



**FIRE AND EMERGENCY EVACUATION PROCEDURES
JANUARY 2017**

Normal Assembly Point: PLAYGROUND Secondary Assembly Point: FIELD

1. ACTION WHEN THE FIRE ALARM SOUNDS (continuous ringing tone)

In Class

The order to clear the room will be given by the teacher who will indicate the route to be followed, this is usually the quickest direct route to the Assembly Point. The teacher will be the last person to vacate the room and will close the door on exit. First at the Assembly Point with line of communication to ELT / Premises team will ensure students line up in tutor group lines as per the plan in Appendix One.

Out of Class

Form a single file and walk by the quickest direct route to the Assembly Point.

Disabled persons

Should be escorted or led to the Assembly Point by the quickest direct route. In the event that the wheelchair user is upstairs in the Humanities, CREATE/Modern Foreign Languages building or Art/Library the Stairway Evacuation Chair should be used to evacuate from the building. Do not operate a lift during the alarm.

Before utilising the Stairway Evacuation Chair, the Fire Marshall should be contacted by radio to ascertain the location of the fire and the need to use the chair. If the Fire Marshall cannot be contacted or the wheelchair user's member of staff does not have a radio, then the need to utilise the Evacuation Chair must be assessed by the staff member. Once assessed and if use of the chair is deemed necessary then the wheelchair user is to be placed onto the Stairway Evacuation Chair and vacated from the building. If required radio for further assistance so that they can be physically removed to a safe location. Ensure that the Fire Marshall is kept informed.

2. USE OF THE SECONDARY ASSEMBLY POINT

Should a fire be located close to the assembly point then evacuation will proceed to the Secondary Assembly Point using the quickest direct route.

3. ACTION ON DISCOVERING A FIRE

Sound the Alarm by using a Fire Alarm Call point and make others aware of the location of the fire. The first member of staff at the Assembly Point should take charge until a member of ELT or a senior member of staff arrives. M Clements should bring registers to the Assembly Point for Heads of Learning.

The Premises Staff will activate the wireless signal link and contact the construction site to enable the evacuation. Contact details available at the fire panel in the front office.

4. SUMMONING THE FIRE AND RESCUE SERVICE

The first adult (member of staff) to discover the fire will attempt to contact the Fire Service BY RINGING 999. Report this action to the Fire Marshall as soon as possible.

The first ELT member at the Assembly Point will make sure the fire service has been called and that the construction site has been contacted and alerted (07778 029 407).

5. ON ARRIVAL AT THE ASSEMBLY POINT

Assembly Point	Secondary Assembly Point
<p>Students Line up in tutor group order with backs to the building site compound and facing towards the white wall, Year 13 on the right of the assembly point (nearer the Science and Music building) with Year 7 on the left (nearest to the CREATE/Modern Foreign Languages building).</p>	<p>Students Line up in tutor group order with backs to the primary school and facing towards the new building, Year 13 on the right of the assembly point (nearer the Science and Music building) with Year 7 on the left (nearest to the CREATE/Modern Foreign Languages building).</p>
<p>Associate Staff, Visitors and Contractors Associate staff and visitors should report to the Assembly Point and line up in groups next to the CREATE/Modern Foreign Languages building.</p>	<p>Associate Staff, Visitors and Contractors Associate staff and visitors should report to the Assembly Point and line up in groups on the path next to the Science and Music building.</p>

For more details, see **Appendix One** which contains a map of the assembly point and evacuation routes.

6. ROLL CALL

Students

On arrival at the Assembly Point a roll call is to be taken by Tutors (or the person covering the Tutor group that day) of all students and a report is to be given to the Head of Learning or SWC, who in turn gives a report to the Fire Marshall. Associate Tutors must support HOL in whatever capacity is necessary.

The Net2 access software will provide a list of all staff and 6th Form on site. During working hours M Workman and M Clements all have copies of the software and should have it "open" on screen. On hearing the fire alarm, they are to print THREE COPIES of a refreshed copy of the Roll Call sheet and take it with them to the Assembly Point.

Once out of the building and at the Assembly Point M Clements is to radio the PE staff at the Leisure Centre to instruct students and staff to stay offsite until the emergency has been dealt with. She is to radio them once the evacuation is finished.

Staff / Visitors

A Holt to carry out a roll call for the Teaching Staff, MStone for Associate Staff and A Salter for Learning Support Assistants and then confirm details to Fire Marshall.

