



### **Fire Assembly Point Manager**

In the event of an emergency the Fire Assembly Point Manager's role is as follows:

- Ensure that staff, students and visitors remain patient, silent and orderly at the Fire Assembly Point until authorised by the attending Fire Officer (Fire) – Fire Warden Manager (Drill) to return to the School buildings.

### **Fire Warden Manager**

In the event of an emergency the Fire Warden Manager's role is as follows:

- Collect and record information given from Fire Wardens, after completing their evacuation (Zones) sweep.
- Relay all relevant information to Site Team personnel at fire alarm panel, via two way radio.
- Act upon any instruction given by the attending Fire Officer and relay information to relevant personnel.

### **Fire Wardens**

Nominated Fire Wardens shall assist the Fire Safety Manager/Person/s in achieving a safe working environment with regards to fire safety. A list of designated staff together with their respective fire safety areas are shown in Appendix 3.

Their main roles are as follows:

- Assist the Fire Safety Manager/Person/s in the promotion of a safe environment and report any deficiencies with regard to fire safety.
- Conduct weekly checks of fire fighting equipment in their designated area and record on the appropriate form (Appendix 1).
- Assist in the safe evacuation of staff, students and visitors from their departments or areas (including refuge areas) and ensure that they proceed in an orderly manner to their Assembly Point.
- Ensure that all their assigned areas/zones are checked and clear prior to evacuating themselves, but only if time permits and it is safe to do so.
- Report all relevant information to the Fire Warden Manager at the Fire Assembly point.
- **THEIR OWN SAFETY AS WELL AS OTHERS IS PARAMOUNT AT ALL TIMES.**

### **Site Team Personnel**

The duties of the site team are as follows:

- Two members of personnel should always be available at any one time.
- Upon being informed of the location of a possible fire via reception, one member of the team shall proceed directly to that area to verify its existence.
- Second member of the team should proceed directly to the fire alarm control panel. They should remain in constant contact with their colleague via the two-way radio and ascertain the possible /actual existence of a fire as quickly as possible.
- In the event of a false alarm, the fire alarm must be deactivated and reset to standby **BEFORE** the sounders are activated, if possible. The break-glass must be replaced without delay.

- The site team member at the alarm control panel, should meet the attending fire officer on his/her arrival and relay all information regarding the incident, and should also remain in constant contact with the Fire Warden Manager.
- They shall not put themselves at risk at any time whilst carrying out their duties.

### **Teachers**

On hearing the fire alarm members of staff in charge of students shall:

- Insist on silence.
- Inform their class of the nearest fire exit directing them to the appropriate route.
- Ensure students leave equipment and personal possessions behind.
- Check that no one is left behind.
- If safe to do so, close any doors and windows.
- Teachers working in classrooms fitted with isolation valves/switches for services shall turn these off if safe to do so.
- Escort their class to the Fire Assembly Point
- Once at the Fire Assembly Point perform a head count to ensure all students are present.
- Report any missing students to the Fire Warden Manager as quickly as possible.
- Ensure that students in their class remain in an orderly, silent fashion at the Fire Assembly Point and stay there until otherwise instructed by the Fire Assembly Point Manager.

### **Receptionists**

The duties of the receptionists are as follows:

- Request that the site team personnel verify the existence of a fire on site as indicated by the control panel in the front foyer.
- Keep in constant contact via two-way radio with the site team personnel.
- Where a fire is verified by the site team, call the relevant emergency services, i.e., Fire, Ambulance, Police.
- Take visitors' register and pupil sign in/out sheets to the Assembly Point for use by the Fire Warden Manager.
- Take Fire Warden log book and two-way radio out to the fire assembly point for the Fire Warden Manager.

### **Visitors**

Any persons not familiar with the premises must receive information on the action they should take in the event of an emergency. This will be the responsibility of the member of staff receiving the visitor, Adult Education staff for evening classes or the duty caretaker for lettings. Consideration shall be given to any mobility, other disability or language issues the visitor may have which may require additional assistance in the event of an evacuation.

In this event the following will apply:

- All long-term visitors shall be given induction training to include Assembly Point Locations, Evacuation Procedures and fire alarm sound. This must include evening, weekend and holiday lettings.

- All short-term visitors shall be accompanied by their host and escorted to the Fire Assembly Point.
- The Receptionist will take the Visitors' Book out to the Fire Assembly Point on the sounding of the fire alarm and use that as the Roll Call for visitors. Any visitor unaccounted for should be reported to the Fire Warden Manager.
- No visitor will be permitted to undertake any hazardous task or process or be permitted to bring any substance onto the premises without the prior written permission of the Head Teacher/Deputy Head Teacher, Business Manager or appropriate Head of Department.

An Emergency Evacuation Leaflet is available from the Reception Desk.

