

# **FIRE AND EMERGENCY PROCEDURES**

*Reviewed by Governors  
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# FIRE AND EMERGENCY PROCEDURES

## PROCEDURES:

1. Each week the alarm is tested by the site manager to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all 'Break Glass' or other points are in working order.
2. Fire drills are carried out at least one per term to enable everyone to become familiar with the evacuation procedure.
3. In each room there are instructions on evacuation procedure and fire evacuation maps.
4. On sounding the alarm, and a fire has been reported, the fire brigade is summoned and all staff, pupils and visitors leave the building immediately, closing (not locking) doors and windows behind them if possible.
5. At all times fire exit doors must be unobstructed. All exit doors are to be unlocked whilst there are people in the building.
6. Internal fire doors should always be kept closed and unobstructed. Blue signs are on the doors as a reminder.
7. Exits are clearly identified and marked.
8. All visitors in school are made aware of arrangements in the case of fire.
9. Clear evacuation instructions are placed on all room walls near to the exit door.
10. Relevant staff have been trained in the use of fire extinguishers and be given fire awareness training, this is renewed every three years.
11. Pupils are to be directed to leave by the nearest safe exit. If their exit is blocked, they should be re-directed. They should walk briskly in single file to designated assembly point.
12. On reaching the designated area the class teacher or designated adult carries out a register of pupils. Any missing people should be reported to the Admin team or a member of the Senior Leadership Team. Please see Appendix A for responsibilities.
13. A person- centred Risk Assessment will be carried out for students who are mobility impaired and a PEEP (Personal Emergency Evacuation Plan) will be implemented.
14. Kitchen staff should report to the Admin Team at the designated assembly point. All support staff and visitors should report to the Admin Team.
15. No member of staff should do anything that would put his/her personal safety at risk.

### **In the event of a fire the Headteacher or School Business Manager will:**

- Will arrange for the emergency services to be contacted.
- Arrange for the collection of all registers (Including Staff and Visitors) and mobile phone.
- Determine the source of the fire and take any remedial action if safe to do so.
- Check the building on exit and close doors.
- Receive confirmation from staff and other designated persons that the building is empty.
- Report to fire officer on arrival that persons are clear from the building.
- Ensure that it is safe for staff and children to re-enter building. If not, Headteacher will make arrangements for children to be collected or taken to a place of safety.

### **The Headteacher is also responsible for:**

- Ensuring that a weekly test is carried out on alarm equipment.
- Ensuring that fire alarms and fire equipment are checked regularly.
- Ensuring that all staff are aware of Fire Safety procedures.
- Ensuring that fire safety information is present in every room.

### **Lettings**

- Details of the fire procedures will be given to hirers.
- Extra precautions must be taken for large gatherings e.g. concerts.
- All emergency exits must be unlocked.
- A telephone must be available for emergency calls.
- A Key holder must be on duty at all times.
- The Site Manager must inspect the premises after use and check for possible hazards or fires.
- If the Site Manager discovers a fire he/she must sound the alarm and call the fire brigade.
- The Headteacher must be informed immediately.

## **Visitors to School**

- All visitors must sign in and out using the electronic Inventory System.
- A fire evacuation report is to be printed in the event of an evacuated because of fire or other reasons.
- On hearing the fire bell:-  
Leave the building by the nearest fire exit (taking pupils in your care with you and escort them to their correct assembly point.)
- Report to an assembly point for your roll call. (This will be identified by a designated person who will look out for you.)

## **Rubbish and Combustible Waste**

This should not be left in store room, boiler room, in escape routes or in passageways. Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

## **Kitchen Staff**

- Kitchen staff are to down tools straightaway. Head Cook is to close kitchen windows, and if possible make safe all electrical and gas equipment.
- Head Cook completes a roll call and informs the Admin Team that all staff are present and safe.
- Kitchen staff are to meet outside main entrance at the designated assembly point.

