

# **Salendine Nook High School (Academy)**

## **Fire Safety Policy (Non-Statutory)**

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<b>Produced by:</b>	<b>Mrs V Wood</b>
<b>Approved by SLT:</b>	<b>26.4.21</b>
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## **Overall Responsibility for Fire Safety Matters**

The Governing Body of Salendine Nook Academy Trust is legally deemed to be the responsible person for the school in respect of fire safety. The day to day overall responsibility for fire safety matters at the school are delegated to the Principal. The Principal will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. The Principal will ensure that a fire evacuation drill is undertaken each term and that fire action notices are kept up to date, with all fire safety equipment being properly maintained. Roles are designated to site staff and other Leadership members to assist under the responsibility of the Principal with the main responsibility sitting with the Director of Finance & Resources.

## **The School Fire Procedure**

Notices displaying the school fire procedure are displayed in every occupied area. The Director of Finance & Resources will ensure these notices remain up to date and are presented in a way that is pupil friendly in order to be easily understood.

## **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. Please note during certain times, e.g. a pandemic, fire doors may be required to be propped open. This is allowable, so long as the doors are closed upon leaving the room. Staff should also ensure that pupils for whom they are responsible are informed of the fire procedure.

The SEN Team are responsible for devising and maintaining fire evacuation plans for students with SEN needs. This will be known as a Personal Emergency Evacuation Plan (PEEP). These will be reviewed annually, or if changes are needed to be implemented.

No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished; and only then by trained staff, and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

*Fire wardens please remember:*

Do not tackle a fire if the size of the blaze is larger than a fire in a waste paper bin.

## **Portable fire-fighting devices**

Fire-fighting equipment is sited on corridors and in relevant rooms within easy reach. All devices are easy to use, clearly displayed and available for use. All devices are tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report to the Principal results of any testing.

All fire extinguishers are red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide is displayed to explain which extinguishers are suitable.



It is important that the correct type of extinguisher is used on each type of fire.

### **Fire Training and Evacuation Drills**

Training is provided annually for all school staff in fire safety and the school fire procedure.

Specific training is organised for fire wardens and any staff taking on additional responsibilities.

All staff, whether temporary or permanent, will have the fire procedures explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

The site staff will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.

Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### **Appointment and Duties of Fire Wardens**

The school has appointed a number of teaching and support staff as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the appropriate person in charge of the evacuation.

### **Raising the alarm**

Fire Alarm drills will take place periodically and will be both of a planned, and unplanned, nature.

School radios will be used as a communication mechanism during an evacuation.

**REMEMBER:** Once the alarm has sounded

### **RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN**

(Re-entry is determined by the Principal in conjunction with the fire brigade in attendance.)

- Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc. If the alarm sounds **ALWAYS** treat as if it is a real fire, until informed otherwise.
- Evacuation procedures are drawn up and agreed by the Principal in consultation with safety representatives and the local fire officers.
- During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.
- Visitors will need to be identified by use of a Visitors' book and accounted for during evacuation.

- Assembly points are determined in an area at a safe distance from the building and not in an area which would prevent access by the emergency services.

### **Breaktime Procedures**

- *Staff responsible for supervising pupils* are responsible for evacuating the building and/or proceeding to the designated assembly point.
- *Office staff* are responsible for following normal procedures
- *All other staff* to evacuate the building using the nearest fire exit door

### **Lunchtime Procedures**

- *Staff responsible for supervising pupils* are responsible for evacuating the building and/or proceeding to the designated assembly point
- *Office staff* are responsible for following normal procedures
- *All persons* to evacuate the building using the nearest fire exit door

### **Before School**

- *Staff and pupils* to evacuate the building using the nearest fire exit door
- *Principal/Senior Leadership Team (SLT)* to manage the evacuation.

### **Calling the Fire Brigade**

The fire brigade are automatically called on all fire alarm activations. The site staff and designated fire warden/s having checked the fire panel and assessed the situation will contact the Responsible Person. See Fire Evacuation Guidance document for more detailed instructions.

### **Meeting the Fire Brigade**

The Responsible Person will ensure that only one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them. This role includes alerting staff and pupils who are returning from trips/events, etc not to enter the building in such an emergency.

