



Emergency Plan including potential Lock down procedures

Facility name: Ysgol Frongoch
Address of premises: Rhyl Road, Denbigh, LL16 3DP

Date plan produced: January 2017 [initial]

Date plan reviewed:

Signed by Chair of Gvs:

Date of next review: Autumn 2026

Plan produced by: Health & Safety Sub-Committee

Job title: on behalf of Governing Body

Responsible person: Dylan Thomas

Normal occupancy: Circa 198 pupils, 20 staff

This emergency plan covers Ysgol Frongoch. The plan indicates both the preferred and secondary evacuation routes available for use in an emergency. The plan takes into account site activities and the shared use of this site with Ysgol Twm o'r Nant and Ty'n Fron, primary site. The contents of the plan are shared with site personnel in order to ensure maximum safety and efficient evacuation of all persons.

Fire safety

- **Reasonably foreseeable circumstances**
 - Fire safety is the subject of this section other reasonably foreseeable emergencies are dealt with in section 2 onwards
- **Action to be taken by a person discovering a fire**
 - Any person discovering a fire should raise the alarm by operating a manual call point and or shouting "Fire" "Fire" "Fire".
 - If the fire is in a room that can be safely isolated by closing the door this should be done.
 - All persons in the vicinity of the fire should be immediately evacuated from the area.
 - If it is safe to do so the person discovering the fire may attempt to extinguish it providing they are competent by virtue of training and experience.
- **Responsibility for manually contacting the emergency services**
 - Even though the fire alarm system is monitored and will cause a response from the fire service, a manual call will still be made to inform the fire service that the alarm is not a drill. This manual call will be made by Mrs. Farley [Dylan Thomas/Ceri Boyd], who will dial 999 from a land line or mobile phone.

- **Fire warning system**
 - The fire warning system at this facility is “an electronic sounder that produces a high pitched warble sound”. The position of the sounders and beacons is identified on the site plan.
 - The main alarm panel is in the foyer. When the alarm has been raised the alarm system will NOT be reset by any person other than a member of the fire and rescue service.
 - **Fire warning system maintenance**
 - The fire alarm system will be operationally tested on a weekly basis by the caretaker.
 - Manual call points will be used in rotation to operate the system.
 - Audibility \ visibility of alarm activation will be noted for all areas
 - Records of tests will be kept in an accessible place in central file
 - Emergency lighting tests will be carried out when possible by the caretaker/county with records being held in the fire safety file.
 - The alarm system will be subject to annual maintenance by approved engineers. Records will be maintained of all maintenance activities on the alarm system.

- **Evacuation procedures**
 - In the event of an alarm situation all members of the staff, pupils, visitors and contractors will evacuate the premises by the nearest safe exit door.
 - Members of staff with class registers will take them to the assembly point for roll call
 - The primary and secondary escape routes are shown on the site plan.
 - Escape routes from the main rooms are indicated locally on plans attached to the wall adjacent to the exit door or on the exit door itself
 - Escape routes from specific rooms are identified on posters by the room entrance door
 - Mrs. Farley[Dylan Thomas/Ceri Boyd] will collect the visitor signing in book from the reception and take it to the assembly point so a roll of all visitors and contractors can be carried out
 - All fire doors must be closed behind evacuees.
 - All personnel will muster at the designated assembly point. The position of the assembly point is identified on the site plan located adjacent to the main fire panel in the entrance lobby and at the location of the assembly point.
 - A roll call will be carried out at the assembly point by the Head Teacher or Deputy Head Teacher.
 - Where individuals are identified as having specific needs a personal emergency evacuation plan (PEEP) will be devised for them. Records of PEEPs will be kept with the emergency plan. PEEPs are written together with Headteacher, Classteacher and parent .

- In preparation for an emergency, fire evacuation drills will be carried out once every half term. Records of drills will be maintained.
- **Communications between all units on the site**
 - When the fire alarm is raised, the school secretary will contact the Head in the other facilities using a fixed land line or mobile phone to warn of the incident.
 - The emergency plans of the other facilities will be put into action.
 - If there is an alarm in one of the other buildings the school secretary or other responsible person will be informed by telephone. This emergency plan will be put into operation as though the building fire alarm had been activated.
- **Procedure for liaison with fire and rescue service**
 - The school secretary is the nominated person as liaison officer who will liaise with the fire service. The liaison officer will wait by the main entrance gate to indicate to the fire service where they need to go. The liaison officer will wear a yellow high visibility jacket
 - The liaison officer will have a means of communication with the person taking the roll call to be able to inform the fire service whether all persons are accounted for and the potential location of any missing persons.
 - The liaison officer will inform the fire service of any specific risks at the site such as pressure systems, oxygen \ Calor gas bottles, medical \ bio hazards
 - Deputies will be nominated as the liaison officer in case the school secretary is not on site.
- **Training needs**
 - All new school staff members will receive induction training on their first day that will cover basic fire safety and familiarisation with the emergency plan which is in the office
 - All staff will receive basic fire safety training as part of their ongoing training and development which will be provided by Denbighshire County Council
 - The emergency plan will be tested once a term as a training operation to ensure all staff and pupils are aware of the actions to take
 - All staff members will receive specific instructions on their individually identified responsibilities such as supervision of children, roll call, liaison officer
 - The liaison officer and deputies will be provided with information on specific site hazards.
- **Fire fighting equipment**
 - Fire extinguishers are situated throughout the school.
 - Staff are advised not to attempt to fight fires instead they are advised to escape to a place of safety (the assembly point)

