

## Blackshaw Nursery

201 Blackshaw Road, Tooting, London. SW17 0BZ.

# Fire Emergency Plan

### References:

- A. Regulatory Reform (Fire Safety) Order 2005.
- B. Fire Risk Assessment dated 26 Sep 14.

1. **Introduction.** The purpose of this Fire Emergency Plan (FEP) is to ensure that people in the addressed premises know what to do if there is a fire. The information contained herein must therefore be drawn to the attention of all relevant persons within the premises. In law this means:

- a. any person (including the Responsible Person) who is, or may be lawfully on the premises.
- b. any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

This document has taken into account the requirements of the Regulatory Reform (Fire Safety) Order 2005 (Reference A) and reflects the findings of the Fire Risk Assessment (FRA) (Reference B) for the addressed location. All actions identified in the Fire Risk Assessment (FRA) must have been completed in order to validate this plan.

2. **The "Responsible Person".** The "Responsible Person" (RP) is the senior person present on the premises and the person who is legally responsible for the safety of everyone present.

3. **Review.** The Fire Risk Assessment, Fire Emergency Plan and all related documents should be considered 'living' documents and they must be reviewed if:

- a. There is any change of work practice or usage.
- b. There is a significant change in staff levels or make up.
- c. There are any structural changes to the premises.
- d. There is any change of 'fire loading' to the premises.
- e. There is a change to the current level of threat to either the premises or the people in it.
- f. There has been a near miss fire related incident.
- g. Or, at intervals not exceeding 12 months.

4. **Action on fire.** Fire Action notices placed at each fire point and on the Health and Safety notice board will contain the following information:

a. **On discovering a fire:**

Raise the alarm; shout "Fire! Fire! Fire!" and activate the nearest call point.

b. **On hearing the alarm:**

Leave the building by the nearest exit.

Report to the Fire Assembly Point located at:

The nursery garden

On the far side of the electrical sub-station.

**Do not** stop to collect personal belongings.

**Do not** re-enter until told it is safe to do so.

5. **Fire Marshals.** All staff members are trained as Fire Marshals. Whenever the nursery is in use, the Responsible Person will:

- a. Allocate trained staff members to each 'significant area' and the FAP.
- b. Brief 'duty' staff members and ensure that they understand their duties.
- c. Secure all rooms and areas not in use.
- d. Duty staff members will complete the Fire Marshal Checklist for their area, take action to reduce the risk of fire and report any concerns to the Responsible Person without delay.

e. Duty staff members who need to leave the premises or who are unable to respond as a Fire Marshal must report to the Responsible Person for a replacement to be found and the Duty List updated.

6. **Fire Detection and Alarm System.** All aspects of the Fire Alarm and Detection System are identified on the attached plan.

a. **Detection.** Detection will be automatic by smoke / heat detectors or manually by individuals responding to smoke or fire and raising the alarm.

b. **Alarm.** The alarm will be raised by fire bells or by individuals shouting "Fire! Fire! Fire!"

7. **Evacuation Procedures.** All staff, visitors and contractors are to leave the premises by the nearest safe exit. All emergency exits and routes from the premises are identified using pictogram exit signs complying with BS5499 and are identified on the attached plan.

a. **Fire Exits.** There are four designated fire exits from the premises leading to a place of final safety; they are the:

- (1) Tiny Tots play area (to the electrical sub-station).
- (2) Tweenies play area (to the electrical sub-station).
- (3) Office exit (to the nursery garden).
- (4) School Room play area (to the nursery garden).

b. **Evacuation Routes.**

- (1) From the **staff room**: turn left and exit via the rear entrance.
- (2) From the **Tiny Tots sleeping area, play area, changing area and Milk Kitchen**: via the Tiny Tots play area and exit by the rear entrance.
- (3) From the **Tweenies quiet room, play area and WC**: via the Tweenies play area, turn right and exit via the rear entrance.
- (4) From the **Kitchen**: via the Tweenies play area, turn right and exit via the rear entrance.
- (5) From the **Toddler quiet room, play area and WC**: via the Office exit, turn right and exit to the nursery garden.
- (6) From the **Office**: via the Office exit, turn right and exit to the nursery garden.
- (7) From the **School Room quiet room, play area and WC**: via the School Room play room and exit to the nursery garden.
- (8) From **Laundry**: via the School Room play room and exit to the nursery garden.