### **Events Taking Place Out of School Hours Such as After School Club or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the site staff and Principal are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Principal may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating.

### **Records**

The following records will be kept in the Fire Folder:

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors Checked, date of Check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

### **Notices**

All fire exit routes are identified in each occupied room's site plan.

Fire Evacuation Procedures are displayed across school and designated roles are shared with all staff through fire safety briefings.

# EVACUATION IN CASE OF FIRE OR OTHER EMERGENCY

## Introduction

Salendine Nook High School Academy meets the Kirklees Council agreed policies and procedures.

**Please note these procedures are written for normal school operation. During Covid-19 operating times these procedures will be reviewed, as variations may be required.**

## Fire Practices

We carry out three fire practices each year. The time of the first practice (Autumn Term) will be announced in advance. Subsequent practices will be unannounced.

## **Named Staff:**

**Darren Christian (Principal)/Jenny Hornsby (Vice Principal)** Responsible Person

**Ginny Wood** Evacuation Co-ordinator

**Sam Johnson** Evacuation Warden

## **Responsible Person/Fire Service Liaison**

The Responsible Person for the Academy is the Principal/Vice Principal. Their duties and responsibilities relate to the management of the building and the ultimate responsibility (the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005) for all fire safety matters for all persons in or about the building. The Principal has nominated the Director of Finance and Resources as the Competent Person for the Academy.

In the event of a fire evacuation the Responsible Person will liaise with the fire service.

**The Responsible Person (acting upon advice from the fire service, as appropriate) is the only person who can make the decision for Academy staff and students to re-enter the building.**

## **Evacuation Co-ordinator**

The Evacuation Co-ordinator will take control at the fire panel. They are responsible for taking control of the fire evacuation and liaising with the Responsible Person/Evacuation Warden. They will ascertain the cause of the alarm and inform the Responsible Person accordingly. Staff should be aware that a full evacuation will always take place if the fire alarm continually rings.

Please note separate arrangements are in place for those students in exams.

**Upon the sounding of the fire alarm the Evacuation Co-ordinator will immediately attend the fire panel along with other key members of staff, including the Caretaking staff to ascertain where the alarm is sounding. This must be done safely and quickly. The location of this will be relayed to the Responsible Person via the radios. Within 4 minutes the fire brigade will be deployed by the monitoring station.**

**If it is established that there is a real fire, then the Evacuation Co-ordinator will ring 999 to ensure that the emergency call has gone through. It should be noted that any person who establishes that there is a real fire on the school site MUST dial 999.**

A large number of staff within school will carry 2 way radios, which covers a range of locations, so information can be quickly relayed to all areas of school. **All staff with radios should have these about their person.**

**Note:**

**Staff members using radios must ensure they use the radio correctly by holding the button down and allowing sufficient time before speaking, otherwise the beginning of the message is not heard.**

A member of the Admin Team is responsible for cover each day and has a list of all radio holders and evacuation staff to enable the allocation of replacement staff if required for staff involved in the fire evacuation process.

**Evacuation Warden**

Completion of checking sheet to denote all areas are clear.

**Evacuation Marshal**

Each Evacuation Marshal will be allocated to a specific area of the school and will have specific duties to perform (detailed in their training). In general, these will include directing staff and students to the nearest fire exit or evacuation stairs, stopping re-entry to the building and checking a specific area of the building is clear of staff and students.

Evacuation Marshals may direct staff and students to an alternative evacuation point if in their opinion the current evacuation routes are over committed and that it would be safe and reasonable to do this.

Evacuation Marshals who have been designated a sweep area must, before they leave the building, sweep this area to ensure no one remains in it. If the area includes toilets they must check every cubicle.

Evacuation marshals will also be responsible for assisting disabled occupants to the refuge areas, final exits, staging points or final assembly point. Please see separate section later on PEEPS (Personal Emergency Evacuation Plans). Each Evacuation Marshal, responsible for checking a specific area of the building is clear of staff and students, will report directly to the Evacuation Warden, to check in and confirm whether their allocated area of the school is clear of staff and students or where occupants require further assistance.

**There are specific staff members allocated to open gates, e.g. gate behind Sports Hall. This will be done by Student Support Managers.**

**Admin Staff**

When the alarm has been activated, the Reception will ensure contact is made to the appropriate staff via the radio system.