M Clements to bring registers, Roll Call and Area Check form, Net2 list and Loud Hailer for ELT;
M Workman to bring visitors book, Roll Call and Area Check form, Net2 list and temp swipe card log and liaise with A Holt, M Stone and A Salter;

Contractors / Morgan Sindall

Morgan Sindall will be responsible for the roll call of their own staff including sub-contractors.

Any issues to be reported to ELT.

All 'register' takers are to feed back to Fire Marshall ASAP.

In adverse weather conditions, the Fire Marshall is to designate a safe area to shelter after roll call.

7. STAFF RESPONSIBILITIES

- All staff personnel with radio communication devices should switch to Channel 1 and keep air time to a minimum to allow for effective communications.
- The Senior ELT member is responsible for the loud hailer and providing updates to the students.
- Premises are to radio ELT the area in which the activated alarm is situated.
- ELT and staff are to check designated areas.
- ELT and responsible staff are to then meet at the Assembly Point.
- ELT are to inform the Fire Marshall when their designated areas are clear, or if they need support with casualties or slow moving people.

Premises Staff

- Activate the wireless signal link and contact the construction site contact to enable them to evacuate. Contact details available at the fire panel in the front office or 07778 029 407.
- Ascertain source of the alarm.
- Liaise with ELT to ensure that the area is cleared.
- Unlock the gates by the Porta Cabin, Coach Park and or Humanities as directed by Fire Marshall.

ELT and other staff with areas of responsibility

G Smith:	Scrutineer 1 (Assembly Point)
D Piper:	Scrutineer 2 (Secondary Assembly Point)
N Turner:	Fire Marshall 1 Assembly Point (M Burrell/J Burgess as Deputy)
M Burrell:	Fire Marshall 2 Secondary Assembly Point (N Turner/J Burgess as Deputy)
K Blockley:	CREATE & MFL (S Tobin Deputy)
K Knight:	New Science, Music and Gym (J Osment Deputy)
S Burroughs:	English, Maths, ICT and Sixth Form Centre (M Stone Deputy)
N Millward:	ROSLA, Art, Library, Offices and Meeting Rooms (L Bradbury Deputy)
M White:	Old Science, C30, V Rooms, Repro and Drama Hall (T Ballinger Deputy)
J Bigmore:	Staff Room, Front Offices, Dining Hall and Kitchen (S Matthews Deputy)
S Andrews:	Humanities (M Adams Deputy)
J Payne:	Gatekeeper and also receive and direct Emergency services
L Pidgeon:	Gatekeeper and also receive and direct Emergency services
G Nicholls:	Supervise top pedestrian gates to stop entry onto site
R Shorter:	Supervise top pedestrian gates to stop entry onto site

The Fire Marshall will designate a replacement for those staff above who are absent or have not started work or have finished work at the time of the fire alarm.

First Aiders

Once First Aiders have registered they are to congregate in First Aid section to be directed, as needed by the member of ELT i/c Assembly Point. M Workman is to take a first aid kit to the first aid section at the Assembly Point.

HOL/SWC/Tutor

Once you have registered, please support the management of year groups/tutor groups.

8. STAFF ABSENCES

If members of staff who have predetermined duties in the event of a fire are absent responsibility for the procedures being followed will fall to the named deputy. Where this is not possible because of the start and finish times of work then the fire marshall will designate a replacement.

9. VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point. Any contractors working on the premises should be informed of the fire and emergency procedures that apply including:

- Action to be taken on hearing the fire alarm or discovering a fire.
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- The location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate Precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded. External Contractor Companies are to follow the College Fire Evacuation policy, following their own Health and Safety procedures.

10. CO-ORDINATION WITH OTHER PREMISES OCCUPANTS AND THE MORGAN SINDALL SITE COMPOUND

The same instructions will apply to any staff employed by Morgan Sindall, Innovate and contractors working on the premises. The Site Manager should be contacted on 07778 029 407. Morgan Sindall will co-ordinate any fire evacuation from there side with the College and vice versa. Upon a fire being discovered at either the college or construction site the wireless signal link will be activated.

