



SAMUEL WHITBREAD ACADEMY

Fire Safety Management Policy

AUTHOR: Principal & H&S Advisor

LOCATION: Intranet

ACCESSIBILITY STATUS: All staff

RELEVANT GOVERNORS COMMITTEE: Local Governing Board

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SAMUEL WHITBREAD ACADEMY FIRE SAFETY PLAN

Policy

It is Samuel Whitbread Academy's responsibility to ensure that all students, employees, contractors and visitors are protected from the risks of fire. With this aim, appropriate fire prevention/precaution measures have been taken and appropriate evacuation procedures have been developed, implemented and will be periodically tested. All employees will be provided with sufficient fire awareness training and instruction. All premises staff shall comply with relevant fire safety legislation and recognised good practice.

The main legislation which is relevant to this subject is the **Regulatory Reform (Fire Safety) Order**

- The **Responsible Person** is Mr Nick Martin the Principal.
- The **Competent Person** is Mr Tony Edwards, Operations Manager. ** See Note
- The **Incident Controller** is Mr Nick Martin or nominated member of the Senior Leadership Team.

*** As the school is managed by and part of a PFI, there is a delegation of responsibilities for many checks and tests of the fire safety management systems*

Procedures / Guidance

All employees have a legal duty of care for themselves, their colleagues and other persons who may be affected by any act or omission of an employee of Samuel Whitbread Academy. All employees must comply with the requirements of the Regulatory Reform (Fire Safety) Order, The Health and Safety at Work Act and associated regulations.

All employees must ensure that they are familiar with an alternative means of escape in case of fire i.e. by walking the routes from the area in which they are employed and be aware of the location of the emergency assembly point.

If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** use the nearest available fire exit
- **DO** close the door behind you
- **DO NOT** use the lifts
- **DO NOT** stop to collect personal belongings
- **DO NOT** waste time by switching off equipment (unless told to do so)

Any employees not at their usual place of work on hearing the fire alarm must leave the building and go to the nearest assembly point. On no account must they return to their usual area of work.

Fire Safety

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of tools, machinery and equipment and the safe use, storage and disposal of flammable, hazardous and combustible materials.

As a PFI school, the responsibility to test and manage fire fighting and fire monitoring/management equipment is with the incumbent FM service – currently GTFM. They may subcontract some of these checks and tests as part of their processes to allow for specialisation.

General Fire Safety Precautions

- Fire doors must be kept closed at all times to maintain compartmentalisation of the buildings and to prevent the spread of smoke and heat. Fire doors must never be wedged open. Automatic fire doors must not be obstructed (where installed).
- Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Large groups of students should not congregate in these escape routes
- Objects left in an escape routes and corridors pose serious obstacles during an emergency evacuation and for emergency services personnel.
- Flammable/Hazardous materials/substances must be stored, used and disposed of in accordance with statutory requirements and safe working practices.
- All firefighting equipment must be kept free from obstruction and be readily available for use.
- Fire extinguishers should **never** be used as door stops.
- Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the **Competent Person**.
- Do not place heat sources close to combustible materials i.e. paper, cardboard, oil contaminated rags, clothing etc. Keep combustible materials away from electrical equipment i.e. allow air vents to become obstructed. Spillage of flammable liquids/substances must be contained and removed appropriately.

Fire Safety Systems and Equipment

The **Competent Person** will ensure the following is being implemented and recorded:

- The fire alarm is sounded weekly (5pm on Fridays from an alarm point in rotation)
- Fire extinguishers are maintained by a suitable qualified person (annual programme)
- Fire detection and alarm systems are maintained by a suitable qualified person (annual programme)

Electrical systems and equipment

The **Competent Person** should ensure that all fixed electrical systems, items of machinery, movable and portable equipment are subject to periodic inspection and testing. Test labels must not be obscured or removed, any item not displaying a test label should be reported to the **Competent Person**.

The **Competent Person** will ensure that all contractors provide evidence of electrical safety with regard to any machinery, portable tools and equipment that they intend to use whilst on site.

Damaged or malfunctioning electrical equipment must be taken out of use immediately and reported to the **Competent Person**. Equipment should be repaired (by a suitable qualified person) or replaced.