- c. **Fire Marshals.** On alarm activation, duty staff members will:
- (1) Switch on their radio (one Tweenies staff member and one Toddlers staff member).
  - (2) Allocate staff to assist disabled persons to the Fire Assembly Point.
  - (3) Without endangering themselves, search their allocated area and evacuate anyone there.
  - (4) Without endangering themselves and if time, switch off electrical equipment and close doors and windows.
  - (5) Direct all evacuated persons to the Fire Assembly Point.
  - (6) Report to the Responsible Person, that the area is clear of all persons and any evidence of smoke or fire.
  - (7) Prevent any re-entry to the premises until authorisation is given.

8. **Assembly Point.** There are two Fire Assembly Points (FAP): one located in the nursery garden and one the far side of the electrical sub-station. These are places of temporary safety and their position allows for further withdrawal if required.

9. **Contacting the Emergency Services.**

- a. **Automated.** There is an auto dialler system at the premises.
- b. **Manual.** In the event of a fire the Responsible Person is the person designated to ensure that the Fire & Rescue Service is called.

**London Fire Brigade on 999 or 112.**

- c. **Postal Address.** The full postal address, which is also located on the Fire notice board and in the Fire Log Book (at the Office exit), is:

Blackshaw Nursery  
201 Blackshaw Road  
Tooting  
London  
SW17 0BZ.

10. **Fire Verification.** Where the fire alarms have been activated but no sign of smoke or flames is apparent or has been seen by staff members or evacuees, and prior to calling the Fire and Rescue Services, the Responsible Person is to send two staff members, with a radio or 'open' mobile communications, in to the building to verify the activated zone. The verifiers should narrate their every movement over the radio or phone.

The verifiers are to silence, but not reset the alarms and proceed to the zone indicated on the Fire Control Panel. When approaching the affected zone, they are to 'look, listen and

feel for signs of fire before opening any door not fitted with a vision panel. On locating an activated detector (red LED) or activated call point, with no signs of fire, they should report the fact to the Responsible Person. A full sweep of the building is to be undertaken before the alarm system is reset, the Fire and Rescue Services stood down (if called) and people allowed to re-enter the building.

If signs of fire are identified at any time, the verifiers should call "Fire! Fire! Fire!" and leave the building by the nearest exit.

False alarms should be recorded in the Fire Log Book and any subsequent alarms responded to as though they were real.

11. **Safe Evacuation of Vulnerable & "At Risk" Persons.** The Responsible Person is to pay special attention to the needs of vulnerable and 'At Risk' groups, allocating them 'sponsors' as required to assist them in an emergency. Such groups include:

- a. **Babies and children.** Emergency evacuation cots are provided for the evacuation of multiple infants.
- b. **Disabled persons.** Once identified, every disabled person must be assessed regarding their individual needs in an evacuation and a Personal Emergency Evacuation Plan (PEEP) agreed with them.

12. **Fire-fighting Equipment.** All equipment is specified and located in accordance with the Fire Risk Assessment and shown on the attached fire plan. The equipment provided has been determined by the use of guidance issued by the Home Office and is equal to or exceeds the number and types required (formulae used: one extinguisher provided per 200sq metres floor space with a minimum of one per floor). All firefighting equipment complies with the current British Standard and is located at each designated fire exit.

13. **Emergency Lighting.** All emergency lighting is specified and located in accordance with the FRA and is shown on the attached fire plan. All emergency lighting is compliant with BS5266.

14. **Signage.** All signage is specified and located in accordance with the FRA.

15. **Specific Arrangements for High Risk Areas.** All rooms not in actual use should be kept locked. The following high risk areas have been identified:

- a. **Laundry.**
  - (1) Fire door fitted and kept closed.
  - (2) Room kept clear of clothing, dust and other combustibles.
  - (3) Sign 'No access to unauthorised personnel'.



b. **Kitchen.**

- (1) Fire doors fitted and kept closed unless.
- (2) Kept clear of paper, cardboard, dust and other combustibles.
- (4) Sign 'No access to unauthorised personnel'.

