

# Fire Evacuation Plan

Premises: Crestwood Community School  
(Cherbourg campus)  
Review Date: April 2026

## ADVICE

The emergency plan should consider all aspects associated with the emergency evacuation of the building should a fire occur. Part of this plan will be the evacuations procedures but other prearranged actions and management procedures must be considered and included as appropriate.

## 1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

### Managed evacuation for:

After school club's / parent evenings / school events

On hearing the fire alarm during after school clubs or school evening events the registers must be taken by staff to the fire assembly point for accountability the above fire evacuation procedures must be followed.

### Managed evacuation for:

Out of hours cleaning team fire evacuation plan:

A copy is also attached to the fire manual

### Managed evacuation for:

**In the following building : 001 the following doors have issues.**

**Visio room 517, 548, 542, 638**

The Fire warden in this area to close these hold open doors on exiting the building.

On hearing the fire alarm and the Fire being confirmed the Site team will call the Fire and Rescue Service.

## 2 ASSEMBLY POINTS

The assembly point is the Hard Courts between Tech block and the Sports Hall

In the event that a secondary evacuation is ordered by the responsible manager/lead

# Fire Evacuation Plan

*Premises: Crestwood Community School  
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Review Date: April 2026*

Fire brigade officer from the main assembly point, the secondary evacuation point is at the far end of the sports field near Chestnut Avenue

Before 08:30 and after 15:00 the duty of unlocking the assembly point is with the Site team

## 3 EVACUATION MANAGEMENT

### EVACUATION MANAGER

The Head teacher or the nominated persons will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

### ROLL CALL MANAGER

The nominated persons will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

### FIRE SERVICE RECEPTION MARSHAL

The Site team staff will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons.

### FIRE MARSHAL ROLES

Teachers and support staff will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

# Fire Evacuation Plan

Premises: Crestwood Community School  
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Review Date: April 2026

Kitchen staff must ensure all doors and windows are closed on evacuation if safe to do so.

Teachers and support staff will be responsible for General Fire Marshal duties as follows:

- Encouraging every one in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

## 4 VISITORS, CONTRACTORS AND 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 the assembly point on operation of the fire alarm.

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.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

All persons who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

## 5 FIRE FIGHTING ARRANGEMENTS

For the vast majority of staff the basic level of training will be suitable in providing an appropriate level of competence to reactively use extinguishers.. This should cover:

- Watching a suitable training video or working through the Fire Safety Induction Course.
- Being introduced to the type of extinguishers used in their premises.
- Being advised how to assess a situation is safe enough to use extinguishers on and when it is not.

Staff who work with sources of ignition such as in school laboratories or in workshops where welding or similar hot work takes place, staff who are involved in these activities



## Fire Evacuation Plan

Premises: Crestwood Community School  
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Review Date: April 2026

should be provided with additional hands-on training in the use of fire extinguishers. In all cases there should be a proportion of staff who have received the hands-on training even if the above criteria does not apply.

However, in some extreme cases it may be necessary to nominate staff to fight fires of a particular type, in such cases fire fighting will only be undertaken by a minimum of two suitable trained, staff.: NB: It is not considered this will be the case in any HCC premises – If in doubt contact PBRs Fire Team for advice.

Generally with the exception of reactive fire fighting to secure means of escape, priority will be given to evacuation.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

## 6 FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

# Fire Evacuation Plan

Premises: Crestwood Community School  
(Cherbourg campus)  
Review Date: April 2026

## 7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency 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).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- 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 location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

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# Fire Evacuation Plan

Premises: Crestwood Community School  
(Shakespeare Campus)  
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## ADVICE

The emergency plan should consider all aspects associated with the emergency evacuation of the building should a fire occur. Part of this plan will be the evacuations procedures but other prearranged actions and management procedures must be considered and included as appropriate.

## 1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

All visitors and contractors on signing into Inventory agree to school procedures on Fire evacuation and are given a Visitor information pack.

### Managed evacuation for:

After school club's / parent evenings / school events

On hearing the fire alarm during after school clubs or school evening events the registers must be taken by staff to the fire assembly point for accountability the above fire evacuation procedures must be followed.

### Managed evacuation for:

Out of hours cleaning team fire evacuation plan:

A copy is also attached to the fire manual

On hearing the fire alarm and the fire being confirmed the Site team will call the Fire and Rescue Service to confirm automated activation.

## 2 ASSEMBLY POINTS

The assembly point is at the rear of the school on the Tennis courts.

In the event that a secondary evacuation is ordered by the responsible manager/lead fire brigade officer from the main assembly point, the secondary evacuation point is at the far end of the sports field opposite



# Fire Evacuation Plan

Premises: Crestwood Community School  
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Crestwood view housing estate.

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- Be available to liaise with the Fire and Rescue Service as necessary.
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### ROLL CALL MANAGER

The nominated persons will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

### FIRE SERVICE RECEPTION MARSHAL

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### FIRE MARSHAL ROLES

Teachers and support staff will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.



# Fire Evacuation Plan

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Review Date: April 2026*

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- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
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## Fire Evacuation Plan

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when it is not.

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However, in some extreme cases it may be necessary to nominate staff to fight fires of a particular type, in such cases firefighting will only be undertaken by a minimum of two suitable trained, staff.: NB: It is not considered this will be the case in any HCC premises – If in doubt contact PBRs Fire Team for advice.

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- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.