Whenever possible (or practical) turn off electrical equipment:

- When it is no longer needed for use
- When the area/office is unmanned
- At the end of the working day

Fire Safety Procedures

Any person suspecting or discovering a fire shall:

1. Raise the alarm by operating the nearest fire alarm (red box) and /or shouting fire
2. If circumstances dictate and the risk to individual safety has been assessed attack the fire using the correct type of fire extinguisher. ***If in doubt, get out, and stay out.***
3. If circumstances dictate, leave the premises by the nearest fire exit route
4. Depending on final exit point from the building proceed to the school assembly point (back of school sports field).
5. The Form Tutors will carry out a roll call to indicate any missing pupil(s) and report back to Incident Controller.
6. Office staff will carry out a roll call to indicate any missing visitors/contractors and report back to Incident Controller.
7. Any missing person(s) should be notified to the Incident Controller and the Fire Brigade Officer immediately.

Any person hearing a continuously sounding fire alarm shall:

1. Leave the building by the nearest available fire exit route
2. Go directly to the nearest assembly point and await further instructions
3. Never re-enter the premises until instructed to do so by an authorised person (Fire Brigade officer)
4. Never re-enter a building whilst the alarm is still sounding.

Instructions given in an emergency evacuation must be followed. Any breaches of these procedures will be considered serious and may be dealt with under the school's disciplinary process.

The fire service will be met on arrival and directed/escorted by a member of the Site team to the building of alarm to liaise with the Incident Controller.

Fire Alarm Activation

The fire evacuation alarm is a continuous ring on the Academy Alarm system.

The site comprises of 5 separate buildings, the Fire System is set up with a double knock system to isolate the alarm to one building rather than the full site. This allows for that block to be cleared whilst the situation is assessed. As part of the double knock set up the system is set to allow a 10-minute delay before it automatically goes in to a whole-school evacuation, additionally if any two devices on the Gent fire system are triggered in any part of the school the full site will default in to evac and sound the alarm in all blocks.

- a false alarm - the system can be reset manually;
- a real fire - the full evacuation button can be pressed and the alarms will sound in all areas.

In short, if you are in a block / vicinity in which the alarm sounds you must evacuate and make your way to the sports field. If the alarm is not sounding in your block you do not need to evacuate, as it is safe for you to remain there until the situation is assessed.

If evacuating, staff should escort their class group to ensure the evacuation is conducted calmly and quietly and remain with the class group until further instruction is given. Only in the case of a whole-school evacuation will the students be required to congregate in their year/form group.

In all cases you must not re-enter a building in which the alarm is sounding or has sounded until you are instructed to do so by a senior member of staff.

The Fire Alarm should not be silenced or reset until instructed to do so by a member of the Senior Team / Facilities Management Team, or, if in attendance, the Fire Brigade.

The alarm should never be silenced or reset until the following items have been completed.

All staff, pupils, visitors and contractors have evacuated the building in which the activation has occurred.

The fire detection device or activation point has been located and checked for fault activation.
The fire, if it exists has been extinguished. (Note only trained personnel should attempt to use firefighting equipment and only if they feel it is safe to do so).

Evacuation Routes

All personnel in the Academy should evacuate to the back of the sports field via the nearest fire exit unless to do so would take you towards a fire.

Galliford Try FM & Site Team

In the event of the fire alarm being activated the GT Manager or the site agent team should communicate with the senior staff regarding the status and progress of the evacuation and locating the fire activation device. All buildings need to take the safest outdoor route to the field. Once exited, nobody should re-enter any building. See Appendix C

Senior Staff

The Principal or designated person will consult with the site agents to determine the location of the alarm. The site agents will investigate and inform the Principal or designated person whether there is an actual fire and where it is or where the false alarm was activated.

In the Event Of A False Alarm / Malicious Activation

If a local alarm only (i.e. the system has not gone into a full evacuation) a Senior Staff member will check and confirm it is a false alarm, and if so authorise the alarm to be silenced, reset and the all clear given to re-enter the building. If the time to assess the situation has lapsed and/or a full-school evacuation has been activated the fire brigade should be contacted on 999 to confirm the activation has been checked and confirmed as false.