The monitoring company will be contacted if necessary within 4 minutes of the alarm sounding to stand down the fire service.

A member of the Admin Team will be allocated the duty to take out the fire box containing all registers, site plans, high-vis jackets, etc. to the Evacuation Warden.

**Notices**

There are a number of notices (some for display). These should all be read by staff prior to the instructional session.



## FIRE PRECAUTIONS

### **1] "Instructions for teachers" - (These are issued to supply teachers.)**

1. On hearing the Fire Alarm be prepared that this will be a full evacuation. Instruct your class to stop working and prepare to evacuate the room.
2. Instruct the nearest students to close any windows which may be open if appropriate and safe to do so.
3. Quickly ascertain if it is safe to use the evacuation route for the room. (Staff should become familiar with evacuation routes for adjacent rooms where they provide an alternative).
4. Lead your class (and any visitors) out using the appropriate Escape Route and accompany them to the Assembly Area designated on the plan. (The Evacuation Marshal for your area will ensure no-one is left behind.) Take them to the assembly point where their Form Teacher will then take over. Then:

N.B. Should you have evacuation marshalling responsibilities, lead your class to the appropriate escape route and ensure they all proceed in the correct direction. Then return to complete your marshalling duties.

N.B. If you are a trainee teacher or supply staff report to the Evacuation Warden (pink jacket).

### **2] Staff should make sure students observe the following:**

1. As soon as you leave the building make your way as quickly and quietly as possible, without running, to the Assembly Area designated on the Plan.
2. On reaching the Assembly Area, line up in single file with the other members of your form at the designated point so that your Form Teacher can check the register quickly and efficiently. **Students should line up alphabetically facing the front in a straight line. Tutors should move up and down the line to ensure that this happens.**

Misbehaviour will not be tolerated and may result in a school detention being issued by HOY/SLT.

3. Students should stay in their Form line and await further instructions from the Form Teacher, Year Tutor or other person in authority.

### **3] Instructions for Form Teachers**

1. On arriving at the Assembly Area, collect your register from the Head of your Year / Admin staff.
2. Take charge of your Form at the designated Assembly Point and MARK your register as quickly as possible. When you have completed your check, report that all are present to your Head of Year.

**OR**

3. If any of your form students are missing who are not marked absent in the register report the fact to the Head of Year.
4. Return your register to the Head of Year and remain with your Form to await further instructions from the Head of Year.

**Please note, if you have covered a form for registration in the morning then you need to take the role of form tutor during a fire evacuation.**

- 4] a) **Instructions to External examination supervisors.** These are displayed in examination venues.

- b) **Instructions to Internal examination supervisors.**

All internal exams will evacuate and assemble as per the normal routine. When the all clear is given they will return to the exam base for further instructions.

- 5] **Fire Evacuation:** Instruction to visitors is posted on the wall outside the school office. Staff need to be aware of our obligations to visitors.

**FIRE EVACUATION**  
**INSTRUCTIONS TO VISITORS**

- The fire alarm is a continuous sounding siren
- If the siren continues report to the nearest member of staff who will escort you to the assembly point by the most direct route.
- At the assembly point report to the Admin staff registering visitors (who will be wearing a blue jacket)
- You will be directed to register your presence with a member of the Admin Staff
- Please wait at the assembly point until you receive further instructions.

**N.B.** Should you be working in isolation on this site follow the exit signs on hearing the siren.

The assembly point is on the school field (behind and to the left of the Salendine Building).

THANK YOU

6] **Instructions to Non-Form Teachers**

- **After carrying out any duties as a CLASS TEACHER or Evacuation Marshal, proceed to the ASSEMBLY AREA and report to the Head of Year to which you are attached who may require you to register a class if a teacher is absent.**
- **Staff not allocated to forms should report to the Admin staff registering these staff, who will be wearing an orange jacket.**
- **If you are not required to register a group please go to the rear of the form lines to support form tutors in keeping order.**

7] **Fire Evacuation of Disabled Students/Staff/Visitors**

If you have a disabled student in your teaching group it is your responsibility to ensure they reach the assembly point safely. On arrival at the assembly point you should contact the evacuation marshal, The Medical Officer for disabled students, and state that they are present.