## **Precautions**

- All exit doors should be kept free of obstruction and a clear gangway should be maintained to emergency exits.
- All exit doors should be kept unlocked and be available during school hours.
- Combustible materials should be kept well clear of any heater in the classroom or corridors.
- All plugs to electrical appliances must be switched off at the end of the school day.
- The electrical system will be checked regularly by LEA contractors as will the fire extinguishers.
- Combustible materials must not be placed near temporary gas or electrical heaters or decorations suspended from light fittings.
- Any electrical faults must be reported to the main office.
- Anything that is felt to be a fire hazard must be reported to the office.

**In the event of a fire or a fire drill the following members of the Senior Leadership Team are responsible for the clearance of the following area:**

Humanities	Glenn Roberts
ICT / Resources	Kieran Fair
NEST	Debbie Pritchard/ Emya O' Boyle
Science	Ashden Higgins
Maths	Laura Thain
Staff Room / Music rooms	Matt Jones
English Corridor	Rebecca Williams
Library / Drama / Hall	Tam Jones
Design Corridor	Hazel Lavender / Daniel Christian
PE	James Walker
Kitchen	Carys Davies

All rooms are to be checked to ensure that they are unoccupied and the room checked notice is on the outside of the door, please close, but **DO NOT LOCK** the doors. Please can a deputy be arranged within each faculty should the designated member of staff be absent.

It is **essential** that you text an "all clear" message to Tracy on 07921183540 to confirm that all rooms are unoccupied and corridors are clear.

When the all clear is given, the Head teacher will liaise with SLT and Heads of Year regarding students re-entering the building.

**Roles and responsibilities for school office staff  
in the event of a fire including fire drills.**

<p><b>Amber:</b></p> <ul style="list-style-type: none"> <li>• Collect;</li> <li>• the staff list</li> <li>• clip board with paper and pen</li> <li>• mobile phone.</li> <li>• Collect year 10 &amp; 11 registers and hand to Group Tutors</li> <li>• Go to St. David's Terrace entrance</li> <li>• Check that all visitors are present.</li> <li>• Make a note of all staff in the assembly point area and liaise with Lauren via mobile phone.</li> </ul>
<p><b>Lauren/ Tracy:</b></p> <ul style="list-style-type: none"> <li>• Collect: <ul style="list-style-type: none"> <li>* clipboard with paper and pen</li> <li>* the staff list</li> <li>* Collect year 7,8 and 9 registers and hand to Group Tutors</li> <li>* mobile phone.</li> </ul> </li> <li>• Go the Kynaston Drive entrance</li> <li>• Check staff in the assembly point area and liaise with Amber via mobile</li> </ul>
<p><b>Hannah:</b></p> <p><b>Daily Administration:</b></p> <ul style="list-style-type: none"> <li>• Collect printed Registers</li> </ul> <p><b>Procedure during fire drill:</b></p> <ul style="list-style-type: none"> <li>• Print off Fire Evac report from Inventry</li> <li>• Ensure registers for Years 7, 8 &amp; 9 are readily available for Lauren.</li> <li>• Ensure registers for Years 10 &amp;11 are readily available for Amber</li> <li>• Go to the St. David's Terrace entrance and hand registers to group tutors</li> <li>• Liaise with Amber/ Lauren regarding absent group tutors</li> </ul>
<p><b>Tracy:</b></p> <ul style="list-style-type: none"> <li>• <b>Unlock the green gate for access</b></li> <li>• Monitor evacuation process</li> <li>• Cover for absent admin staff</li> <li>• Liaise with Derrick /SLT to update on evacuation process</li> <li>• Receive updates from designated staff regarding clearance of rooms</li> <li>• Reset alarm following instruction from Derrick</li> </ul>

## **FIRE DRILL**

PROCEDURES TO BE FOLLOWED IN  
THE EVENT OF THE FIRE ALARM  
BEING ACTIVATED



**ALARM SOUNDS;** Anyone discovering a fire should activate the nearest Fire Alarm break glass.

**EVACUATE THE BUILDING;** Upon hearing the alarm, teachers in charge of lessons should instruct all students to leave their area along the prescribed route in SINGLE FILE. Moving quietly, and without running paying attention for further instruction. Students and staff should make their way to the allocated Assembly point.

### **ASSEMBLY POINTS :**

**Pupils should line up in register order and await further instruction.**

#### **YEARS 7, 8 and 9:**

Will assemble on the tennis courts, bus car park area.  
(Kynaston Drive end of school).