Only if instructed to do so by the fire brigade operator, can the system be silenced, reset and the all clear to re-enter by given. In some cases the fire brigade operator might insist that the fire brigade will still have to attend and that that evacuation remains in force until the brigade arrive and give the all clear.

In the Event Of A Real Fire

If a fire is detected a whole-school evacuation will follow, i.e. the alarms in all buildings should be manually set to sound on the main fire panel (if not already triggered automatically). In the case of the whole-school evacuation being activated there is no need for the school to make direct contact with the fire brigade as they will be summoned automatically via the remote monitoring agent, however it is recommended that you call '999' to advise the Fire Services direct.

An appointed senior staff member must meet the fire brigade on arrival with information of where the fire is located and where, if any, disabled people are awaiting assistance from the fire brigade at a named refuge point.

All appointed fire wardens should be aware of their specific roles within the fire plan and should keep their fire register handy to assist them in their role at the fire muster point.

Appointed Fire wardens must have a walkie-talkie with them at all times. In the event of a fire alarm being activated, they should immediately go to the area they have been designated to check (unless to do so would take them toward a fire.

- Appendix A Fire Warden Duties.
- Appendix B Incident Controller Responsibilities
- Appendix H Use of a Walkie Talkie

The designated staff should check:

- That their areas are clear (including toilets)
- That doors are shut but not locked
- The location of any person with physical disabilities.
- That those with disabilities not confined to wheelchairs who may or may not be at a Refuge Point are escorted from the building to the Muster Point

When each block is confirmed clear, senior staff should radio the Principal or designated person and then make their way to the field and report their attention to the designated person - Vice Principal (VP) and inform them of the location of any person with physical disabilities.

Teaching staff who are not tutors, should report to the Head of Pastoral Care for the year they are linked with. Support staff should go to the left of the field and stand together. *NB: it is not necessary for us to take a register of staff, the Fire Department only want to be reassured that there is no one left in the buildings.*

Once at the muster point senior staff should resume their role in the evacuation plan.

Once student roll call is complete, Head of Pastoral Care should report their registers to their Senior Team Link who will liaise with VP. In the absence of the Senior Team Link, Head of Pastoral Care should report directly to VP.

Teaching Staff

All staff should be familiar with all sections of this document in case a member of staff is asked to do something that they would not normally carry out. On hearing the fire alarm when:

Out of Class Exit your room, building or area by the nearest door. Ensure that windows and doors are shut. Do not lock doors. Make your way to the field. Encourage students who are similarly making their way to the muster point to be purposeful and sensible.

In Class Instruct the class to stand in silence, close the windows (if there is sufficient time to do so) and to follow you to the nearest exit. The last person to leave the room should close the door. The door should not be locked. The teaching staff should ensure that the lights and gas supply are turned off within the room. Exit your room and building and make your way to the field. Do not re-enter any buildings and avoid any routes to the field which may take you towards the fire. See Appendix E.

Supervise the students on their way across the site to the muster points to ensure that they behave sensibly, retain the class in their group until given further instruction. Only in the case of a whole-school evacuation will the students be required to congregate in their year/form group.

If you are a Supply Teacher or Cover Supervisor

- Report to the Cover Manager (position covered in absence by Data Team) who will be standing on the left hand side of the field as you are facing it and state your name.
- Remain there unless asked to mark a register by a Head of Pastoral Care.
- If you have covered a register that day for an absent tutor, and there is a full evacuation, you should expect to register that tutor group for the fire drill.

If you are asked to mark a register

- Collect the register from the Head of Pastoral Care.
- Ensure that the students stand in single file and in silence.
- Call the register making sure that the students answer clearly and distinctly.
- Remain with the tutor group. The Head of Pastoral Care will collect the register and check who is missing. (The Head of Pastoral Care will report completed years and absentees to VP or designated person). When instructed by the Head of Pastoral Care, dismiss the tutor group, supervising students as they walk back to the academy.

If you are a Tutor

- Collect your register from the Head of Pastoral Care.
- Ensure that the students stand in single file and in silence.
- Call the register making sure that the students answer clearly and distinctly.
- Remain with the tutor group. The Head of Pastoral Care will collect the register and check who is missing. (The Head of Pastoral Care will report completed years and absentees to VP or designated person). When instructed by the Head of Pastoral Care, dismiss the tutor group, supervising students as they walk back to the academy.