Please note, students and staff who may experience problems during a fire evacuation may have a Personal Emergency Evacuation plan (PEEP) in place. This will have been discussed with the appropriate staff.

The 'disabled' marshal should report to the fire warden that the evacuation is complete when all disabled students have been accounted for.

For disabled visitors please see Appendix C

8] **Instructions to Admin Staff**

- On evacuation, school registers should be brought to the assembly point where you should distribute them to Heads of Year.
- The electronic visitor book will be required to register the arrival of visitors at the assembly point.  
This will be available to the Warden who should be informed of any visitor unaccounted for.  
This information will be made available to the Senior Fire Officer attending.
- The Signing in/out book for students will be required to register students at the assembly point.  
You will confirm to the Head of Year any students who are missing from the register roll call are "signed out" as off site.

## 9] Instructions to Heads of Year

After completing any duties as Evacuation Marshal go to the Assembly Point.

1. Collect your year group registers from the Admin staff (orange jacket), who will stand next to the Evacuation Warden (pink jacket). You will have access a two-way radio to aid speedy communication with the evacuation warden.
2. Ensure that your staff conduct the register check quickly and report attendance. They should hand their register to you. When all form checks are complete you should radio to the Evacuation Warden stating all accounted for. (Hand your year registers to a member of the Office staff). Place your registers back in the container and send them to the Admin staff after your year groups has been dismissed.

**OR**

**N.B.** If you have missing students check the 'signing out' book which will be with the Evacuation Warden. If the student's presence off site is confirmed, then report "all accounted for" to the Evacuation Warden.

**N.B.** At this point a real or false alarm will be confirmed. If the alarm is real, students then unaccounted for would be reported to the Senior Fire Officer by the evacuation warden.

3. Make sure that your registration staff stay with their form groups, keeping the students in ordered lines.
4. One of your year staff should be briefed to act for you should you be detained (or absent).
5. As staff attached to your year report to you instruct them to carry out registration checks for absent form tutors or direct them to the rear of the assembly point to supervise students.
6. You will be informed if the fire alarm is false and instructed by the Fire Warden to dismiss your year group. If the fire alarm is real you will continue to supervise until instructed otherwise.

Note:

**Once the 'all clear' message is given, Heads of Year should dismiss students under the direction of senior staff. This should be done by releasing one form at a time in line with the lead teacher dismissing Year 11.**

## 10] Staff who are designated as Evacuation Marshals

The most vital part in a fire evacuation is the building check. It must be carried out quickly and thoroughly.

If your name is listed on either of the evacuation checklists (n.b. one is specifically for lunchtime):-

1. You are required to check that the area designated is cleared. When more than one member of the team is present, one should be stationed at the closest entrance. The additional member should prevent re-entry into the building whilst evacuation is in progress. (Especially around 12.25 and 3.10 pm)
2. You then leave the building and make your way to the assembly point.
3. At the assembly point you must report to the Evacuation Warden (wearing a pink jacket) who will mark on the check list that your area is clear.

If you are an 'Evacuation Marshal' your name will appear on the 'Evacuation Warden's' checklist.

All Evacuation Marshals to attend the Evacuation Committee which meets in the Autumn term to review procedures.

## 11] Completion of Evacuation

The Evacuation Warden will have completed the checking sheet when:

- A) Areas are reported clear (by Evacuation Marshals reporting to the Warden)
- B) Year groups are confirmed as present (by Heads of Year reporting to the Warden)
- C) Completion time is recorded
  - In the case of a fire the Chief Fire Officer now takes on the responsibility for the site.
  - If there is no fire (this has been confirmed), then the Responsible Officer will instruct Heads of Years to return students and staff to the building. This will be by form letter for all year groups

When the checking sheet is completed the site can be reported to the Chief Fire Officer as evacuated.

Where students cannot be accounted for, details should be presented to the Chief Fire Officer attending.

### **12] Outside School Timetable Hours Evacuation**

- Prior to the start of School  
Duty teams should allocate area checks and function as Evacuation Marshals to cover this period.  
They should proceed as 1, 2 and 3 (acting as Evacuation Marshals) above if the alarm sounds.

### **13] Action on Hearing a Fire Alarm during the Lunch Period**

This evacuation is the responsibility of the lunch-time duty staff.