#### **YEAR 10 and 11:**

Front of the school on the concreted area, where the picnic benches are.  
(St David's Terrace end of school).

#### **ADMIN STAFF, KITCHEN STAFF AND VISITORS:**

Will assemble outside the Main Entrance

**GUIDANCE ON SAFETY PRECAUTIONS APPLICABLE TO ALL EVENTS WHERE LARGE NUMBERS OF PEOPLE MAY GATHER IN SCHOOL APPROACHING FULL CAPACITY.**

The object is to minimise the fire risk, to prevent the outbreak of fire and then to ensure that should these precautions fail then occupiers are assured of a safe and protected escape route. They should be able to reach a place of safety in a reasonable time without being exposed to additional risks. These objectives may be achieved by consideration of the following:

1. **Fire Hazards**

All stored flammable materials in which a fire could start or spread should be removed from the areas occupied for the event and remaining materials should, wherever possible, be “fire proof”. Attention is needed to posters, displays, rubbish bins, furnishings, under-stage storage, storage of goods in cupboards and on shelving, clothing in cloakrooms on pegs and, in particular, any special costumes. Care should be taken to remove any highly flammable liquids, for example: spirit duplicator fluid, also paraffin, oil, petrol, calor gas, aerosol containers, varnish, paints and toxic chemicals. Many plastics give off large quantities of cyanides if involved in a fire and, like highly flammable liquids and LPG (Liquid Petroleum Gas), should not be stored without precaution anyway.

2. **Sources of Ignition**

The main causes of fire are the ignition of materials from over-heating or failure of electrical wiring and its installations, (lights and equipment) and careless use of flames, heaters or cigarettes. Some account should be taken of the possibility of deliberate fire raising and wilful or knowing carelessness, by act or by default.

3. **Electrical Hazards**

All permanent electrical installations should be subject to periodic checking by the Council’s own Electrical Engineers. Other or temporary installations and equipment brought in for any event by the hirer should also be examined before use by a qualified Electrical engineer. Simple visual checking must also be carried out if safety is to be ensured. All installations must be connected for use in accordance with the “Electricity at Work” Act.

- a. Wiring and equipment should be located away from exits and flammable materials and out of reach of any audience or persons attending. Supervision may be required to prevent tampering.
- b. All plugs, leads and mains appliances should be of approved types (properly fitted with plug tops carrying the proper fuse) and maintained in a safe condition. Visual checking is required for obvious defects.
- c. Extension leads should always be unwound to prevent overheating when fully loaded and these leads should be secured in safe routes so as to be out of reach of walkways but easily accessible, should there be a need to pull out a plug or to isolate the lead in an emergency.
- d. Consideration should be given to special protection available from electrical circuit

breaker devices known as residual circuit breakers. RCCB's, where the use of these is appropriate, must be fitted and shown to be working. These will help to ensure that faults do not cause shock hazards and will reduce the fire risk from faulty equipment. Occasionally these devices will cut off the electrical supply without warning in the event of certain fault conditions where there is no hazard. This is known as nuisance tripping. Escape route lights and other essential items should therefore be supplied other than through such a unit.

- e. Water fire extinguishers (those coloured red) should not be located adjacent to any electrical installations or used on any electrical fire. Signs should be exhibited to this effect.

A carbon dioxide fire extinguisher (black or with black stripe) should be available in the immediate location of electrical installations: this type of extinguisher is suitable for use on an electrical fire or fires involving electrical equipment such as dimmers and lighting boards, public address and amplification equipment.

#### 4. **Smoking**

Is not permitted anywhere on the school premises.

#### 5. **Vehicles**

Vehicles must not be permitted to park against or close to any building, except in designated parking spaces. In an emergency, service vehicles may require unobstructed access to the building through any car park or entrance. Vehicles should be considered as a fire risk and motor cycles, in particular, should be kept in safe areas. Parking controls and stewarding should be carefully planned to allow for these hazards with appropriate precautions for high visibility clothing to be worn during hours of darkness. The Police may assist with traffic control on the highway for "large" events.

