

## **FIRE EVACUATION PROCEDURE**

**Date Policy Created: January 2010**

**Committee Date:**

**Reviewed: October 2018**

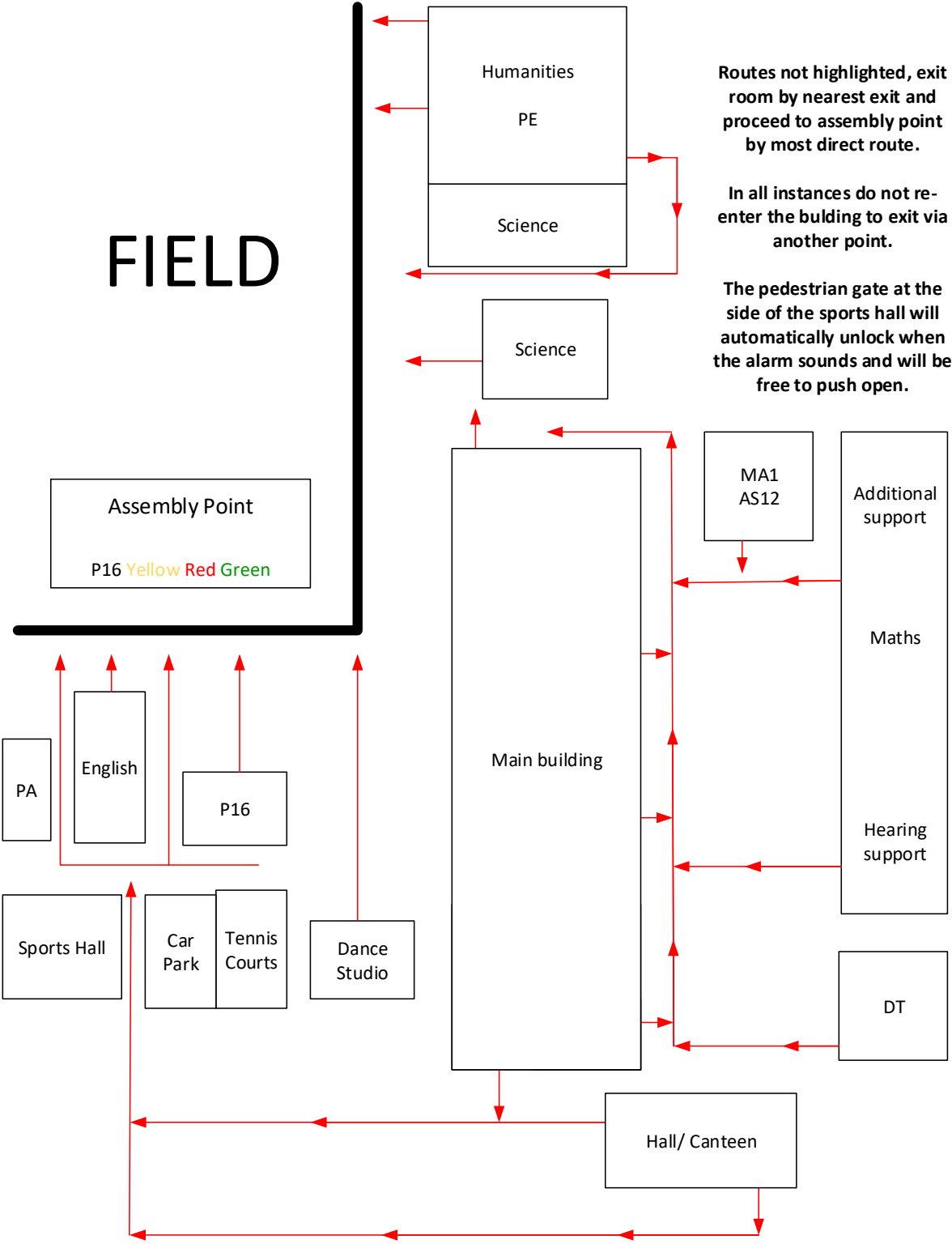
**Review Schedule: Annually**

**Next Review Date: Autumn 2020**

**Responsibility: Finance and Premises Committee**

**FIRE EVACUATION PLAN FEBRUARY 2020**

The fire alarm is a continuous bell. At the sound of the alarm please follow the routes below. No one should re-enter the building for any reason until the all clear has been given.



## The Fire Alarm is a long continuous sound

### Lunch/Assembly Times

Normal routes (as above) should be followed; staff in the vicinity are expected to help keep movement orderly, then meet their groups at the Assembly Points.

College Manager & Facilities Management Team (FMT) to investigate fire alarm panel to ascertain where the potential fire is. FMT to investigate and report back to College Manager whether the risk is real or a false alarm.