Pastoral Team

- Heads of Year and Pastoral Care are responsible for the general conduct of their year whilst at the muster point. They must check that each tutor group is being registered.
- If a tutor is absent the member of staff who was put on cover to do that register should register and supervise that tutor group. If they are not available for any reason, the Pastoral Care should do that register.
- When all groups have been registered the Head of Year will collect the registers and return them to the Attendance.
- The Head of Year should report to their senior team link who will report their completed year to VP or designated person.

Support Staff

- Make sure that you are familiar with the routine to be followed by teaching staff and students.
- On hearing the fire alarm, exit the building by the nearest door. Ensure that windows and doors are closed but not locked. Then make your way to the field. Do not re-enter any buildings and avoid any routes to the field which may take you towards the fire. Supervise the students on their way to the muster point to ensure that they behave sensibly.

Students

On hearing the fire alarm when:

- **Out of Class** Exit your room/area/building by the nearest door then make your way to the field. Do not re-enter any buildings and avoid any routes to the field which may take you towards the fire. Await further instructions at the field.
- **In Class** You should stand in silence, close the windows (if there is sufficient time to do so). The last person to leave the room should close the door. The door must not be locked. The teaching staff should ensure that the lights and gas supply is turned off within the room. Exit your room and building by the nearest door then escorted by your Teacher make your way to the field and remain in your class group until given further instruction. Do not re-enter any buildings and avoid any routes to the field which may take you towards the fire.
- **DO NOT RUN BUT WALK QUICKLY**
- **DO NOT LAUGH, CHATTER OR MAKE A LOT OF NOISE**
- **DO NOT RETURN TO ANY ROOM FOR YOUR COAT, BAGS OR OTHER BELONGINGS.**

Each year and tutor group has its own allocated place at the muster point (see Appendix I for diagram). Line up in single file in register order at your allocated place at the muster point and wait in silence for a member of staff to mark the register.

Remain standing silently and in single file until you are dismissed. Once dismissed return to your lessons by the shortest route, walking quickly and quietly.

Visitors

All visitor badges have evacuation instructions on them. In the event of an evacuation alarm, all visitors should make their way to the field at the rear of the school and report to a receptionist who will then mark you present on the visitor register. Remain there until you are told to dismiss.

Asperger Provision

- The Muster Point for the Asperger's Provision is located to the right hand side of the school on the back field away from any buildings (see Appendix I for diagram). The Asperger's Coordinator will have a register of students and must take a roll call.
- A designated senior member of staff or designated back up will check that your roll call is complete and then report this to VP at the muster point.

People with physical disabilities

- If you are upstairs in any block you should not use the lifts. In the event of the fire alarm being activated, the lifts will automatically go to the ground floor and will remain inoperative until the alarm is reset.
- If you are upstairs, people with physical disabilities should go to the nearest "Refuge" Area. A qualified person trained in the use of the evacuation mats will assist you at this time.
- The "Refuge" Areas are located at the top of the stairways – these are marked.
- A designated senior member of staff will check the building and radio the Principal or designated person your location. In the event of a fire or other emergency, the fire brigade will be advised of your location.

- If you are downstairs you should exit the building by the nearest ramped door then make your way to the field if able.
- Do not re-enter any buildings and avoid any routes to the field which may take you towards the fire.
- See Appendix D for more details

Special Circumstances

See Exam Policy for Exam Emergency Procedures.

Evacuations during school holidays

- During school holidays GTFM & site team will liaise with the fire brigade/emergency services in the event of an emergency evacuation.
- A register is held in reception during the school holidays and any staff who come into the Academy during the holidays are not only required to inform the GTFM site team that they are intending to come in (copies of booking form available from the Project and Operations Manager) but also to sign the register held in reception.
- The GTFM team will ensure that the register is collected by a member of Academy staff who will take the register at the muster point (field).

Evacuation before registration (Prior To 8.15am)

All staff and students to evacuate the buildings to the assembly point on the sports field and then await instructions from SLT as per the usual evacuation procedure.