- Fire fighting equipment will be subject to annual maintenance by the DCC fire engineers unit. Maintenance records and renewal dates will be indicated on the extinguishers

- **Contingency plan**
 - It is recognised that the time evacuees are outside the buildings cannot be defined nor is there any control over the environmental conditions, therefore if the evacuated staff \ pupils are unlikely to be permitted to re-enter the facility further provision will be considered:-
 - Staff and pupils will be allowed to enter the building furthest from the fire as a refuge if it is safe to do so and the fire service permit it. For Frongoch, this will be Ysgol Twm o'r Nant hall in the first instance
 - The senior person present or their appointed deputy will make contact with the emergency rest centre co-ordinator to arrange the opening of an appropriate centre
 - Transportation will be arranged by the senior staff member or appointed deputy by contacting the schools or DCC transportation provider
 - Schools or other venues where children or others with special needs are present will contact the parents \ guardians of those affected. (Contact details to be found in the emergency procedures booklet, updated annually)
 - The special needs of people will be identified and appropriate actions taken. (This may include contacting a local hospital or other seeking other medical advice)
 - Senior members of DCC will be informed of the incident by the senior member of staff or appointed deputy by contact with the customer care call centre

- **Special responsibilities**
 - Fire service liaison officer
 - School secretary
 - Head of Ysgol Frongoch
 - Deputy
 - Roll call
 - Head Teacher
 - Deputy Head teacher
 - SENCO
 - Collection of visitor book
 - Mrs. Lisa Farley

- **Persons subject to a personal evacuation plan (PEEP)**
 - PEEPs have been carried of for a number of people at this facility these are held in the general office

- **Contact details**
 - Head teacher Ysgol Frongoch

- Land line 01745 812410
 - Mobile 07970036135
 - Deputy Head teacher Ysgol Frongoch
 - Land line 01745 812714
 - Mobile 07917192807
 - Mrs. Farley
 - Land line 01745 812410
 - Mobile 07540346568
 - DCC customer care centre.
- **Plan drawing of the facility**
 - A plan drawing of the site is positioned adjacent to the main fire panel in the reception lobby. This plan identifies the following
 - The layout of the facility, escape routes, doorways, walls, partitions, corridors, stairways etc.
 - The fire safe routes.
 - Means for fighting fire
 - Location of manually operated fire alarm call points and other control equipment
 - Location of emergency lighting units and exit route signs
 - Location of the automatic fire fighting system and sprinkler control valves
 - Location of the services isolation points (electricity Room 20, gas- teacher car park, water- main gates)
 - Location of pressurised containers and medical \ bio hazards
- **Community and other use**
 - External organisations using the facility will be provided with relevant information regarding fire detection, sounders \ beacons, actions to take in the event of a fire.
 - External organisations will be required to provide details of their activities whilst on site to enable a review of fire safety during their occupancy.
- **General**
 - This emergency plan is available to all staff it will be retained in the school office.
 - Staff will be asked to view the plan and sign that they have done so and understand its contents
 - The plan will be reviewed in Autumn 2026 unless there is a significant change in the meantime

Section 2 Lockdown Procedures

- **Lockdown procedures**
 - In the event of any potential terrorist attack including unidentified member/s of the public seen on school premises and where a threat is seen as imminent, a 'Lockdown' situation will be initiated- The school alarm will sound 3 times in quick succession to signal a Lockdown situation

- Lockdown procedure will need to be fluid in order to deal with potential threats but, in general, it will involve:
 1. The emergency services to be contacted by SLT/Mrs Farley or other designated/available member of staff
 2. Other schools on site to be notified of possible threat [Twm o'r Nant and Ty'n Fron]* 2025 onwards all schools in the Denbigh Town area and surrounding area to be notified using a HT WAPP group message [as necessary]
 3. All staff and children to remain within classrooms and doors to be locked if instructed to by member of SLT, until told otherwise [if outside all children and staff to come into school as quickly and as safely as possible]
 4. All external doors to be locked if possible by keyholders
 5. All staff to have their mobile phones at hand in order to be able to communicate with others
 6. All staff and children to lie on the floors and under tables if appropriate until told otherwise.

The Lockdown will remain in place until the emergency services have informed the school/staff that it is safe to lift the Lockdown procedure. Above contact numbers are to be used in Lockdown procedure.

Reviewed

Signed by Chair of Governors : [above]