

Fire & Evacuation Policy

Smith's Wood Academy

Part of Fairfax Multi-Academy Trust

Document Owner:	Kaye Downing, Senior Leader
Ratified By:	Katy Craig, Head of Academy
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This policy sets out what to do in an emergency when you hear the fire alarm sound within the building and also informs you of how you could prevent a potential situation from arising. If at any point you wish further clarification on any of the procedures please contact any of the following key staff:

Mr Andy Green – Trust Estates Manager (Trust)
Mrs Katy Craig – Head of Academy **HOA**
Mr Richard Cornell – Deputy Head of Academy **DHOA**
Mrs Kaye Downing – Assistant Head of Academy **AHOA**

When hearing the alarm, all staff with a radio are to observe strict radio silence **except** the key staff mentioned above, reception staff (situated at the front of the building) and BAM.

1. Emergency Drill and Safety from Fire-Notes for Staff

1. Please display in a prominent position in your room, the sheet "IN CASE OF FIRE. Mentors and staff need to go through this so that the students learn and understand each rule. Point out to your pupils their assembly point on the service road.
2. Any member of staff or pupil within the Academy that has registered disability / or restrictions due to known injury or illness may have a personal evacuation plan devised for them. This will be written by a Academy health and safety representative and a copy will be issued to each fire warden and to FM. An additional copy will be kept in reception, register will be displayed next to the evac chairs and this will be updated as and when required.
3. If you spot a fire do not attempt to extinguish the fire, your priority is to raise the alarm and to ensure the safety of yourself and others by evacuating the building.
4. When an alarm is sounded, take your class out of the building in an orderly and quiet manner via the nearest fire exit and lead them to the designated assembly point on the service road at the back of Academy ensuring you close all doors behind you.
5. Pupils and staff will line up in register order in their designated areas and report to their Mentor (not to the subject teacher). Pupils line up in silence. When you reach the assembly point mentors will be issued / can be collected from the Office manager a clip board and their SIM's fire drill register.
Staff - Use the 'Live register', printed off in the reception on alarm been activated.
6. As soon as your mentor group has assembled at the assembly point, you **MUST** call the register ensuring you **visually** acknowledge pupils replies. Once the register is complete do a head count and hold up the register (white side) to your Excellence leader if all pupils are accounted for. If they are not, then hold up the coloured (reverse) of the clip board to alert your Excellence/Deputy Excellence leader.

7. If you do not have a class at the time of an alarm you should help in the evacuation and then assemble with either DHOA (RCO) and visitors with Office Manager (HSE).
8. If safe to do so, an administrator should remain at the telephone switchboard in case further communication is required by those at refuge points.

Important please read:

Should the alarm be raised after 4.00pm staff and pupils are to make their way to the nearest fire exit and proceed to the muster point on the Academy car park (Front of the building) where they will be met by a member of staff from FM.

2. Safety Precautions

1. Your first responsibility is to the children in your charge.

You must be aware of pupils in your care who have PEEP plans. These can be found on the school system: U:\HEALTH AND SAFETY\FIRE

2. All offices and workspaces need to be kept tidy and free from clutter.
3. Keep stairways and corridors clear of obstructions at all times.
4. All combustible waste should be removed from rooms as soon as it is possible.
5. Never leave glass containers near windows where the focusing of the sun's rays may start a fire.
6. Do not overload electrical sockets or misuse electrical fittings and appliances.
7. Know where your gas and electricity shut off valves are – food rooms and science classrooms and DT classrooms.
8. Do not leave flammable materials near naked flames or hot surfaces.
9. Subjects where chemicals are used need to make sure they are stored safely and securely and with COSHH readily available.
10. Some adhesives and paints in aerosol cans are a real fire risk. Please ensure there is adequate stored ventilation and all naked lights are extinguished when these materials are used.

11. Do not use portable heaters without permission. If they are required, permission needs to be sought from BAM Via Brian Fox and they should have emergency tipover switches, thermostatic limiting controls and be turned off when people leave the room. Staff should not bring in their own portable heaters
12. Please note that if a fire extinguisher is accidentally activated, the jet of water or powder can usually be stopped by inverting the cylinder. Report the condition of the cylinder to the **Academy's designated FM contact, Andy Green.**