Evacuation during period 6 (3.00pm – 4.30pm)

- All staff running after school lessons and clubs should ensure that a register is taken at the beginning.
- If the fire alarm rings, the students and staff should assemble in the BEST House/Block 6 car park.
- The senior-most member of staff available should ensure that roll calls are completed by the activity group leaders and then contact a member of the leadership team and duty site agent.
- All persons should remain there until given the all-clear.

After school events

- The responsible staff member should brief all visitors of evacuation and muster points.
- If a fire alarm rings during an after-school event, the Event Co-ordinator should direct staff, students and visitors to assemble in the BEST house/Block 6 car park.
- The senior-most member of staff available should ensure that all participants are accounted for – by word of mouth if necessary – and make a note of anyone reported to be missing.
- A member of the leadership team must then be contacted, and the duty site agent located and informed.
- All persons should remain there until given the all-clear.

Duties of employees holding meetings or accepting visitors

- Employees are responsible for the safety of their visitors when they are on site.
- Employees should ensure that visitors are aware of the fire safety procedures that are in place.
- On hearing the fire alarm, employees must ensure that visitors under their supervision are made aware of the assembly point and that they leave the premises by the nearest available exit route in a calm and orderly manner.

Evacuation Exercises

In accordance with fire safety legislation the **Competent Person** will ensure that fire evacuation exercises are carried out at least once a term. The exercises will monitor the effectiveness of the schools evacuation procedures and, where necessary, identify required changes.

The **Competent Person** will ensure that reports on the effectiveness of drills are produced and that these reports are made available to all employees. A copy of the report should be sent to the **Responsible Person**.

Evacuation (delay in reoccupation)

Should an emergency situation prevent reoccupation of all, or part of the premises the **Responsible Person** or senior person on site will ensure that temporary shelter is made available and appropriate first aid or medical treatment is provided. They will also ensure that appropriate safety and security procedures are implemented and maintained until the premises can be reoccupied and business resumed.

Training, Instruction and Information

The **Competent Person** will liaise with HR to ensure that all new employees (including temporary staff) are provided with fire safety instruction and information during their induction. This will include identification of escape routes, location of fire extinguisher and alarm points, where the assembly point is and any local hazards that they need to be aware of.

The **Competent Person** will ensure that all employees are provided with general fire safety awareness training at least every two years and where appropriate all contractors and visitors are provided with fire safety awareness information.

New Buildings/Alterations

In the event that alterations are being planned the **Competent Person** will ensure that the requirements of relevant fire safety, health and safety legislation and recognised standards are considered and that the proposed building works do not compromise the safety of employees or others.

Fire Risk Assessments

In accordance with fire safety legislation, the **Competent Person** will ensure that Fire Risk Assessments are regularly reviewed and updated as necessary.

The **Competent Person** should ensure that **any changes** that could affect fire safety within the premises, and in doing so the validity of the Fire Risk Assessment, are notified to the **Responsible Person**.

Reporting and Investigation of Incidents

Where Fire Alarm activation has occurred, a Fire Safety Incident Report will be completed by Reception staff as soon as practicable. and sent to the **Competent Person** who will ensure that the incident is investigated and further action taken as is necessary in accordance with the schools Health and Safety Policy.

The **Competent Person** should send a copy of the completed report to the **Responsible Person** who will ensure that all other relevant parties are informed.

A copy of the report can be found at Appendix J

Events/Lettings

Lettings are provided information on the school's fire evacuation as part of the letting's agreement.

The Assistant site agent will run through the evacuation procedures with all first time hirers.

Use of Staging

The rear stage door must be kept closed and unlocked. The upstairs textiles room should not be used if back of stage door is open.

APPENDIX A

Fire Warden Duties

Hazard Spotting - Fire Wardens should report to the Competent Person any situation or event that could cause a breach of fire safety regulations and/or company procedures as follows:

- Obstructed emergency exit routes (e.g. storage, waste materials, equipment)
- Obstructed, damaged or wedged open fire doors
- Combustible items in contact with or in close proximity to heat sources
- Flammable substances used or stored in an unsafe way
- Obstructed, damaged or malfunctioning fire alarms
- Obstructed, damaged, missing emergency signage (e.g. fire action and exit signage)
- Obstructed, damaged, missing fire extinguishers
- Build-up of rubbish/waste, evidence of poor housekeeping
- Damaged or malfunctioning tools or equipment
- Employees, visitors, contractors acting in any way that breaches fire safety procedures