16. **Liaison with Emergency Services.** On the arrival of the Fire & Rescue Service, the Responsible Person will liaise with the Senior Officer and give the following information:

- a. Whether all persons, contractors, and visitors are accounted for or not.
- b. The location of the incident.
- c. Any specific hazards which might cause injury to emergency service personnel.
- d. Provide plans of the premises (in Fire Log Book).
- e. Location and type of chemicals stored (in Fire Log Book).
- f. Any other information requested.

The Responsible Person is to comply with any request made by the Senior Officer of the Fire and Rescue Service.

17. **Fire Hydrant.** The nearest Fire Hydrants are:

- a. On Blackshaw Road at Ingleby gate to St George's Hospital
- b. At the junction of Fountain Road and Blackshaw Road.

18. **Training.** Appropriate training must be given, at the earliest opportunity, to all staff regarding:

- a. The importance of general fire safety and good housekeeping.
- b. The importance of keeping fire doors closed.
- c. What action to take in the event of discovering a fire.
- d. How to raise the alarm.
- e. Action to be taken on hearing the alarm.
- f. Procedure for alerting members of the public and visitors, including where appropriate, directing them to exits.
- g. Evacuation procedures.

- h. Location of escape routes.
- i. How to open escape route doors.
- j. Location of and, when appropriate, the use of firefighting equipment.
- k. Location of both assembly points.
- l. Roll call / building clearance system.
- m. Arrangements for calling the Fire and Rescue Service.

19. **Responsibilities of Fire Marshals.** For the area(s) they have been allocated, duty staff members have the following responsibilities:

a. **General Duties.**

- (1) Be familiar with their area, the escape routes and their designated area of responsibility.
- (2) Be aware of disabled persons and ensure that 'sponsors' are allocated to assist them during evacuation.
- (3) Be familiar with location of the Fire Assembly Point(s).
- (4) Inform the Responsible Person when leaving site or when they are unavailable to carry out duties, in order that their responsibilities can be reallocated.
- (5) Report all defects and concerns to the Responsible Person.
- (6) Undertake initial and refresher training of new and existing staff members regarding fire procedures, if requested and competent to do so.
- (7) Maintain appropriate records (i.e. the Fire Marshal's checklist).
- (8) Assist with fire drills and routine testing of emergency systems.
- (9) Attend any update training provided to maintain their competency.

b. **Fire Prevention and Preparation.** In accordance with, and recorded on the Fire Marshal checklist, staff members should address the following in their allocated area:

- (1) Keep rooms and access routes clear of obstructions; including the removal of excess rubbish or flammables.
- (2) Ensure that fire doors close properly and retaining mechanisms release as required.
- (3) Check that final exits operate correctly and remain unobstructed.

- (4) Check that call points and alarm sounders operate correctly.
- (5) Check that emergency lighting operates correctly.
- (6) Check that fire extinguishers are located in accordance with the Fire Risk Assessment and are ready for use.
- (7) Complete the Fire Log Book as required.
- (8) Remain vigilant for fire related hazards and report all problems to the Responsible Person for action.

**c. In the event of a Fire.**

- (1) Ensure that the alarm has been raised.
- (2) Ensure that all persons are evacuated including visitors and contractors.
- (3) Ensure that 'sponsors' are designated to assist disabled persons and that they are directed to a place of safety.
- (4) Search their designated area of responsibility to ensure the complete evacuation of the building; closing all windows and doors, if safe to do so.
- (5) Direct all evacuated persons to the Fire Assembly Points (FAP).
- (6) Use portable firefighting equipment on small fires, only once the alarm has been raised, the evacuation is underway and it is safe to do so.
- (7) Report to the Responsible Person or person in charge at the Fire Assembly Point.
- (8) Prevent any re-entry to the premises until given clearance to do so.

20. **Distribution.** This Fire Emergency Plan must be disseminated to all persons at risk within the premises to which it relates.

