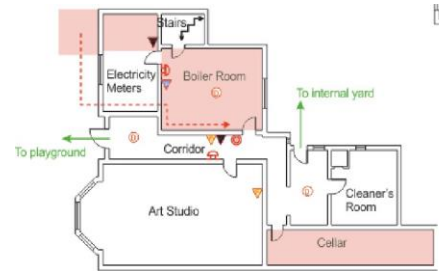
### 2nd Floor



### 1st Floor



### Ground Floor



### Basement

## Old Building B01

#### GENERAL NOTES:

## FIRE



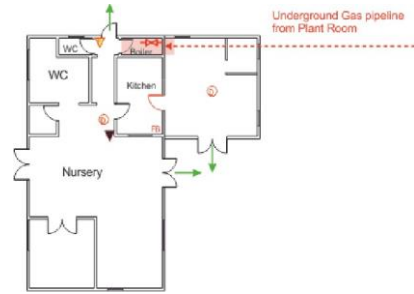
Our Lady of Walsingham  
Catholic MAT  
**Property**  
Fordham Road  
Newmarket, Cb8 7AA  
01638662719

Site:  
St Louis Catholic Academy  
Fordham Road  
Newmarket  
Cb8 7AA

Project:  
FIRE PLAN  
GENERAL LAYOUT

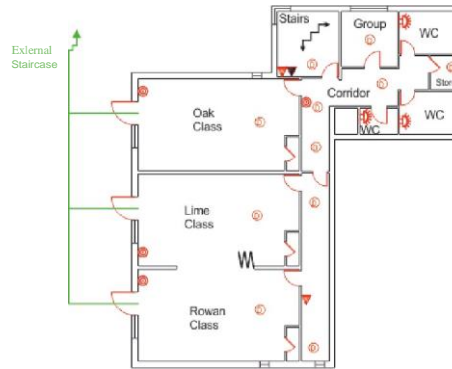
@ All times 19

- KEY:**
- FA Fire Alarm Panel with Zone Layout
  - (i) Break glass call point
  - V Fire extinguisher - Water
  - T Fire extinguisher - Carbon Dioxide
  - F Fire extinguisher - Foam
  - V Fire extinguisher - Dry Powder
  - @ Smoke / Heat detector
  - .Q. Sounder
  - FB Fire blanket
  - High risk areas
  - Gas/Oil Route
  - (X)--- Gas Shut Off Valve
  - W50V Water Shut Off Valve
  - dh Fire resisting door

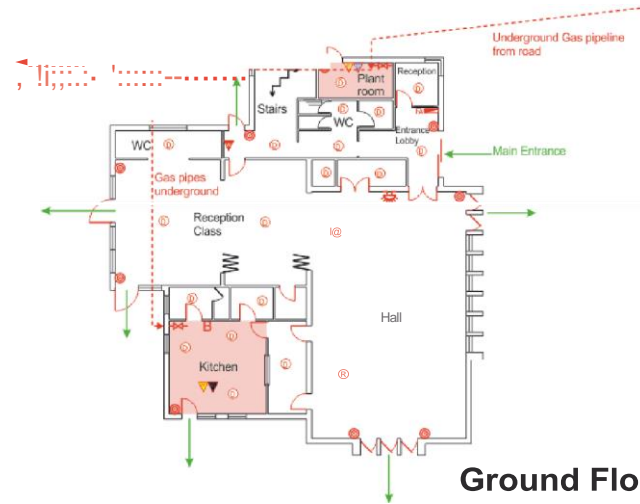


**Nursery B03**

**1st Floor**



**New Building B02**



**Ground Floor**

**KEY:**

- FA Fire Alarm Panel with Zone layout
- (i) Break glass call point
- V Fire extinguisher - Water
- ... Fire extinguisher - Carbon Dioxide
- V Fire extinguisher - Foam
- V Fire extinguisher - Dry Powder
- @ Smoke / Heat detector
- Q Sounder
- FB Fire blanket
- High risk areas
- Gas/Oil Route
- (X)- Gas Shut Off Valve
- WSOV Water Shut Off Valve
- d'b Fire resisting door

**GENERAL NOTES:**

**FIRE**



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## 7. Route Details

Assembly A: Nursery building, Elm, Beech, Nursery

Assembly B: Cherry, Holly, Sycamore, Oak, Lime, Rowan, kitchen, Maple, Hazel, Larch, guests, Office staff