3. Specific Responsibilities

1. **Receptionists** – On the alarm being raised on the fire panel contact the caretaker/BAM by radio or the FM helpdesk by phone. We have six minutes to notify them and investigate the area before a full alarm is raised and full evacuation. Reception staff need to exit via the front doors of the building and stop any visitors entering whilst it is not safe to do so.
2. **Visitors** in the academy who are already on site must exit with the rest of the school and will be registered by office Manager Harj Sekhton.
3. **Mentors** – To meet students at assembly point, organise pupils in a straight line and in register order. Take a register whilst visually checking pupils as they answer. Once this has been done if everyone is present and accounted for you must show the white side (register side) of your clip board and hold it in the air so your **Excellence leaders** can see. If pupils are missing hold up the plain coloured side of the clip board to alert excellence leaders immediately.
4. **Excellence leaders** – to visually check registers have been done through observing the clip boards which mentors hold up. If you see a coloured surface (the back of a clipboard) you need to approach that mentor and check who is missing. You must then alert the DHOA (Richard Cornell) immediately via your Deputy Excellence Leader. **Excellence leaders stay with their year groups at all times.**
5. **Deputy Excellence Leaders** (with the support of their Excellence Leader) will visually check that all of their *mentors* are present and accounted for. They will then confirm and report this to the Deputy Head of Academy (Richard Cornell).
DO NOT USE A RADIO.
6. **Administration manager** All visitors report to the administration manager **Harj Sekhton** at the designated assembly point at the rear of the school. Harj will receive visitor log via office member staff and check off staff. Harj will then confirm register with DHA (Richard Cornell) once completed, Richard will report any discrepancies to **Katy Craig, Head of Academy.**

7. **Office staff** collect registers and visitor logs from reception area and take them to the assembly point and pass these to Harj Sekhton and Kasia Redpath. Registers will be handed out to Mentor staff and Excellence Leaders.
8. **Attendance Officer(s)** Kasia Redpath to assist Office Manager/staff in handing out the registers at the assembly point.
9. **OTHER STAFF (including kitchen supervisors)** - report to DHOA (**Richard Cornell**) who then reports discrepancies to the HOA **Katy Craig**. These staff will congregate with the DHOA by the small brick building on the service road and await instructions.
10. **NON Teacher BASED STAFF (ADMINISTRATIVE, CLERICAL, and TECHNICAL)** report to Principals PA (**Linda Roe**) at the assembly point on the service road.
11. **DHOA Richard Cornell**- receives reports from Deputy Excellence leaders regarding Mentor staff and pupils for their year group. Harj Sekhton regarding Visitors and administrative staff. Linda Roe regarding clerical and technical staff. DHOA reports pupil + staff discrepancies to the HOA (**Katy Craig**) **via radio**.
12. The Head of Academy **Katy Craig** is to:
 - On hearing the alarm stand just outside of the building in the T-Section.
 - Register Fire Marshall's as they exit the building.
 - Once the last Fire Marshall leaves the building move to the grass verge of the assembly point to meet the fire service to confirm that the building is clear, everyone is accounted for and hand over relevant files eg. (COSHH).
 - Receive all reports and agree with BAM when the Academy is safe (DHOA) Richard Cornell will then be instructed by the Mrs Craig to arrange with Senior Leaders and Excellence Leaders when it is safe to return to the building using a radio.

4. Fire Warden Duties on Fire Alarm Activation

Warden Responsibilities:-

1. Wardens should be familiar with alarm activation points
2. Wardens should be aware of the nearest fire exits
3. Wardens should be aware of appropriate fire-fighting equipment (last resort)
4. Wardens should be aware of pupils / staff on a PEEP

Nominated Fire Wardens procedure:-

Main Building

1. Ensure their work area is evacuated using the nearest fire exit and then proceed to their designated area.
2. Follow the cascade fire evacuation procedure unless escorting / supporting pupils / staff from the safe refuge point. Cascade from 2nd Floor to 1st floor (via fire stairwells) meet 1st floor Wardens and do the same on ground floor.
3. 2nd Floor wardens to ensure their wing is evacuated including rooms in central landing area; then proceed to the 1st Floor and reporting to 1st Floor warden.
4. 1st Floor and 2nd Floor wardens ensure their wing is evacuated including rooms in central landing area; then proceed to the ground floor reporting to ground floor wardens.
5. All wardens then report to the designated Fire Marshal (**Katy Craig**) located outside in the T area, confirming building has been evacuated. All staff then make their way to the designated assembly point at the rear of the school. Mrs Katy Craig, Head of Academy, confirms with DHOA Richard Cornell that all marshals are accounted for before moving on to stand opposite the pupils on the grass verge.
6. HR/Finance Fire wardens are to ensure that the HR/Finance offices have been vacated. The HR fire warden is to collect HR/Finance signing in sheet from the main reception counter and proceed to the Assembly point. The Finance Fire marshal is to collect gate key that is located by the Finance exit door, once the room has been vacated the Fire marshal will proceed to open the gate to allow Finance staff to evacuate to the front car park. The fire marshal should only allow finance/HR office staff to evacuate through the gate, all Academy staff/pupils should proceed to their allocated assembly point. Once staff have evacuated the building the fire Marsall is to carry out a role call and contact ??? to notify that all staff have been accounted for if this is the case

Sports Block

1. Ensure their work area is evacuated using the nearest fire exit
2. The warden in this block to check the area is evacuated working from the Indoor Changing Rooms and progressing through to and checking the Gymnasium, Storerooms and Sports Hall. Staff are responsible for making sure their classes are escorted outside on first hearing the alarm.