- a) All lunch time duty staff should proceed to clear the building as indicated in "Staff who are designated as evacuation marshals". All will have their designated areas of supervision.
- b) **All teaching staff present on the premises should assist with the evacuation of students in their immediate location.** They should then proceed to the assembly point and report to the evacuation warden.
- c) A member of the staff is designated as the Evacuation Warden during the lunchtime period - and must wear a pink jacket.  
Their duties are:
  - i) To complete the area checklist as Evacuation marshals report;
  - ii) To direct staff to supervise students who are on the assembly point;
  - iii) To liaise with the attending fire officer, i.e. reporting building clear, handing over isolation point plan or  
Direct return to building when alarm is ascertained to be false.

**NB** A register check is not required at the lunch time period.

**The PE staff are responsible for the evacuation check of their area if occupied.**

#### **14] Fire evacuation at the end of the school day (2.45 pm onwards)**

- **When the alarm sounds all present in school MUST evacuate the building.**

Students should not delay to collect belongings.

- Students either \* leave the site  
or \* wait at the assembly area
- A responsible person (Principal or their representative) should proceed to the assembly area to supervise students and act as the Deputy Evacuation Warden. Students will be held here until it is safe for them to re-enter to collect their belongings.
- **Staff should act as Evacuation Marshals as required for routine evacuation.**  
The number of staff in the building may be reduced and so areas to be checked may need to be larger.

**Then**

- a) Exit the building, but remain in the external area associated with an entrance (where safe to do so).

**and**

Prevent students from re-entering the building while the ALARM is sounding.

- b) Any staff who are not needed to support function (a) should proceed to the assembly point to help with supervision.

The Evacuation Warden will complete the area check list by visiting the Salendine Building and the High Building entrances.

When it is established that no-one remains in the building:

The Evacuation warden will go to the assembly point and take over from the Deputy Warden, leaving the evacuation marshals at the exits where it is safe to do so.

- a) The alarms will be silenced if confirmed as false.

Students may then be re-admitted to the building.

**or**

- b) In the event of a fire, control of the site will be handed over to the Senior Fire Officer upon his arrival.

#### **15] Outside School Hours: Evening, Weekends, Holiday Periods and Lettings**

##### **FIRE EVACUATION**

##### **SALENDINE NOOK HIGH SCHOOL**

##### **OUT OF HOURS PROCEDURE**

- The alarm is given by a continuously sounding siren;
- On hearing the siren, close windows in your room
- Leave the room by exits which are marked. Do not wait to collect your bags or other possessions;
- Follow the evacuation signs which will lead you out of the building;
- Once out of the building make your way to the assembly point;
- The assembly point is the tennis courts next to the school fields (these are located on the opposite side of the building to New Hey Road);
- Wait at the assembly point until you are told what to do by the Fire Warden.

#### **16] Evacuation Procedure for the Isolation Room**

##### **Instruction to supervising staff**

- When the alarm sounds escort the students out via F stair exit.

- At the assembly point the students should not join their form group but should remain in isolation standing on the hard surface on the school side of the tarmac track.
- Supervision of students should be handed over to the Student Support staff.
- On the instruction to re-enter the building supervising staff to collect the students from the Student Support Staff and escort, them back to the isolation room.

## **17] INSTRUCTION TO NON-TEACHING STAFF**

On hearing the alarm:

1. If you are working with students you should act as directed in "Instructions for Teachers". You should share the role with the class teacher where there are two members of staff in the room.
2. If you are not working with students you should:
  - a. Quickly assess that the directed evacuation route is safe to use (if not use an alternative)
  - b. On leaving the building you should make your way to the Assembly Point where you should report your safe arrival to the register keeper, working alongside the Fire Warden (who wears a yellow jacket).

**N.B.** If you have Evacuation Marshal responsibilities, you should attend to them after you have ensured any students in your care are delivered to the Assembly Point.