**This plan is only valid if all the control measures described in the Fire Risk Assessment have been completed.**





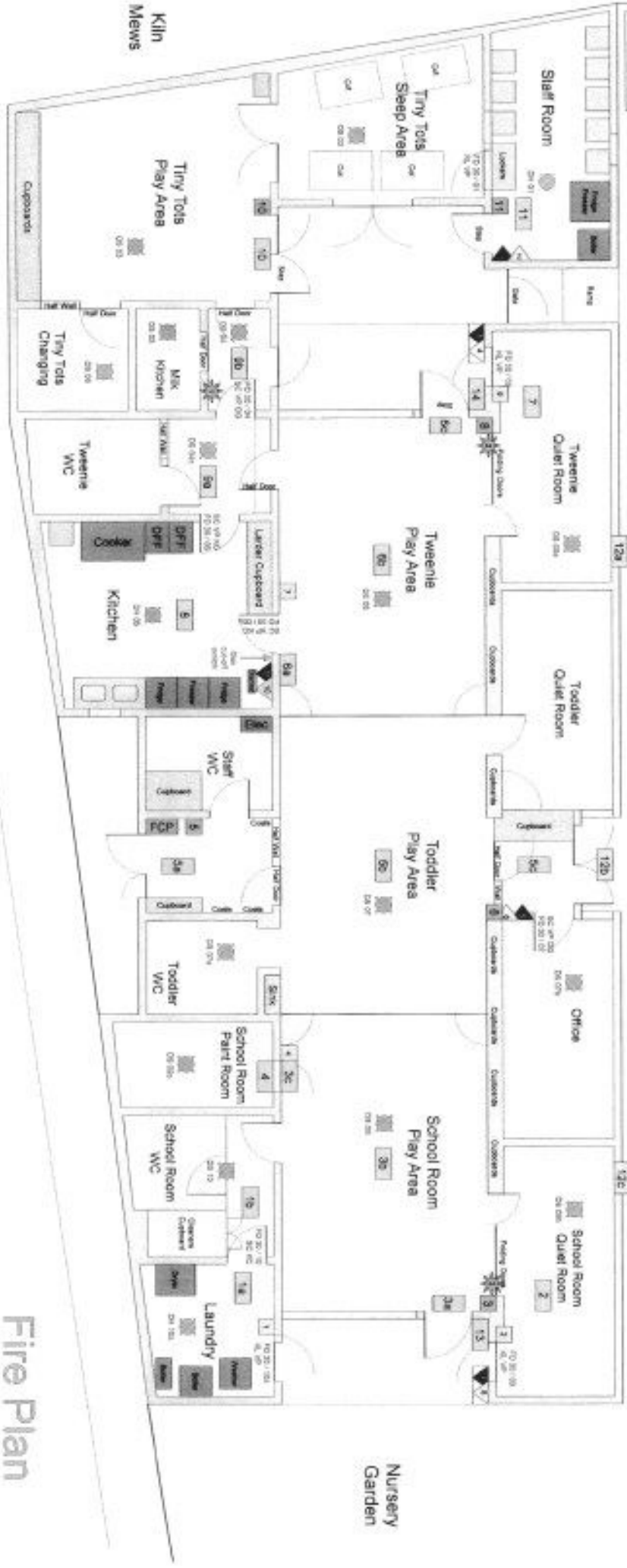
Electrical Sub Station

Carver's Shed

Sports Centre



- Key**
- Fire Control Panel
  - Emergency light
  - Detector heat (DH)
  - Detector heat (DS)
  - Manual call point
  - Manual call point (Deactivated)
  - CO<sub>2</sub> fire extinguisher
  - Foam fire extinguisher
  - Vat chemical fire extinguisher
  - Fire alarm sounder
  - Fire door / compartment
  - Fire door (30-minute) / steel with self-closer, vision pane & Doggard
  - Significant electrical / gas equipment
  - Significant furniture
  - Fire Assembly Point
  - Vat chemical fire extinguisher box



# Fire Plan

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2014

(updated 27 Jul 15)