3. The warden in this block will also check the area is evacuated working from the Theatre and Kitchen through to the Fitness Suite, Staff Learning Hub and the Swimming Pool and Changing Room areas (if appropriate).
4. All wardens then report to the designated Fire Marshal (**Katy Craig**) located outside of the T area, confirming building has been evacuated. They then go and join the rest of the school at the designated assembly point at the rear of the school.

5. In Case Of Fire (Notes for Students)

1. When the **FIRE ALARM** is sounded, you must immediately **STOP** what you are doing and await instructions from your teacher.
2. Remain **CALM** and use your **COMMON SENSE**.
3. Make your way **OUT** by the nearest route, when instructed to do so by a member of staff.
4. On leaving the room **CLOSE THE DOOR**.
5. **WALK** at a normal speed, **DO NOT RUN**, keeping with your class at all times. **DO NOT** attempt to go off on your own to find a quicker way out.
6. **TAKE CARE** when going down stairs. **DO NOT RUSH** anyone in front even if they are moving slowly. Use both sides of a stairway or corridor – two lines. **DO NOT** cut corners or overtake.
7. If you are the **LAST PERSON** to leave a particular floor, **CLOSE THE DOORS** to the stairway. If your way out is blocked, use another way.
8. **DO NOT** go back for anything you may have left in your classroom. **DO NOT STOP** to collect any belongings from the classroom.
9. Move quietly out to the **PLAY AREA** and **ASSEMBLE** in **Mentor GROUPS** in your **Mentor AREA**.
10. When the register is called answer your **NAME** in a loud clear voice and ensure the teacher sees your reply and acknowledges this. Stand in a line with your mentor group.
11. If you have a PEEP plan or mobility issues and cannot safely exit the building via the stairwells then please stand at an evacuation point; these can be located on the landings of each stairwell.

Important please read:

Should the alarm be raised after 4.00pm staff and pupils are to make their way to the nearest fire exit and proceed to the muster point on the Academy car park where they will be met by a member of staff from FM.

***FURTHER COVID AMENDMENTS CAN BE FOUND ON PAGE 16 & 17 OF THIS DOCUMENT.**

6. Fire Evacuation Room Exit Allocation

Ground floor KS3

L2-7 use exit in open access area. **L1, CA1-2, WRL 1** use exit next to stairs

Ground floor KS4

L9-11, WRL2-5 use exit in open access area. **CA3, L 12, 13** use exit next to stairs

First Floor KS3

L8, S1-5 use exit in open access area. **IA1, S6,7** use exit next to stairs

First Floor KS4

S9-11 WRL6-9 use exit in open access area. **IA3, S8, 12,13** use exit next to stairs

Second floor KS3

H 2-6 S14 use exit in open access area. **H1 S15,16 WRL10** use exit next to stairs