Evacuation

A Fire Warden can be identified as they are wearing a high-viz vest. The prime responsibility of all Fire Wardens is life safety, in the event of an emergency evacuation they should carry out the following:

1. Do not place yourself in danger, do not run or cause others to panic.
2. Instruct all students to leave the building by the nearest available fire exit.
3. Check the area/classroom to ensure that all students have evacuated and that no one is left behind.
4. Shut all doors behind you.
5. Go to fire assembly point
6. Report the situation to the Incident Controller and/or Fire Brigade officer.
7. Do not re-enter the premises until instructed to do so by a Fire Brigade officer.

APPENDIX B

Incident Controller Duties

Evacuation - The Principal or Vice Principal will assume this role and locate themselves outside the building of alarm wearing an orange fluorescent waistcoat to be easily identified. They will give, receive and discuss with the appropriate persons any actions taken during the alarm situation. The incident controller will grab a walkie talkie from the reception desk to communicate to other key staff.

In the event of an emergency situation or evacuation the Incident Controller will carry out the following:

1. Confirm the nature of the emergency situation
2. Ensure the evacuation of the premises is underway
3. Ensure that the emergency services have been called (fire or other threat)
4. Proceed to the emergency assembly point
5. Receive any relevant information from Fire Wardens and/or employees or others
6. Provide situation information to the emergency services and liaise as appropriate
7. Ensure that all relevant other persons have been informed of the situation and request assistance as necessary e.g. Senior Management etc.
8. Ensure the safety and comfort of employees should reoccupation of the school building be delayed
9. Ensure details of the situation are recorded. A copy of the report should be sent to the Responsible Person as soon as the situation allows. See Appendix J

APPENDIX C

Site Team Duties – Also see GTFM Fire Safety Plan

- In the event of fire alarm activation the Manager or in his absence Assistant Site Agent will:
- Go to the fire panel for where alarm is sounding.
- Go to Zone to check if real fire
- If false alarm reset
- If fire is found site agent will only tackle a small fire and if safe to do so.
- Call the fire Brigade if a fire and wait at front to direct Fire brigade to fire
- The Assistant site agent will keep the Principal informed whether false alarm or real fire via mobile phone.
- In all activation of fire alarm the school site will evacuate regardless if false alarm

Assistant site agent is responsible for:

- Checking all fire exits are clear on a daily basis
- Checking fire alarm on a weekly basis from a different call point in both school sites and recording in fire log book.
- Checking fire extinguishers (in position, green and pins ok) on a weekly basis.
- Checking fire doors are in good condition on a weekly basis.
- Checking emergency lighting monthly.
- Checking emergency evacuation box on a weekly basis

APPENDIX D

Evacuation Procedures for Disabled Persons

Employees

Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided will have a Personal Emergency Evacuation Plan (PEEP) drawn up. This will be carried out in conjunction with the Competent Person and in liaison with the individual concerned.

Student

Every student who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided will have a Personal Emergency Evacuation Plan (PEEP) drawn up. This will be carried out in conjunction with the Learning Support staff and in liaison with the student concerned.

On hearing the fire alarm employees should ensure that any disabled persons are assisted, in accordance with their PEEPS, to leave the building by the nearest available fire exit and on to the assembly point.

Copy of all PEEPS will be held in the schools Fire Safety Management folder in the reception

If for any reason a disabled person or a casualty cannot be moved, the Incident Controller must alert the emergency services at once and request their urgent assistance.

APPENDIX E

GAS SAFETY, ELECTRICAL SAFETY EMERGENCY CUT OFF PROCEDURES

**SCIENCE LAB
FOOD TECH
D&T LAB
ART Room**

Teachers in these rooms should turn off any GAS and ELECTRICITY and KILN by pressing the emergency cut off situated in these rooms.

Teachers working in these rooms should familiarise themselves with all Safety Cut Off valves in these rooms.

APPENDIX F

Register Printing & Distribution **Instructions For Fire Drill**

Pre-printed registers are held in the Attendance Office.