In the event that this is suspected to be a real incident, College Manager to call fire brigade

### Action Required by Staff

1. Switch off power sources.
2. Ensure that all windows are closed.
3. Ensure that last one out closes door.
4. Bags should be left and students should **WALK SENSIBLY AND QUIETLY** to assembly areas. Students must remain silent and await further instruction once at the assembly point.
5. **Receptionist** – Should go to the Sports Hall (key is in reception key cabinet) to notify any staff using that facility at the time, they should also take any visitors from the reception waiting area and direct them through the double gates to the 'Visitor Fire Assembly Point' at the Gazebo nearest the field. **There are no reports to print out.**
6. **Receptionist** to open double gates by English block – for the fire brigade (key in the reception key cabinet)

**ATHOS** go straight to assembly point on field with student registers and issue to tutors.

**Note – registers are pre-printed, by ATHOS, at the start of each half term or when a new student starts. They do not have that day's attendance marked. It is for the tutor to know which students are not in school that day.**

**Personnel Officer** will print report from signing in system which will detail the students who have left site since last tutorial registration (in the absence of the Personnel Officer this will be done by PA to College Manager). **ATHOS to use this information to complete registers before passing to SLT.**

### Emergency evacuation procedure for examinations

**The Senior Invigilator (or in small rooms the only invigilator) must take the following action in an emergency such as a fire alarm or a bomb alert.**

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.

- Congregate on the tennis courts. Students in the Hall will be escorted out of the external Hall doors, down the side of the car park and through the side gate to the tennis courts. Students in the small Access Arrangement rooms will be escorted across the playground to the exit by the side of the Hall, down the side of the car park and through the side gate to the tennis courts.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Wait for instructions from the Exams Officer before taking students back to the Exam Room via the same route.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Ensure the Exams Officer has all the details in order to make a full report of the incident and of the action taken, to send to the relevant awarding body.

#### Reporting Procedure

**NB** – If you are covering a tutor group you must assume the usual staff member is not present therefore you are responsible for registering that tutor group on that day if there is a fire alarm activation.

**Students** – All students to line up, by School, in their tutor groups. Tutor/co-tutor/or covering a tutor group to check against register, to confirm all students are present or identify anyone missing.

**Tutors** – Report to their ATHOS who will complete the registers with any students who have left site since registration (information gained from Personnel/PA to College Manager)

**Staff** – All staff except tutors should report to Mareena Anderson-Thorne (or Racheal Long) at the Gazebo assembly point (they will be wearing a Hi Viz jacket), after registering they should proceed to their allocated school to help manage the students.

**When ATHOS have collated all their information, they should report to Principal/Vice Principal.**

**Paul Sutton** –report to Principal/Vice Principal.

**Visitors** – Receptionist will direct all visitors to Mareena Anderson-Thorne at the Gazebo assembly point. In Mareena's absence the receptionist will register staff and visitors at the Gazebo after going to the Sports Hall.

**Principal/Vice Principal** - report to College Manager/FMT to clarify if all clear or if there are any persons unaccounted for.

**Kitchen Staff** – Report to Catering Manager to register. Catering Manager to report to Paul Sutton that all kitchen staff are present or in his absence Adrian Green/Kevin Bawn.

**Please note that once they have reported to their relevant Head of School/ATHOS, ALL staff should remain in the area with their School to help keep the students calm and quiet.**

## **Building Checks**

### **Fire Warden Areas of responsibility**

Designated fire wardens to check the following areas:

- Layla Kempster /Becky Hayman to check the Hall area.
- Viv Oldfield to check the English block.
- Heather Padden to check 1<sup>st</sup> floor and Zoe Brotherton to check the ground floor of the new building (Humanities/PE)
- Maria Serven/Georgina Govier to check the Laboratories.
- Michelle Barratt/Mel Prance to check the Maths block & hearing support
- John Purchall/Dave Hewlett to check the Technology block.
- Emma Williams to check the Music/Drama block.
- Clare Haynes/Jassy Barrington to check the Post 16 block.
- Claire Phillips/Gaby Long to check AS rooms including AS12/MA1.
- Sara Jacobs/Sue Voysey to check ground floor main building
- Chris Eales/Allen Bailey to check 1<sup>st</sup> floor of the main building.
- FMT/College Manager to investigate alarm panel to ascertain area for concern.

### **Frequency of Fire Drills**

Fire drills will take place at least once a term and results recorded in the Fire Log.

### **Training**

All staff will receive a copy of this policy in their Induction Pack and refresher training will be given to all staff at the beginning of each new academic year.

Fire wardens to complete the 'How to be an Effective Fire Warden or Fire Marshal' training course available on the Educare on-line CPD package.