

17 - FIRE & EMERGENCY EVACUATION PLAN

Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

Date of Policy Issued/Review	31 July 2025
Name of Chairperson	Juliet Cheriton-Gerard
Signature of Chairperson	
Management Committee Name	Victoria Ashton
Management Committee Signature	
Review date	30 July 2026

POLICY STATEMENT

The Safety of young people is of paramount importance to LUPS and this policy aims to ensure the safety of LUPS staff and children and provide the instruction required to react to an emergency in a calm and controlled manner.

PRIMARY ACTIONS

- On finding a fire, sound the fire alarm at the nearest fire alarm call point. In the event of alarm failure use a loud vocal alarm (i.e. shouting Fire, Fire, Fire, Fire in (Location i.e. AU1). In case of fire alarm failure there is also a hand bell located at the main admin desk. On hearing the fire alarm the Playscheme Manager or Play Leader will call the Fire & Rescue Service.
- On hearing the alarm leave the building by the nearest exit and proceed via a safe route to the assembly point with the child in your care. This should be done quickly and calmly without endangering the safety of the children or yourselves.
- Staff should take the Fire Evacuation Pack located by the classroom door and a walkie-talkie as well as any warm blankets, coats etc that are to hand (you should

not be spending time searching for these items). The Fire Evacuation Pack consists of a ground sheet and space blankets.

- The last Senior out should ensure the Fire Evacuation Pack has been taken and close the door on the way out.
- There is one fire muster assembly points: bottom of playground
- Under no circumstances should anyone re-enter the building without being given prior permission from the Evacuation Manager.

EVACUATION MANAGEMENT

EVACUATION MANAGER – Vicky Ashton (Playscheme Manager) or in her absence, her assigned deputy will assume the duties of this role, which are:

- Ensure the Fire Service have been called and have been provided with all the relevant information.
- Overseeing the evacuation and checking that all is operating in accordance with the predetermined plan.
- Be available to liaise with the Fire & Rescue Service as necessary.
- Co-ordinate, disseminate and act on information from the assembly point and Fire Service.
- They will proceed to the playground muster area taking a walkie-talkie with them.

ROLL CALL MANAGER – Donna Blake (Play Leader) or in her absence Nominated Management/Senior will be responsible for:

- Ensuring the roll call is undertaken and passing relevant information relating to this to the Evacuation Manager and Fire Service Reception Marshall.
- The LUPS Registers, walkie-talkie and portable megaphone will be taken to the muster area.

FIRE SERVICE RECEPTION MARSHALL – Vicky Ashton (Playscheme Manager) in her absence Donna Blake (Play Leader) will:

- Meet the Fire & Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Evacuation-Pack".

- They will remain available to liaise with the Fire Service as necessary & inform them of any updated information relating unaccounted persons. They will take a walkie-talkie with them.

FIRE MARSHALL ROLES

The Senior running the group will be responsible for ensuring children/ young people in their charge evacuate in a calm and orderly manner and go directly to the appropriate muster area. Fire Marshalls will communicate by walkie-talkie where necessary.

General Fire Marshall duties are as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors & windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager – Matt Lewis or in his Absence Nominated Management/Senior and remain available at the assembly point to assist as necessary.

VISITORS, CONTRACTORS & SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend a muster area on operation of the fire alarm.

Accompanied Visitors/Contractors will be escorted to the muster area by their host.

Visitors and Contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

FIRE FIGHTING ARRANGEMENTS

Generally, with the exception of reactive fire fighting to secure a means of escape a 'flight not fight' policy exists in the premises.

During LUPS only the Site Manager will be expected to tackle the fires, however anyone without responsibility and is competent in using fire fighting appliances may tackle small fires if safe to do so. Anyone tackling a fire should ensure there is a safe passage of exit going away from the fire and everyone is evacuated from that area. Under no circumstances should anyone risk life and evacuation should take priority as safety of life should always take precedence over property.

FIRST AID ARRANGEMENTS

The Play Scheme Nurses/Nominated First Aiders will take first aid packs and emergency medications to the muster area on the playground and be available to administer any first aid as required.

The Evacuation Manager will be responsible for instigating requests for an ambulance should this be necessary.

EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters an Emergency Evacuation Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy).
- The evacuation strategy and list of responsible people
- A drawing of the premises indicating:
 - ⇒ Essential structural features such as the layout of the building, escape routes, doorways, partitions, corridors stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape.

- ⇒ The Location of any hazardous or flammable material and pressurised gasses e.g. oxygen and LPG etc
- ⇒ The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- ⇒ The locations of the fire alarm call points and control equipment for the fire alarm.
- ⇒ The location of the tow nearest hydrants and/or large amounts of open water, such as rivers, ponds or swimming pools if close by.

BEFORE CHILDREN ARRIVE AND AFTER THEY LEAVE THE BUILDING

- All Staff should sign in on the register at the reception desk on arrival and departure from Heathfield School. If going out with Children/Child outing sheet should be placed with the visitor list at the Reception Desk. This should also be done if Staff are leaving the premises for lunch or an appointment. Staff are not then required to sign out in the register also. The sheet should be removed from the desk on return.
- The role of the Evacuation Manager will be taken by the most senior staff member present.
- The Role Call Manager will take the register out to the muster area.
- The Evacuation Manager will delegate jobs as necessary: delegate the check of personnel against the registers, call the emergency services, ensure everyone's safety and liaise with emergency services.
- All Children, Staff and Visitors will muster on the playground.

SUMMARY

All Staff are to be fully conversant with this plan to ensure the safety of everyone should an emergency occur. Exercises will be conducted regularly to ensure that everyone is aware of their roles and responsibilities. This plan is for LUPS operating at Heathfield School and will be reviewed regularly to ensure that it falls in line with school policy.

ASSOCIATED POLICY'S

- LUPS Safety Policy

ANNEX:

- A. List of Responsible People
- B. *Detailed Drawings of St Francis School

Annex A to
LUPS Fire & Emergency
Evacuation Plan
Dated: 12 January 2025

List of Responsible People

Evacuation Manager:	Vicky Ashton/ Donna Blake
Roll Call Manager:	Donna Blake / Nominated Management/ Senior
Fire Service Reception Manager:	Vicky Ashton / Donna Blake
Medical Staff:	LUPS Nurse / Nominated First Aider
Fire Marshall's:	Senior Staff from each Area as nominated daily
Site Manager:	David Marley

*Due to security, a hard copy of the detailed site plan will be held within the Policy folder (kept at the front desk). A copy will not be available to view online.