**Once you have completed any fire marshal duty and reported your presence to the appropriate person, you should assist in the supervision of the students in their form lines. Each year staff will be allocated a specific form to assist.**

# BUILDING EVACUATION CHECKLIST

## STAFF EVACUATION AREA RESPONSIBILITIES

**DATE** \_\_\_\_\_ **TIME ALARM SOUNDED** \_\_\_\_\_ (see system printout)

**Check List: Special duties staff will report to the controlling person on arrival at the assembly point (next to the basketball court adjacent to tennis courts).**

YEAR GROUP REGISTERS CHECKED									
Please tick boxes when <b>all</b> registers in a Year are reported to be checked									
Year 7		Year 8		Year 9		Year 10		Year 11	

AREA INSPECTED	STAFF RESONSPIBLE – special duties	Reported Clear (✓)
<b>A STAIRCASE</b>	C Haigh	
<b>B STAIRCASE, B TOILETS</b>	A Storey	
<b>C STAIRCASE, HG3 &amp; C TOILETS</b>	A M Carolan	
<b>E STAIRCASE, &amp; E TOILETS</b>	S Hampshaw	
<b>F STAIRCASE, ISOL 1 &amp; ICT OFFICE</b>	T Butler	
<b>ALL SG ROOMS / BOYS TOILET</b>	S Cottle	
<b>ADMIN SALENDINE &amp; SF6</b>	G Whitlam / S Duncan/J Tomalin	
<b>LIBRARY</b>	H Butcher	
<b>TECHNOLOGY BLOCK</b>	R Hardcastle	
<b>KITCHENS</b>	H McGee	
<b>ALL L ROOMS</b>	H Pember	
<b>REAR FIRE EXIT - SCIENCE</b>	K O'Connor	
<b>HG5 &amp; HG6 &amp; HG7</b>	S Babar	
<b>BOYS PE AND POOL</b>	R Morris / J Smith / C Fenton	
<b>GIRLS PE</b>	S Hartley / V Meaking / L Turnbull	
<b>MUSIC DEPARTMENT &amp; TOILETS</b>	E Spittle/J Roe	
<b>DISABLED PUPILS</b>	A Rogers	
<b>VISITORS &amp; SUPPLY STAFF</b>	Reception Staff / S Duncan	
<b>NON-TEACHING STAFF</b>	L	
<b>UNATTACHED TEACHING STAFF</b>	C Day/Admin	
<b>STUDENT SUPPORT CENTER / DS2</b>	D Fearon / D Moroney	
<b>MB1</b>	H Lambert/ L Whitworth	
<b>DRAMA STUDIO 1</b>	O Ingham	
<b>CLEANERS BOOK (located in Caretakers Room)</b>	D Cass	
<b>SPORTS HALL</b>	L Davies	
<b>SWIMMING POOL</b>	J Morris	

**Time List Completed:**

**COMMENTS:**

**THEN: IF FALSE ALARM**  
SILENCE ALARM AND RE-ADMIT PUPILS

**IF FIRE**  
REPORT TO FIRE OFFICER 'BUILDING EVACUATED'

**Evacuation Warden:** S Johnson

**Reserve Warden:** V Mason / C Fenton **Fire Service Liaison:** D Christian / J Hornsby

**BUILDING EVACUATION CHECKLIST**  
**LUNCH TIME 12:25 TO 13:10 PM**  
**Lunchtime Duty Staff Area Responsibilities**

**DATE** \_\_\_\_\_

**TIME ALARM SOUNDED** \_\_\_\_\_ (see system printout)

*Check List: Special duties staff will report to the controlling person (Mrs Brook) on arrival at the assembly point (next to the basketball court adjacent to tennis courts).*

