



FIRE EVACUATION PROCEDURE

Date Policy Created: **January 2010**

Committee Date:

Reviewed: **October 2015**

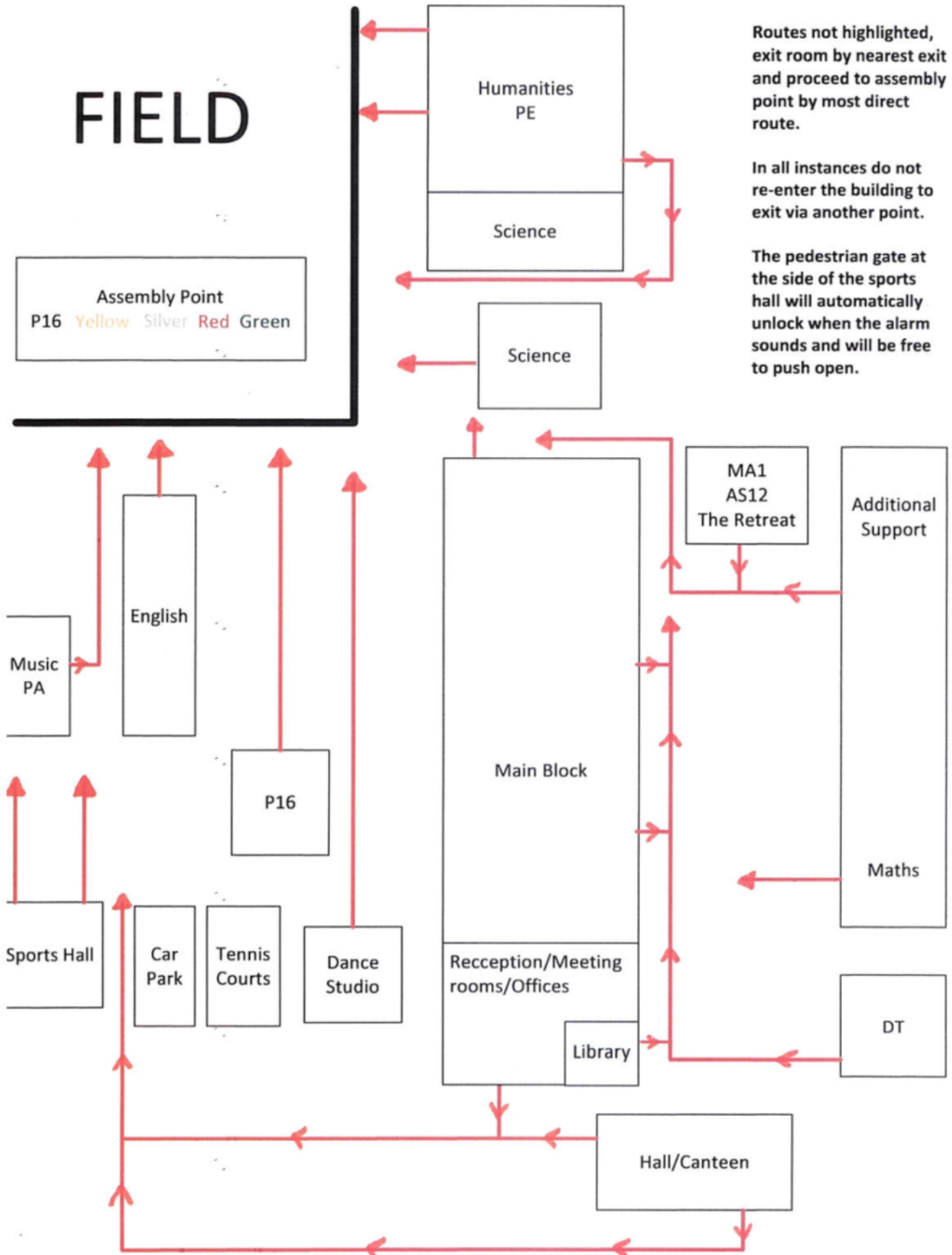
Review Schedule: **Annually**

Next Review Date: **Autumn 2016**

Responsibility: **Finance and Premises Committee**

FIRE EVACUATION PLAN SEPTEMBER 2014

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.



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 & Site staff to investigate fire alarm panel to ascertain where the potential fire is
Site staff 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** to assembly areas.
5. ATHOS to open double gates by English block – for pupils and fire brigade

Receptionist to report to Assembly Point to check visitors.

Support staff will bring student registers, signing in & out books and 'late' register to the assembly area. ATHOSs to bring their radios for ease of communication with site staff and College Manager.

Reporting Procedure

Students – all students to line up, by School, in their tutor groups. Tutor/co-tutor to check against register and report to their ATHOS. If a child is missing please notify Principal/Vice Principal immediately

Staff – all staff are allocated to a School and therefore must report to (and remain with) their relevant ATHOS.

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

Paul Sutton – report to Principal/Vice Principal.

Visitors – receptionist to check all visitors are present and report to Principal.

Principal/Vice Principal to report to College Manager/site team re all clear or if there are any persons not accounted for.

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.
- Tania Grigg and Paul Colin to check the Humanities block.
- Maria Serven to check the Laboratories.
- Michelle Barratt to check the Maths block.
- John Purchall to check the Technology block.
- Emma Williams to check the Music/Drama block.
- Chris Dormand/Jassy Barrington to check the Post 16 block.
- Claire Phillips/Val Hudson to check AS rooms including AS12/MA1.
- Adrian Green/Maria Higginson to check the main building.
- Kevin Fearon to check the Hearing Support Centre.
- Dave Walters to check the Sports Hall.
- Site Staff/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 will receive training from the College Manager/Facilities Co-ordinator once a year, on a non-pupil day to be advised annually.