- *Rowan: use the internal or external staircase and reach muster point B*
- *Lime: use the internal or external staircase and reach muster point B*
- *Oak: use the internal or external staircase, walk around the building and reach muster point B*
- *Cherry: walk outside designated external door, reach muster point B*
- *Holly: walk outside designated external door and reach muster point B*
- *Nursery: walk outside the closest door and reach muster point A*
- *Kitchen: walk outside and reach muster point B*
- *Office old building: walk downstairs, than outside and reach muster point B (roof designated refuge area if stairway blocked)*
- *Reception: walk outside and reach muster point B*
- *Maple: walk down the stairs and get out of main front door, than reach muster point B*
- *Larch: walk down the stairs and get out of main front door, than reach muster point B*
- *Hazel: walk down the stairs and get out of main front door, than reach muster point B*
- *Elm: walk out of playground door to reach muster point A*
- *Sycamore: walk outside the classroom side door onto patio area, then reach muster point B*
- *Beech: walk outside the door to the side front of school then reach muster point A*

## 8. Evacuation procedure On hearing the fire alarm:

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**

3. **LEAVE** room as directed by staff (closing windows and doors where possible) or follow the various signage around the site
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK** to either muster point A or B, depending on "bubble" location
6. **ASSEMBLE** in form groups to await further instruction and maintain social distancing between bubbles

### **On hearing the fire alarm, members of staff will:**

#### **Teaching staff/other staff**

1. Organise the orderly exit from the building via the specified point of exit
2. Take the grab fire register located outside the classroom
3. Where possible close doors and windows to reduce the risk of fire spreading
4. Escort their classes to the assembly areas on the astro turf at the back of the hall or in the Jubilee Woodland, depending on bubble location, furthest from the school buildings
5. Call the register and raise the hand if everyone is present, if not report to the nearest fire warden
6. Continue to supervise their tutor groups until the "All Clear" is given by the person in charge (for assembly A this is the fire warden in charge, for assembly B this is usually the Head of school) and then dismiss students under the instructions of the Head of School or senior person in charge **Fire wardens:**
7. Fire wardens to check the fire panel, then check the suspected area; report at the muster point; this is normally the Caretaker but in his absence this will fall onto other fire wardens
8. Fire wardens will check their designated areas (Appendix 1) then report at the assembly points; they will also need to pick up any staff sign in/out register relative to their building
9. For Assembly point A, the designated fire warden will check that everyone is accounted for, both classes and staff, then walk towards assembly point B
10. For assembly point B, the designated fire wardens will check that everyone is accounted for, both classes and staff, then liaise with the fire warden from assembly A to see if all classes, staff, visitors are accounted for; they will then give the 'all clear'

#### **Admin/Head of school**

11. Receptionist to pick up the 'backup' class registers, and late arrivals registers
12. Receptionist to open the wooden side gate
13. Receptionist to hand out the class registers and liaise with teaching staff if needed



14. The available member of the admin team at the top floor to check staircase and basement areas; report to assembly point A

15. Head of school to dismiss everyone after the fire wardens have given the 'all clear'

## 9. Evacuation of those particularly at risk

The site is accessible for all the pupils at present.

A Personal Emergency Evacuation Plan (PEEP) would be written for any disabled person where special precautions have to be taken to ensure that their means of escape have been considered and is appropriate to their needs. If necessary a one to one arrangement would be implemented.

Please refer to the "Personal Emergency Evacuation Policy" for details.

## 10. Roll Call Procedure

The following procedure is in place:

- Each class have its own copy of the "attendance register" in the grab box, and the receptionist will also pick up a 'backup' copy of those in case it is needed
- The reception staff will ensure that any other register is taken out to the assembly point as soon as practical (this is usually the visitors, late arrivals and staff registers)
- Class registers are then called by teachers and the receptionist and if a child or person is missing, the fact will be reported to the fire Marshalls immediately so that this information can be relayed to the emergency services
- The fire warden in charge of assembly A will check that all their classes are accounted for, he/she will also check their copies of the staff register; after this he/she will walk towards assembly B
- Fire wardens (from both assembly A and B) will meet at assembly B and check that everyone is accounted for, they will then give to the Head of school, or senior person in charge, the 'all clear'
- No person must re-enter the building until told to do so by the senior person in charge. For fire drills this responsibility falls to the Head of School or senior person in charge

## 11. Fire Drills

The school will hold a fire drill every term; the first fire drill will always be an announced drill to let new employees and children get accustomed with the site and procedures; any subsequent drill will be unannounced with varying degrees of challenges.

Fire drills are needed to improve the school fire safety procedures.

The results of each drill are circulated by e-mail to every member of staff.

Any member of staff that wish to contribute their input can do so by replying to the aforementioned e-mails.

## **12. Dealing with the Fire Services**

The designated member of the admin team will call the fire services (via a mobile phone) if instructed to do so by the fire marshal in charge which will also specify any useful information.

Upon arriving, the fire marshal in charge, with the help of the Head of school, will deal with the fire services communicating any useful information as needed; the fire services will take charge of the site as soon as they arrive.

Everyone should wait for further instruction by the fire services; until then, everyone should wait by the designated area.