When the fire alarm sounds the Attendance Office takes the pre-printed registers along with the signing in/out books to the muster point.

At muster point the Attendance Officer hands out register sheets to HoY/PSO for each year group who will pass them to tutors.

Autism Spectrum Disorder unit do their own checks in a separate allocated area on the school sports field.

APPENDIX G

Contents of Emergency Evacuation Grab Box – One in reception, block 3 & one in room 914, block 20

2 X Hi Viz vests
50 X Emergency blankets
1 X Torch
6 X 1.5V Batteries
1 X Loud Haler
1 X First Aid Kit
2 X Metal Whistles
2 X Pens
6 X Pencils
1 X A4 log book
1 X Emergency Evacuation & Invac Procedure
Various A4 Laminated Tick Sheets

These are checked annually for contents and functionality

APPENDIX H

Use of Walkie Talkie

There are several Walkie Talkies

1 situated in each block where the Fire Wardens are based.

1 situated in the Principals Office

1 situated on the reception desk

All Walkie talkies will be checked weekly by the staff who are responsible for them.

In the event of emergency – USE CHANNEL 1 for communication

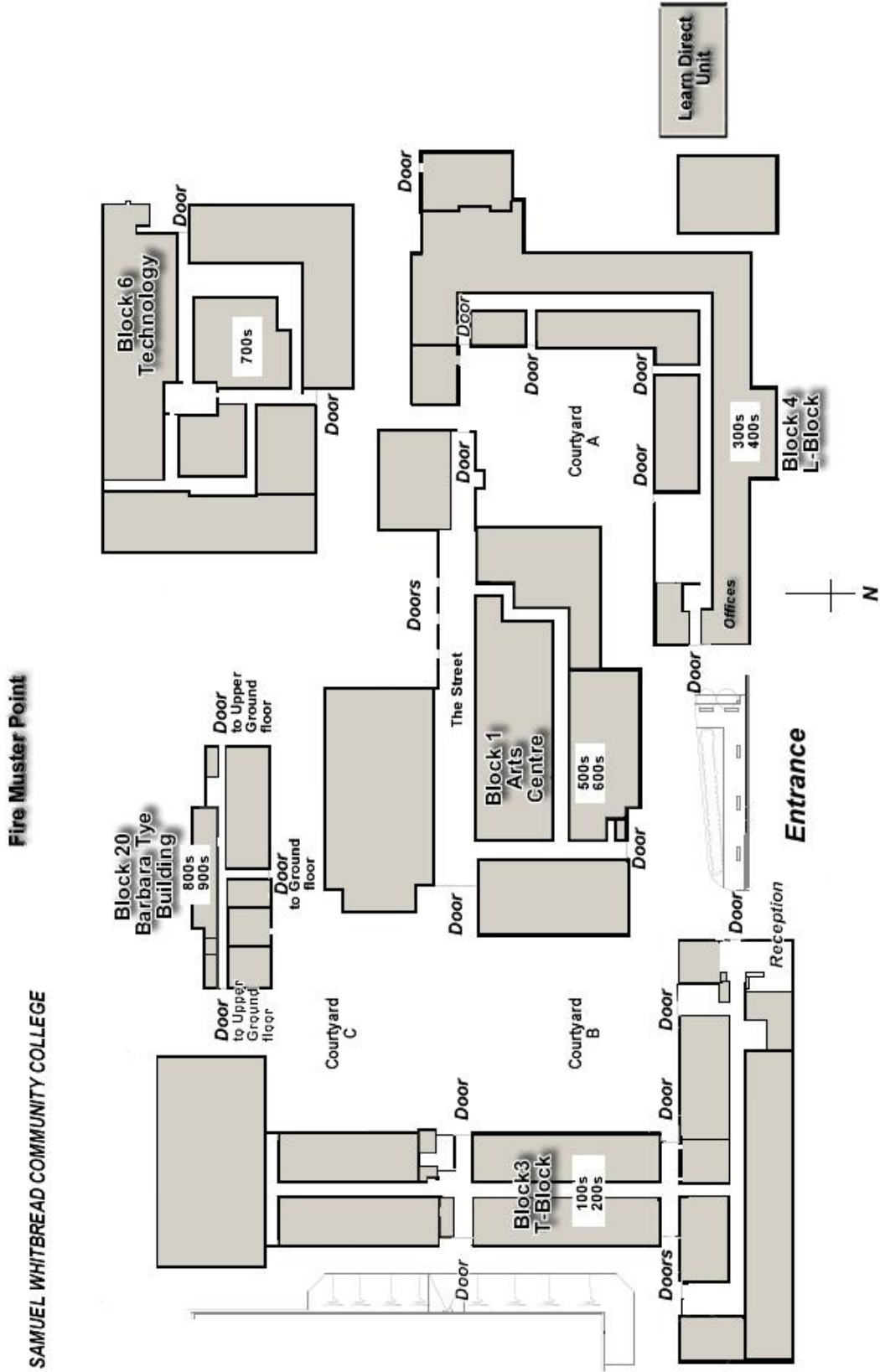
The following will use a walkie talkie

- Incident Controller
- Reception staff
- Fire Wardens
- Members of SLT

All users to press talk button – speak – then release to hear reply.

- State who you are and the area you are responsible for

APPENDIX I



APPENDIX J

Fire Evacuation record

Date		False Alarm Time		Planned Test Time		Real Event Time	
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If planned or real event

- Get walkie-talkie – check on channel 1.

False Alarm

- Silence & reset & give all clear (GTFM and Evac Lead)

Local Alarm – partial evacuation (Block)

Area or Block Number:		Time of alarm		Time block clear	
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Full Evacuation - Evacuation Lead Coordinators:

Principal, Vice Principals, Associate Principal (appointed) & Receptionists

Time full evacuation initiated	
Time of arrival of Fire Brigade	
Time of arrival of Police	

Location	Fire Warden	Back up Fire Warden	Time block clear
Block 1	See back of sheet	See back of sheet	
Block 3	See back of sheet	See back of sheet	
Block 4	See back of sheet	See back of sheet	
Block 6	See back of sheet	See back of sheet	