Second floor KS4

H 9-11 use exit in open access area. **H7,8** use exit next to stairs

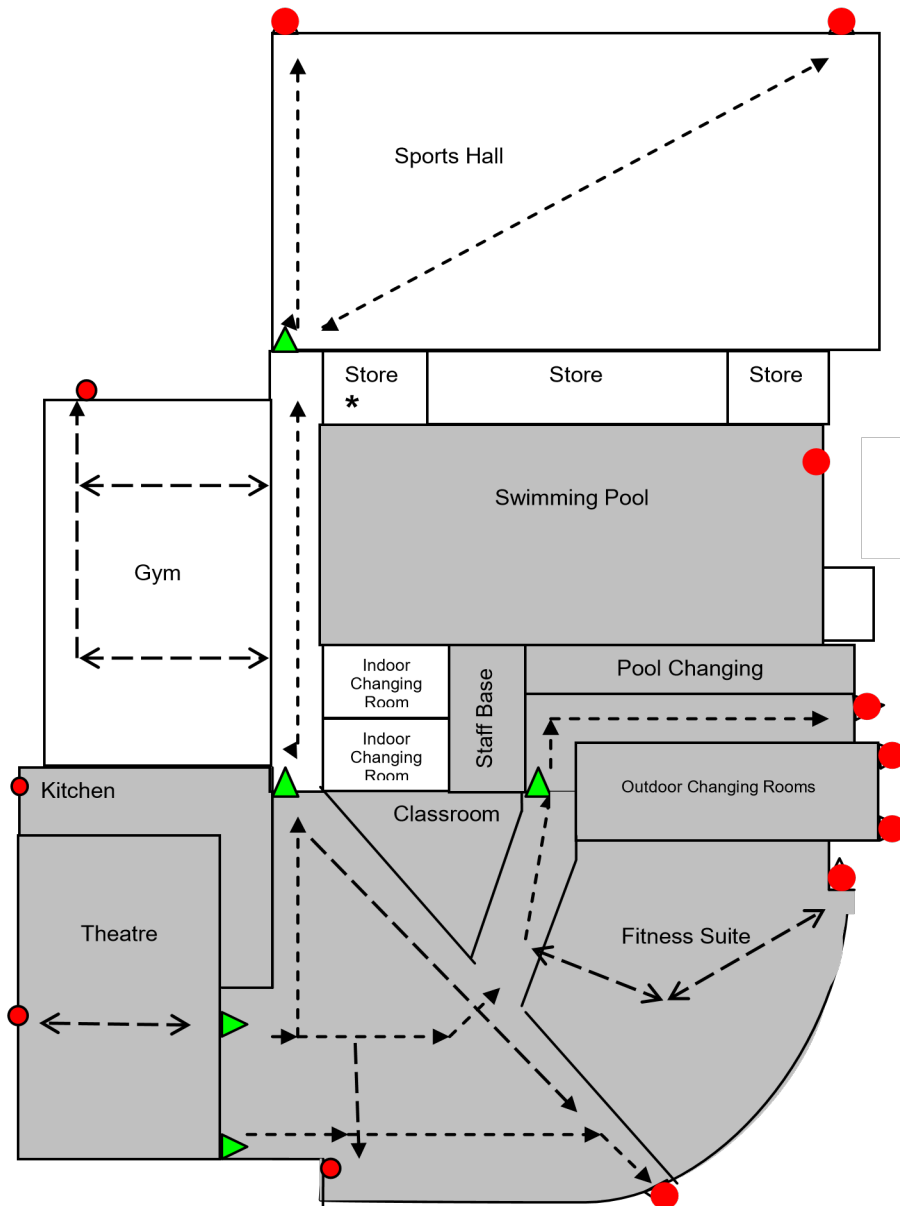
HR Office

0/04 exit via main entrance

Finance office

0/05 Exit right from office

7. Sports Block Evacuation routes



Key



Internal Doorways - leading to accessible areas



Fire Exit

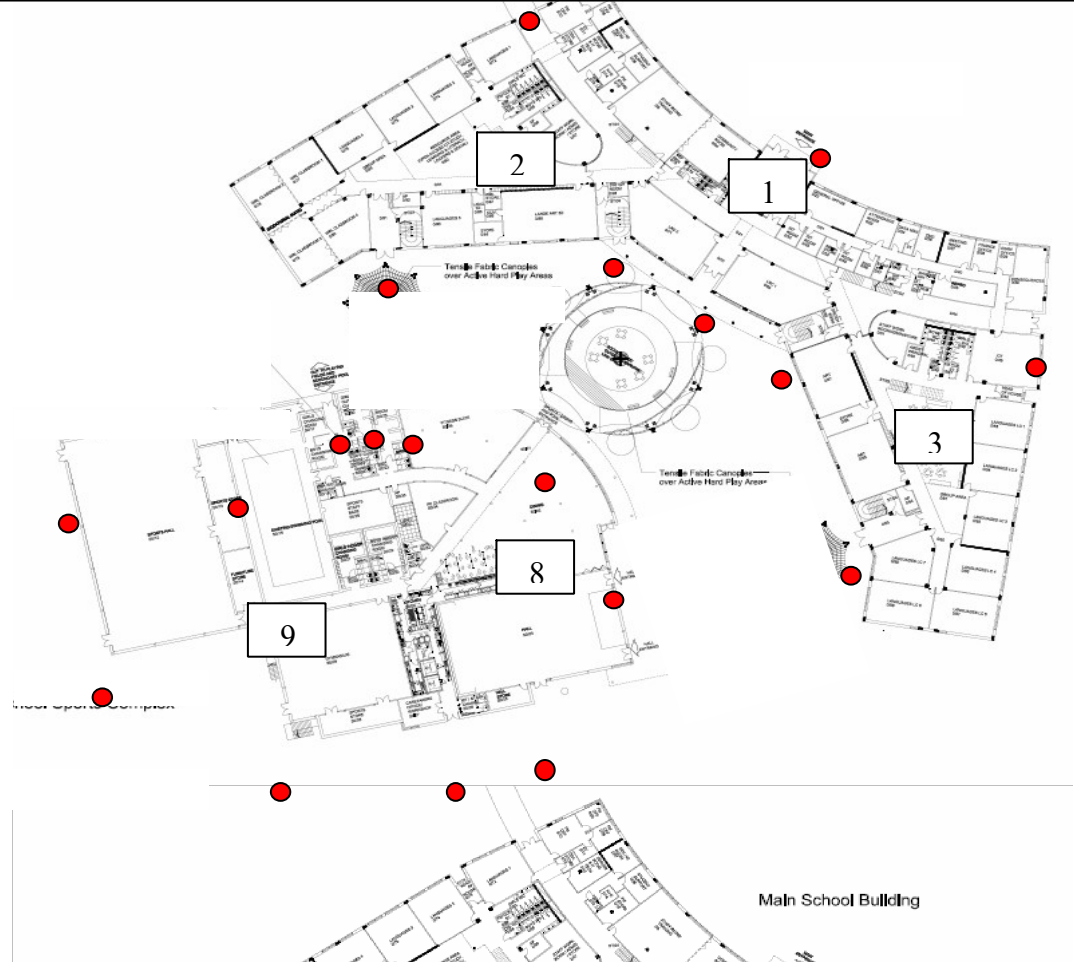


Fire Evacuation Routes -

8. Fire Marshall

Location	Warden Name	Warden Number	Position	Evac Chair Training	Fire Warden Training	<u>Fire Wardens</u>
Outside Reception	Katy Craig	1				
Ground floor KS4 Upper School	Amanda O'Donnell	2				
Ground floor KS3 Lower School	Lynette Hewson	3				
First floor KS4 Upper School	Gaynor Elliot Dean Heeley	4				