## **13. Advice on tackling a fire:**

- Only attack a fire if you have been trained in doing so and feel confident
- Only attack a fire if it is smaller than a paper bin
- Under no circumstances you should return back to the building to attempt to use a fire extinguisher

## **14. Key Points to remember:**

- Exits and Fire doors must be kept clear and unlocked at all times.
- Remove anyone from immediate danger.
- Only tackle the fire with a fire extinguisher if you feel able to.
- The admin team to dial 999 to inform the Fire Service.
- On hearing the alarm everyone must evacuate the building by the nearest exit, under the class teacher instruction, without stopping to collect personal effects.
- The Receptionist will take all registers and books.
- The class teacher must check the class register (either the personal one or from the receptionist) and check that all children are accounted for once at the muster point
- All staff should be aware of alternate routes from the building in case the usual exit route is blocked.
- Children working with another adult, away from the classroom, will proceed with that adult to the muster point.

- Once at the muster point, the fire marshal in charge or Headteacher will confirm that all adults and children are accounted for, including those adults and children not in the main school building.
- No one will re-enter the building until told to by the Fire Service Officer in charge or the Head of School or senior person in charge.
- The Fire Service will take charge of the situation once they arrive.
- The Parish Centre, located at Catholic Church of Our Lady Immaculate and Saint Etheldreda, is the venue for evacuation if the school or part of it is uninhabitable.
- The PHS Committee will hold fire drills at least once per term.
- All Staff will have an annual Fire Refresher Training session.
- This procedure should be given to all staff members including supply staff as part of their induction.
- All staff must be aware of the fire alarm boxes, extinguishers and exits around the building (see attached map).

## 15. Fire Safety Information

- Electrical fire safety
  - Sockets should not be overloaded
  - Flammable materials should not be kept in electrical switch rooms and boiler houses
  - Materials stored in switch rooms should not obstruct access to the switchgear □ Displays
  - Should be kept away from curtains, doors and heat sources
  - Should not obstruct escape routes
  - Should not obscure fire notices, call points, emergency exits signs, fire fighting equipment
- Flammable Liquids and Chemicals
  - Amount should be kept to a minimum
  - Chemicals must be stored in locked areas
  - Highly flammable liquids must be stored according to regulations and manufacturer instructions □ Electrical Equipment
  - Staff should not bring in their own equipment unless it has undergone portable appliance testing □ Waste Handling
  - Waste must not be allowed to accumulate
  - Waste should not be stored overnight in the school

- External waste storage should be away from any building (10 metres is the recommended minimum)
- Skips should be placed 10 metres away from the school when possible
- Community Use
- Where possible, only those parts of the school to be used should be unlocked
- Users must be aware of the means of escape and of the fire evacuation policy
- Any electrical equipment brought in should comply with safety requirements
- Public Performances and Discos
  - Competent attendants are required to look after everyone and should be identifiable
  - Torches should be carried if parts of the public area are in darkness
  - Exits and gangways should be kept clear □ Building Contractors
  - Risk assessments should be carried out with contractors
  - Arrangements are made to monitor escape routes and to prevent obstruction
  - Where obstruction is unavoidable then alternative arrangements are made
  - All workmen should report to the school office
- Training
  - Regular fire awareness training will take place once a year
  - Training on the use of fire -fighting equipment will take place regularly if the need have been identified
  - Fire marshalls will be regularly trained





St. Louis Catholic Academy  
 10000 North Newmarket  
 St. Louis, MO

- Grey = Fire warden 1
- Yellow = Fire warden 2
- Green = Fire warden 3
- Light Blue = Fire warden 4
- Pink = Fire warden 5
- Orange = Fire warden 6

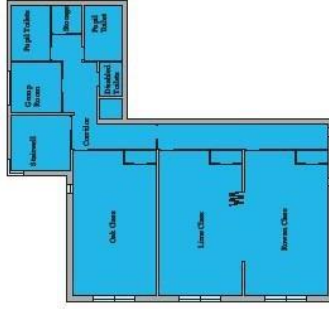
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 St. Louis Plans

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 JMM  
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 ISSUE  
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 REVISION  
 10/10/2020

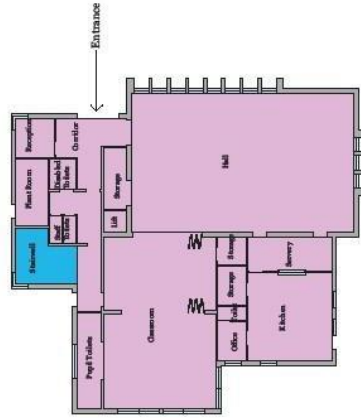
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 St. Louis Catholic Academy  
 Floor Plans

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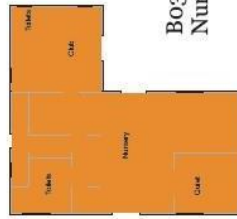
# Fire Marshall Plans



**B02**  
 New Building  
 First Floor



**B02**  
 New Building  
 Ground Floor



**B03**  
 Nursery