<b>AREA INSPECTED</b>	<b>STAFF RESPONSIBLE 12.25 to 13.10 pm</b>	<b>Reported Clear (✓)</b>
<b>A STAIRCASE &amp; ROOMS</b>	Lunchtime Supervisor in High Hall	
<b>B STAIRCASE, B TOILETS</b>	Duty staff – High Hall	
<b>C STAIRCASE, HG3 &amp; C TOILETS</b>	V Mason/Duty Staff	
<b>E STAIRCASE, &amp; E TOILETS</b>	Lunchtime Supervisor in Salendine Hall	
<b>F STAIRCASE, ISOL 1 &amp; ICT OFFICE</b>	Lunchtime Supervisor in Salendine Hall	
<b>ALL SG ROOMS</b>	Duty Staff – Salendine Hall	
<b>ADMIN SALENDINE &amp; SF6</b>	Office Staff on duty	
<b>LIBRARY</b>	H Butcher	
<b>TECHNOLOGY BLOCK &amp; MB1</b>	Duty Staff – Salendine Hall	
<b>KITCHENS</b>	H McGee	
<b>LG ROOMS</b>	SSM Duty Staff	
<b>LF ROOMS</b>	SSM Duty Staff	
<b>HG5 &amp; HG6 &amp; HG7</b>	SSM Duty Staff	
<b>BOYS PE AND POOL</b>	PE Club Staff	
<b>GIRLS PE</b>	PE Club Staff	
<b>MUSIC DEPARTMENT &amp; TOILETS</b>	S Johnson	
<b>VISITORS</b>	Office Staff on duty	
<b>SALENDINE DINING HALL</b>	J Hornsby/Duty Staff	
<b>DINING HALL - HIGH BUILDING</b>	Duty Staff	
<b>STUDENT SUPPORT CENTER / DS2/DS1</b>	Mr D Fearon	

**Time List Completed** \_\_\_\_\_

**THEN: IF FALSE ALARM**  
**SILENCE ALARM AND**  
**RE-ADMIT PUPILS**

**IF FIRE**  
**REPORT TO FIRE OFFICER**  
**'BUILDING EVACUATED'**

**COMMENTS:**

**Evacuation Warden:** P Brook  
**Reserve Warden:** C Fenton  
**Fire Service Liaison:** D Christian/J Hornsby



## Appendix B

### Fire Evacuation Guidelines

**In the event of a fire** - ring the fire bell at the nearest point.

#### **When the fire bell rings**

- (a) The fire alarm is linked to a fire monitoring station. In the event of the fire alarm being sounded the fire brigade will always respond, so there is no need to dial 999;
- (b) All staff and students will evacuate the building via the nearest safe exit, walking quietly and in single file.
- (c) The person in charge must be the last person out. If there is a Teaching Assistant in the classroom then they will lead the children out and the Teacher will follow at the back.
- (d) Everyone must assemble in the designated Assembly Point (see map) outside the school premises and wait quietly in line.
- (e) The person in charge must check that all people in their care are present and inform the Responsible Fire Warden of missing people.
- (f) Everyone must remain in their line until given permission by the Responsible Fire Person. They will signal to each other when all is clear.
- (g) On evacuating the building by the nearest exit the following points should be noted:
  - Assist disabled persons;
  - Take only personal belongings readily to hand;
  - Do not switch off computer equipment;
  - Do not delay in leaving the building;
  - Do lock doors, but only in rooms without shared access and rooms not on a designated fire route;
  - Do not return to check for missing persons;
  - Students in P.E. clothing should evacuate the building by the nearest safe door. Their safety is paramount - not their state of dress;
  - In the event of a fire during assembly, you should vacate the building using the nearest exits. Students should be encouraged to move swiftly and quietly;
  - In the event of a fire during break time, staff should lead the students to the nearest assembly point;
  - In the event of a fire during lunchtime, you should vacate the building using the nearest exits. Students should be encouraged to move swiftly and quietly;
  - Where visitors are present the person hosting the visit is responsible for the safety of the guest(s).

#### **When a fire occurs, follow these general rules:**

1. Make sure everyone gets out of the building.
2. Call the fire department immediately.
3. After calling the fire department, if the fire is still small, decide if you or someone else should risk trying to control the fire. Smoke and gases released from a fire can be toxic, so never attempt to put out a fire if you have any doubts about your ability to extinguish it. Wait for fire department personnel who have the proper equipment and are trained in fire fighting procedures. If you elect to put out a fire and it grows too large to control, back out of the building. Never turn your back on a fire. Close the door behind you to limit oxygen in the building and wait until help arrives.

# Fire safety risk assessment: means of escape for disabled people

## Standard plan for occasional visitors

Reception will have a clear sign indicating the provision of a PEEP system. The visitor may have a visual, hearing or physical impairment and therefore requires information about the escape routes. The building operates a policy of the meeting/event organiser being responsible for visitors if an escape is necessary. The receptionist explains the process for obtaining support.

The impaired person should make the meeting/event organiser aware of the need for assistance. Prior to the start of the meeting/event he/she points out the escape routes and offers to assist if necessary.