Block 20	See back of sheet	See back of sheet	

All Clear Time:

Observations / Follow up actions

The designated staff should check:

- That their areas are clear (including toilets)
- That doors are shut but not locked
- The location of any person with physical disabilities.

That those with disabilities not confined to wheelchairs who may or may not be at a Refuge Point are escorted to a Refuge Point or from the building to the Muster Point

When each block area is confirmed clear designated staff members report to senior staff member, senior staff should radio the Principal or designated person and then make their way to the field and report their attention to the designated person - Vice Principal (VP) and inform them of the location of any person with physical disabilities (If applicable).

Block and senior staff member (holding radio)	Responsible 1 person for area	Responsible 2 person for area	Responsible 3 person for area	Responsible person for area
Block 1 – Jane Redcliffe	Louise Freeman - Downstairs – Street and rooms off street and library and gymnasium	Ben Whittle - Downstairs – Student Services, Drama and music rooms (Upstairs Wednesday)	Jane Redcliffe – Upstairs – all Art rooms and projector room (Not Wednesday)	
Block 3 – Rob Graves	Rob Graves – Downstairs - All science, PE and rooms in corridor leading towards sports hall	Rachel Andrews – Downstairs - All rooms leading from reception access to end of corridor	Laura Jonson – Upstairs – All English and MFL rooms/offices and toilets	Jennie Philbin – Upstairs – All ICT and Business rooms and other rooms in corridor
Block 4 – Justin Togher	Justin Togher – upstairs – History and Sociology corridor	Aaron Beckett – downstairs – all rooms (not main admin area) – Tony Edwards - Friday	Puishin Lui – downstairs – finance and exams offices	Zayla Richardson – upstairs – RE and Geography corridor
Block 6 – Bob Bonham	Mandy Hollingsworth – all areas	Bob Bonham - all areas		
Block 20 – Emma Foreman	Jeff Nolan (not Friday) – downstairs – all of block including mezzanine area Clare Bonham (Friday)	Emma Foreman & Julie McMillan – upstairs of block		
Assembly Point	All HoY and Pastoral	Clare Hood / Thomas Rowell (safeguarding leads)		
Front of School	Nick Martin / Ian Butler (Fire Marshall)	Reception Staff (with fire sheet)	Tony Edwards (H&S fire warden)	