First floor KS3 Lower School	Carol Chester Jean Austin	5				
Second floor KS4 Upper School	Heather McLelland (science Amelia Whittaker technician)	6				
Second floor KS3 Lower School	Laura East (science technician)	7				
Sports Block	Louise Ellis	8 9				
HR/Finance	TBC					

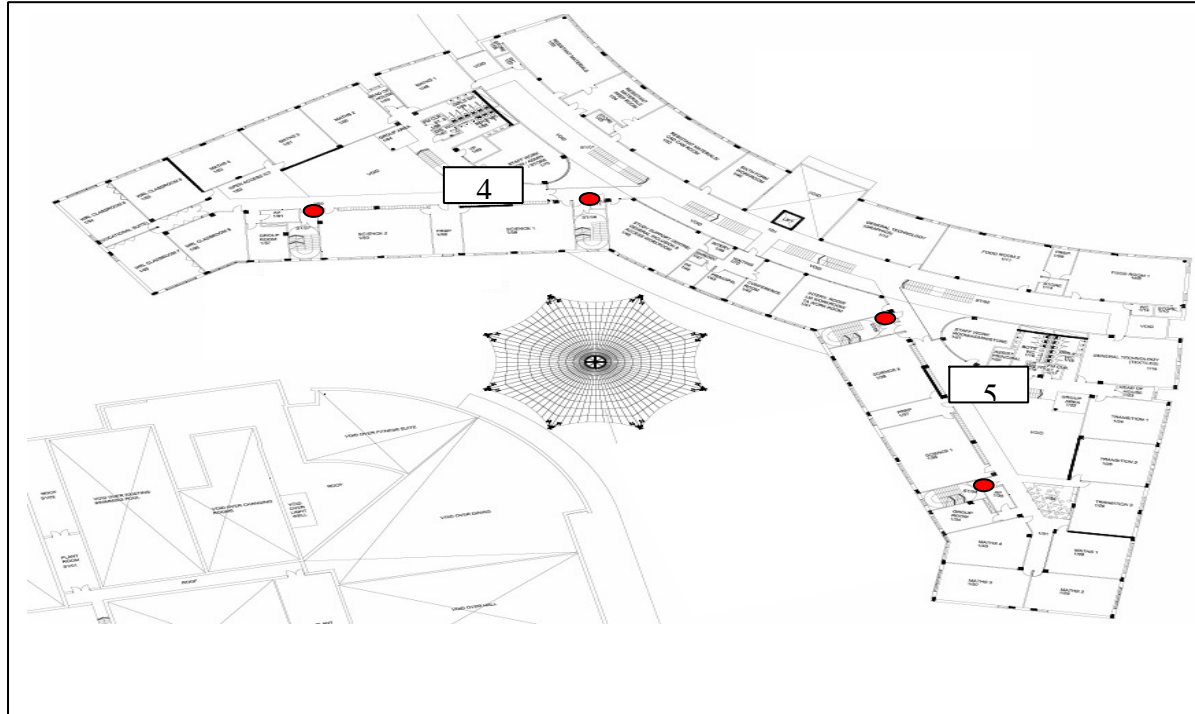
9. Fire Warden Positions



Fire Marshall Points

1. Assist in evacuation via the reception.
2. Assist in the evacuation of Upper School areas on the Ground Floor.
3. Assist in the evacuation of Lower School areas on the Ground Floor.
8. Assist in the evacuation of the Sports Block from the theatre through to the Swimming Pool areas.
9. Assist in the evacuation of the Sports Block from the Indoor Changing Rooms through to the Sports Hall.