11. EVACUATION ROUTES

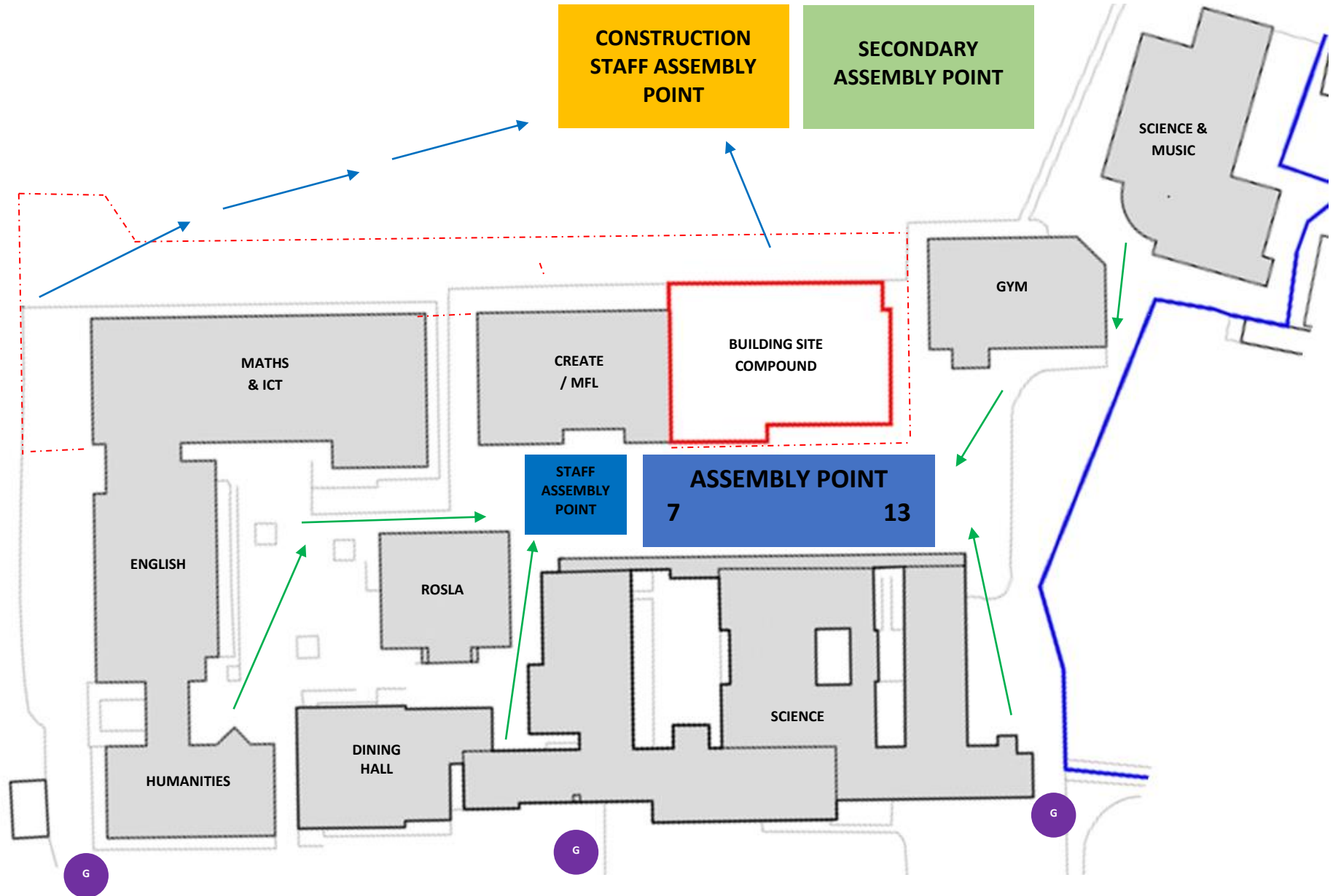
Evacuation routes will be kept free from obstruction and be adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

12. FIRE ALARM TEST AND DRILLS











A check of the fire alarm system will take place each year. Separate areas are checked on a quarterly basis. A Fire drill will be carried out at least termly without prior warning.

Updated 1st March 2017

Appendix One: Assembly Point Plan and Evacuation Routes



Appendix Two: Assembly Point Plan Key

	Normal Evacuation Route		Student Assembly Point
	Construction Site Evacuation Route		Staff Assembly Point
	Morgan Sindall Building Site		Secondary Assembly Point
	Proposed New Building		Construction Site Staff Assembly Point
	College Site Boundary		Gate Guardian Locations