FIRE EVACUATION PROCEDURE
2023-2024

Procedure written by:	Elliot Payne - Assistant Headteacher
Procedure owned by:	Senior Leadership Team; Office Manager
Policy Adopted/Reviewed	September 2023
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This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that:

- **They are familiar with these procedures and act upon the requirements.**
- **They are familiar with their exit strategy from any point within the school without re-entering the building. <u>The route to the Fire Assembly Area should begin with all students, staff and visitors exiting the building at the nearest available exit</u>.**
- **As a RAISE tutor, you are responsible for the registration of your students at the Fire Assembly Point you register as an individual, and then where to register students.**
- **If you have a visitor on site, you are responsible for their safe escort to the Fire Assembly Point.**

ACTION WHEN THE FIRE ALARM SOUNDS

1. In a calm and clear manner inform your students that they are about to evacuate the building.
2. Do **NOT** take personal possessions with you.
3. Close fire doors. The **teacher** should be the last person to evacuate the classroom and the last member of support staff leaving an office or work area is responsible for closing the doors and windows (when safely able to do so) - Do **NOT** Lock Any Doors.
4. Walk in calmly to the Fire Assembly Area (top of the staff car park).
5. Do NOT re-enter any building once you have left it until instructed to do so

DISABLED PERSONS

When the fire alarm sounds the teacher in charge of the group must ensure that any disabled student is escorted from the building by a member of staff. The able-bodied students should exit first with the disabled student assisted or escorted immediately afterwards. Students will previously have been informed of conduct in the event of a fire.

ACTION ON DISCOVERING A FIRE

The first action will be that the person discovering the fire breaks the closest 'Break Glass' or presses the closest 'Call Point'. The JRO (Office Manager), or (Vacancy) Administration Assistant in their absence, will don a high visibility vest and collect the school registers.

All staff will ensure that they escort the students they are teaching to meet at the designated point. The fire assembly point is at the top end of staff car park.

SUMMONING THE FIRE & RESCUE SERVICE

Once the 'Break Glass' or 'Call Points' have been activated a signal will be sent automatically to the receiving centre (Chubb Fire & Security). The receiving centre will then telephone the school to confirm if the activation is real or a false alarm. As the school is prone to malicious alarm presses, the Fire Brigade will only attend if confirmation is received from the school via the receiving centre.

FIRE DRILLS

Fire drills will be carried out each half term – ensuring that these are on different days and at different times of the day including lunch times. Details of staff/students in attendance will be noted and kept available.

VISITORS AND CONTRACTORS

All visitors (not member of the public) and contractors must 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.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures by the Office Manager, 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 (School Business Manager);
- The location of the fire fight 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 weekends), shall 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 must be assessed (use of contract hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely

monitored using the Hot Permit to Work system. Persons who organize evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing a fire alarm sound.

CO-ORDINATION WITH OTHER PREMISE OCCUPANTS
Any alternative providers working from the site will be provided with a copy of this procedure as well as having evacuation routes from their rooms.

EVACUATION ROUTES
Evacuation routes will be kept free from obstruction and 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 firm alarm.

FIRE ALARM TEST & FIRE FIGHTING EQUIPMENT
The fire alarm is tested by the caretaker on a weekly basis. Firefighting equipment will be examined and tested at least once a year by a competent service engineer. Currently Chubs Fire & Security.

ENSURING SAFE EVACUATION & ROLL-CALL
To ensure that all students, staff, and visitors are safe and accounted for, and the correct procedures are followed, the following procedure will be carried out to ensure that this process is smooth:

Name	Role & Responsibility
LAB (Acting Business Manager)	• Act as the **Fire Marshall** to • Confirm, via telephone to the Fire & Rescue Service, the status of the alarm and whether the fire service should be deployed.
Site Team	• Investigate cause of alarm and report to Headteacher. • Ensure that the Alarm is silenced on the event of a malicious press and ensure that the alarm system, and Break Glass / Call Point, are reset.
JRO (Office Manager), Admin Assistant in their absence	• In the absence of LAB confirm, via telephone to the Fire & Rescue Service, the status of the alarm and whether the fire service should be deployed. • Distribute RAISE Group Lists to RAISE tutors. • Use the Visitor Book to ensure that all Visitors are accounted for. • Liaise with LBA (Deputy Head), or EPA (Assistant Head) in their absence) to ascertain staff absence and ensure that all Staff are accounted for.
RAISE Tutors	• **See following page for specific roles and responsibilities.** • Gather your students as a RAISE group, separate from other groups within the Fire Assembly Point • Take the register for your RAISE group, ensuring that any missing students are flagged to the Senior Leader on Duty.
JMO (Headteacher)	• Act as Senior Leader on Duty • Attend the fire panel, with site team and perform a Building Sweep if it is safe to do so. • Once situation established evacuate to the Fire Assembly point to support all staff.
LBA (Deputy HT)	• Assume the responsibilities upheld by the Headteacher in their absence. • Support RAISE tutors with ensuring that all students are safe and accounted for and maintaining high standards of behaviour of students. • Support JRO with ensuring that all staff and visitors are accounted for.
EPA (Assistant HT)	• Assume the responsibilities upheld by the Headteacher and Deputy Headteacher in their absence. • Support RAISE tutors with ensuring that all students are safe and accounted for and maintaining high standards of behaviour of students. • Support JRO with ensuring that all staff and visitors are accounted for. • Attend the front gate to ensure that there is a clear entrance for the Fire Service to enter if appropriate, and all students are within their Fire Assembly Point.
Visitors / Contractors / ATLP Staff	• Register your attendance with JRO (Office Manager) • Await further instruction from the Headteacher

Respect   Aspiration   Independence   Success   Engagement

Key responsibilities for individual RAISE tutors:

RAISE Tutors	Role & Responsibility
Leesa Kilvert	• Ensure that all students in **Year 11 Group A** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Phill Knight	• Ensure that all students in **Year 11 Group B** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Simon Randall	• Ensure that all students in **Year 11 Group C** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Nicola Timmis	• Ensure that all students in **Year 10 Group A** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Hannah Byrne	• Ensure that all students in **Year 10 Group B** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Matthew Lloyd	• Ensure that all students in **Key Stage 3 D/R** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Emma Wakefield	• Ensure that all students in **Key Stage 3 S/R** are safe and accounted for within the fire assembly point. • Maintain high standards of responsible behaviour within RAISE group during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty.
Bryony Lindley	• Maintain high standards of responsible behaviour within **Year 11** during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty. • Assume the responsibility of **Year 11 RAISE Tutors in their absence**.
Geraldine Roberts	• Maintain high standards of responsible behaviour within **Year 10** during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty. • Assume the responsibility of **Year 10 RAISE Tutors in their absence**.
Mark Bishop	• Maintain high standards of responsible behaviour within **KS3** during the Fire Alarm and assembly point. • Report any absences to the Senior Leader on Duty. • Assume the responsibility of **KS3 RAISE Tutors in their absence**.