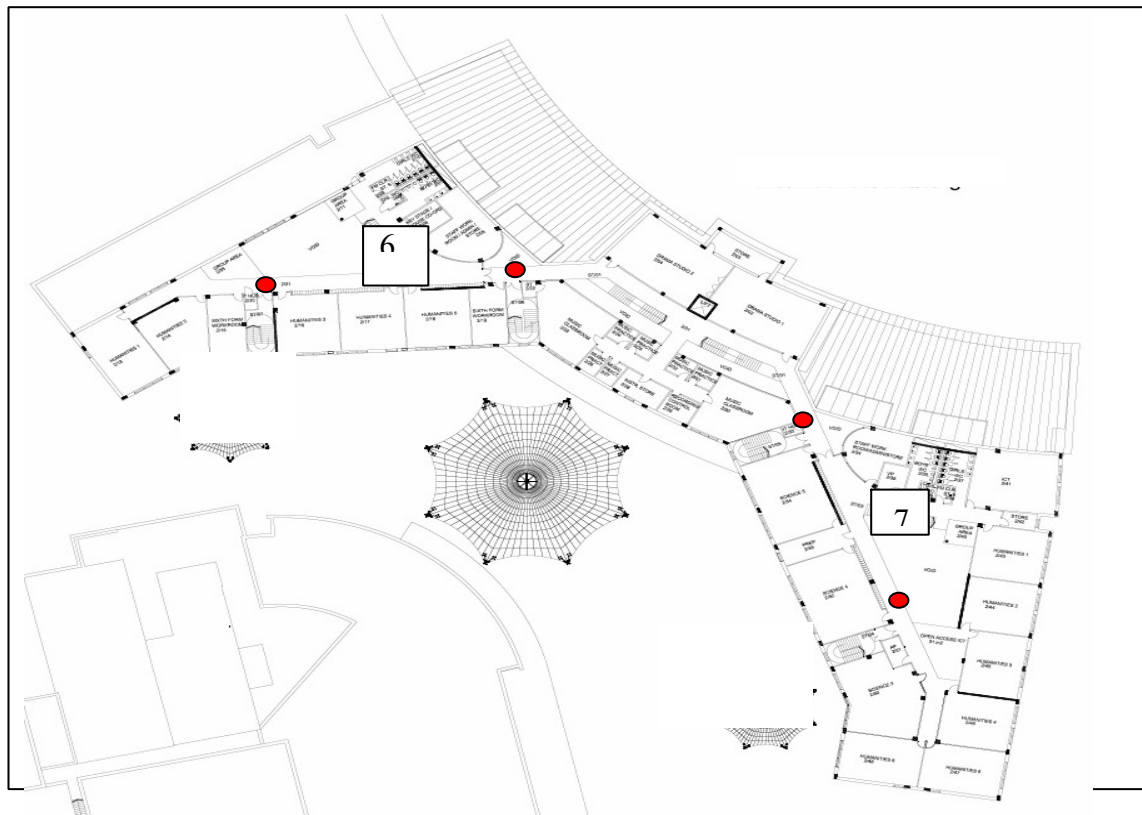
Fire Exits ●



Fire Marshall Points

4. Assist in the evacuation of Upper School areas on the Ground Floor.
5. Assist in the evacuation of Lower School areas on the Ground Floor.