#### 6. **Alarm and Fire Points**

Fire Alarm Points are located close to exits in exit routes. They should not be obstructed in any way. They should be prominently positioned, accessible and familiar to members and attendants. Alarm Points and the Alarms require regular testing to ensure that they will work. Appropriate regular entries in a register showing the results of testing should ensure that this is so.

Contingency plans should be made for raising the alarm and responding to any alarm call whether from an automatic or break-glass alarm or from any person discovering an outbreak of fire. A number of pre-arranged coded signals can be made to give general alarm in a controlled and discreet way. It is inadvisable to shout "Fire" as this may cause unnecessary panic and alarm.

#### 7. **Attendants**

Attendants or stewards will need to know their precise duties and the action to be taken in any emergency.

- a. To raise the alarm in case of need.
- b. To facilitate efficient and complete evacuation of the area for which they are responsible, on receipt of an alarm call.
- c. To ensure that their area is kept clear of hazards during the event.

d. To ensure an acceptable standard of behaviour and discipline.

Attendants will need to be familiar with their fire fighting facilities in case of need and that their purpose is to protect the means of escape. Training should be given in the use of the fire fighting equipment provided with clear instruction that their first duty is to ensure the safe escape of themselves and the persons for which they are responsible and not to fight any outbreak of fire unless it is essential to ensure their escape.

Attendants who are out-of-doors in inclement weather or in darkness will need protective clothing and high visibility or reflective devices.

## 8. **Means of Escape**

Exit routes include aisles, gangways, corridors, staircases, doorways, changes in level, changes in direction and other natural hazards! Good design of exits and exit routes ensure that these do not cause any danger when the exits are in normal use or, more particularly, in any emergency.

The emergency exit routes should be designed to be used in conditions of panic when smoke or fire suspends normal judgement and civilities. In conditions where normal lighting may have failed or smoke obscures vision, exit routes must be free of hazards and clearly, unambiguously signed.

### **Licensed Premises**

Licensed premises are provided with “maintained” illuminated signs and lighting giving clear indication of the location of EXITS and FIRE EXITS and the exit route. This will continue to illuminate these areas in case of a failure of the mains electrical supply, using standby batteries. All natural hazards in the routes are provided with secondary standby electric lighting from the system separate from the normal service lighting.

Maintained lighting should be left switched on and operational at all times to prevent the batteries from draining.

Exit doors will be designed so that they are always immediately operable from the inside using “panic bars”. They will open in the direction of escape and should remain unobstructed. Suitable signs indicating that these areas should not be obstructed by parked vehicles, for example, are often exhibited.

All exit routes should be kept free from any substance or material likely to cause an obstruction or narrow the exit or which may cause a person to slip, trip or fall.

## 9. **Seating in the Main Hall**

Seating layout and design is to be arranged so that exits are not obstructed by large numbers of people in any emergency if possible. Seating is to be secured so that it will not move. Linked seating is available and should be used. Seats should be in rows of maximum number to a row of fourteen, where there is an aisle at each end, or seven where an aisle is only available at one end. Spacing between rows of seats should permit persons to pass in the unobstructed space.

10. **Fire Extinguishers**

Carbon Dioxide (black or with black stripe) extinguishers are required in the immediate vicinity of electrical installations or special risks. Further advice should be obtained from Fire Safety Section where special risks are identified.

Fire Blankets are required back-stage and in dressing rooms.

Corridors and other circulating spaces will normally have their own provisions maintained for ordinary school use. These should be properly checked for each letting.

It is essential that the access to extinguishers is never blocked and they are prominently located and easily visible.

11. **Lighting**

Battery standby exit or emergency lighting; where these are available already caretakers will need to make sure that it is fully operational and switched on throughout the performance. All areas involved in the letting will have their ordinary service lighting either turned on at the key switches or available for use as required. Sufficient numbers of replacement batteries must be made available where battery hand lamps have been provided for stewards at lettings, where standby lighting is not available.

The battery system or standby emergency lighting should be checked periodically and should be capable of maintaining the lighting for a minimum period of three hours. This should be tested periodically. (Not just before a performance so as to flatten batteries!)