Fire Exits ●



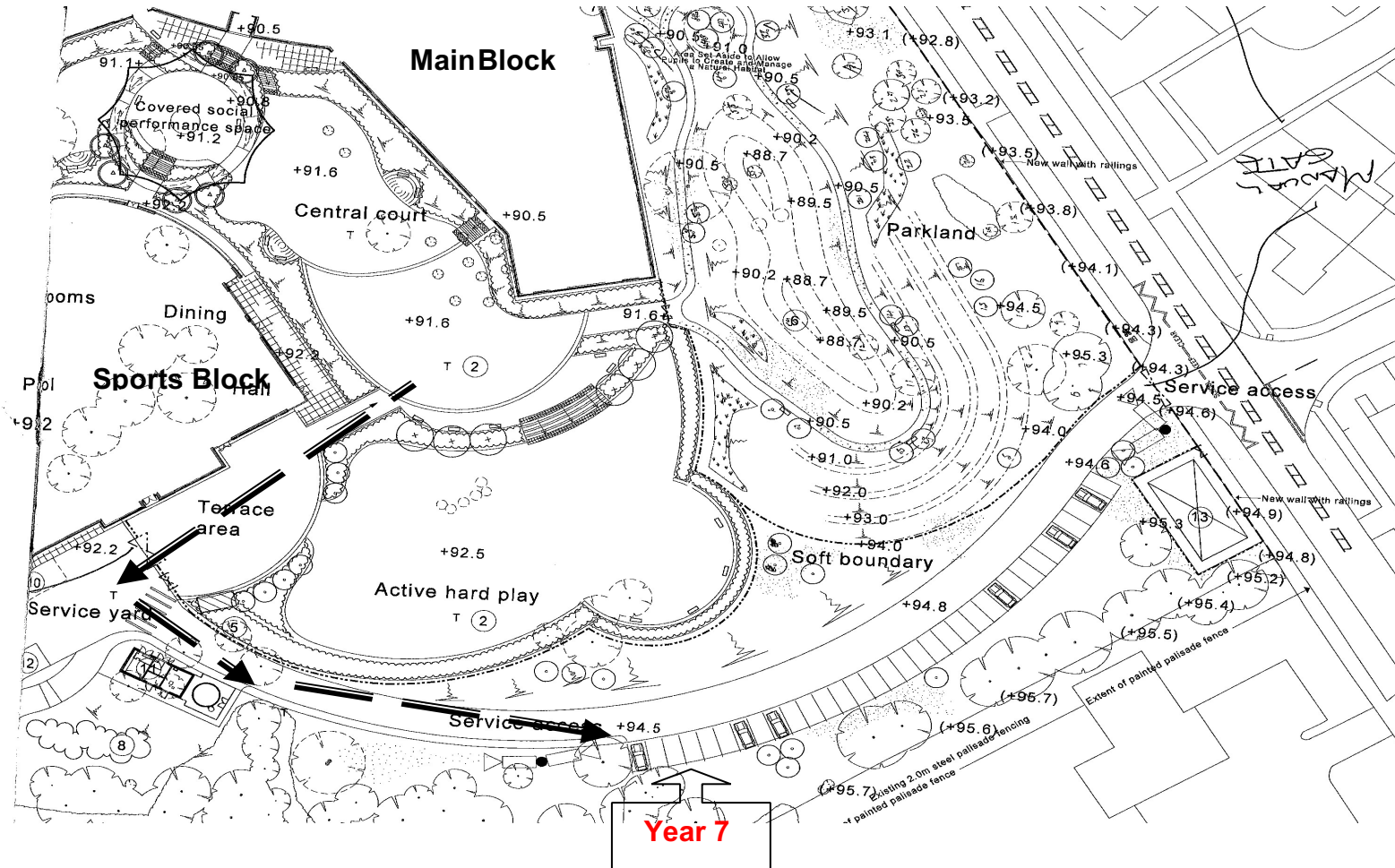
Fire Marshall Points

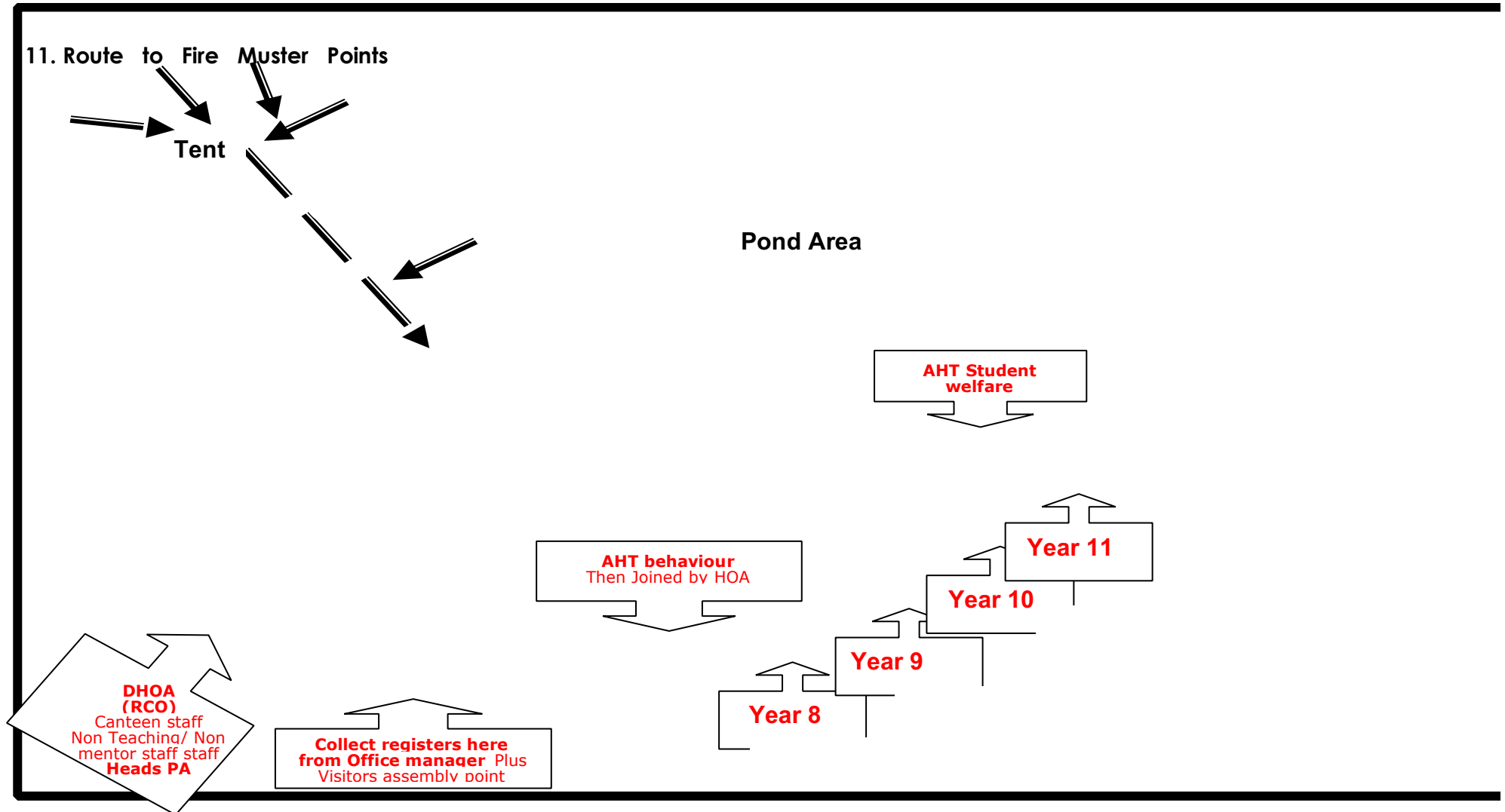
6. Assist in the evacuation of Upper School areas on the Ground Floor.
7. Assist in the evacuation of Lower School areas on the Ground Floor.

● = Fire Exits

10. Alarm Activation System

Alarm raised in any zone	Lift - out of action	Motor controls, access control system and retained doors in escape routes released. Supply, extract ventilation and gas valves no longer in operation	Door accesses released	Pre-alarm raised on fire panel for the associated zone (for 6 minutes before full alarm raised if the system is not reset)	FM to investigate (within 6 minutes)	Full alarm raised with full evacuation on confirmation, after time elapse of 6 minutes, or second event)	Fire Wardens in to position	Red Care
1st Action				/	/			
2nd Action	/	/	/			/	/	/
If Smoke Alarm triggered	/	/	/		/	/	/	/





12. Procedure for Fire Evacuation after 7-00 pm

The following statement should be read out before event takes place

If the fire alarm is raised everyone should leave by the nearest fire exit and assemble in the front car park at the green assembly point signs

If there is person with mobility problems they should notify a member of staff on arrival. The member of staff will then inform a fire warden of the person with the mobility problem

If the first and second floor of the main building are being used, a person with mobility problems will not be allowed from the ground floor unless there is a person trained in the use of the Evac Chair attending

13. COVID Amendments to Fire Evacuation Plan:

There will be 2 assembly points for students and staff during covid 19 and the opening of the whole school to students from September 2020 until further notice.

All staff who are support staff, visitors, office staff and catering staff will follow the evacuation procedure as outlined above in this policy.

Year 7 & 8 students and mentors:

Year 7 & 8 will assemble on the service road at their normal assembly point. They will follow the same route to get to this assembly point – across the playground and out of the gate near the theatre and walk up the service road to find their assembly lines. Mentor group signs have been placed on the fence by the lines to help organise and line students up correctly. Richard Cornell will proceed as outlined above in the guidance.

The 1st student in each line must stand on the blue dot. Some students will need to line up on the grass. The service road needs to be clear for emergency vehicle access. Excellence leaders need to manage this please.

Years 9, 10 and 11 students and mentors:

Students will evacuate as per the policy but will make their way to the **muga area**. This will be their new assembly point. Signs have been placed on the fence for staff and students to identify where to stand. The muga is located along the path next to the school playing fields.

Mentors for Year 9,10 and 11 will also assemble with their mentor groups on the muga.

Kaye Downing (AHOA) and **Daniel Barclay** (AHOA) will manage this assembly point.

Excellence leaders will report to **Daniel Barclay** (AHOA) any absent/missing students who are not accounted for. **Daniel Barclay** will inform **Kaye Downing**. **Kaye Downing** (AHOA) will inform **Katy Craig** (HOA) by radio of any staff or students missing from the evacuation.