### **Information and Training**

All staff will be given the following as part of their initial induction and job specific and ongoing training programmes:

- Fire Drill
- Location of Call Points
- Exit Routes (Appendix 2)
- Assembly Points (Appendix 2)
- Alarm Sound
- First Aiders
- Location of First Aid Provision
- Smoking Policy

Nominated staff will be given specific training to fulfil roles as:

- Fire Wardens (to include training in the use of fire extinguishers)
- First Aiders.

which will be regularly reviewed and periodically updated.

### **Students**

All main school students and sixth form students will be given the following information, instruction and training at the beginning of the academic year:

- Fire drill and evacuation procedure
- Evacuation routes
- Location of Fire Assembly Point
- Alarm sounds

### **Accessibility Risk Assessment**

A risk assessment shall be undertaken by the Senior First Aider for any individual (Staff or student) with mobility or other permanent or temporary disability which may impact on their ability to evacuate the premises in an emergency. A Personal Emergency Evacuation Plan (PEEP) shall be completed and consideration given to the need for refuge or additional assistance during evacuation, especially if there is a need to access areas above ground floor level.

## Signage and Notices

Emergency Evacuation notices detailing actions to be taken in the event of a fire and clearly identifying the evacuation routes and exits points will be located in each classroom, office and at fire points and other relevant working locations (eg kitchens).

All emergency signage shall conform to current legislation and shall be reviewed annually as part of the externally conducted Fire Risk Assessment.

## Fire Fighting Equipment

Suitable fire fighting equipment (eg fire extinguishers and fire blankets) shall be located in areas appropriate to their use and shall be regularly inspected and maintained.

## Inspection and Testing

To ensure that the principles of this Policy are implemented and adhered to, the following will be applied:

- A weekly check conducted and recorded by the Site Team to ensure that all sounders, automatic door releases and call points function properly (Fire log book).
- Smoke alarms and emergency lighting (flash test) will be checked on a monthly basis
- A full evacuation will be conducted and reviewed every term. Records will be maintained. (Fire Drill log book).
- Regular inspections by Fire Wardens, recorded on the (Weekly Fire Warden checklist, Appendix 1). Defects and any non-conformity are to be reported to the Premises/Asst Premises Manager.

In addition, the following will be completed by Independent Contractors:

- Emergency lighting test conducted every six months.  
By..... **T&P Fire**.....
- Fire Alarm system serviced and tested every six months.  
By.....**ADT Fire & Security**.....
- Fire extinguishers serviced and tested every twelve months.  
By.....**Morgan Fire Protection Ltd**.....

## 3. PROCEDURE

The following procedure forms the main feature of this Policy and its implementation and control will be kept under continuous review.

- All staff, students and visitors will be made aware that upon discovery of a fire the primary response is to raise the alarm, which is done by breaking a fire alarm

break-glass and informing the main office that the fire is genuine, so a full alarm is sounded as soon as possible.

- During a normal working school day Monday - Friday (8.00am to 3.30pm) the fire alarm system & sounders operate on a 300 second (5 minute) delay. In delay mode, once activated, a light will flash and a sounder will be audible in the Admin & Main Reception Offices. The receptionist or other member of the Admin Team will identify the area displayed on the fire alarm control panel and immediately notify the Site Team using the two-way radio. The Site Team personnel must locate and verify the status of the alarm call within 300 seconds. One member will wait at the control panel whilst the other must proceed quickly to verify the existence of any fire and confirm the outcome via the two-way radio. Every precaution should be taken so as not to put themselves at risk.
- If after 300 seconds the status of the alarm has not been ascertained, the fire alarm will automatically sound a continuous klaxon. Staff, students and visitors should evacuate at this stage. If a false alarm is confirmed the klaxon will be deactivated and returned to standby.
- If the presence of a fire has been verified within 300 seconds the fire alarm will be fully activated by the member of the site team at the panel, and the receptionist or member of the Admin Team will dial 999 for the Fire Service to attend.
- After the normal school day, 3.30pm onwards, weekends and holiday periods, there is no delay and any activation of the fire alarm will be instantaneous. Once activated the fire service will be informed through the automatic Redcare system. This automatic system should not be relied upon solely, and a 999 back-up call will be required.
- Fire extinguishers shall only be used by trained and authorised personnel who will ensure their own safety at all times.

## WHEN THE FIRE ALARM SOUNDS

### EVACUATE ROOM IN SILENCE AND AN ORDERLY FASHION:

- Upon the continuous fire alarm sounding all staff, students and visitors will leave in an orderly fashion.

### LEAVE ALL BAGS AND POSSESSIONS:

- No persons will be allowed to gather or return to collect personal belongings. An exit should never be bypassed in an attempt to collect such items.

### DO NOT RUN – PROCEED CALMLY:

- All persons engaged in an evacuation will walk to the Fire Assembly Points in an orderly fashion. **NEVER RUN.**

### EXIT BUILDING BY NEAREST FIRE EXIT:

- Leave via the nearest exit and follow **ONLY** external routes to the Fire Assembly Point.

### DO NOT USE THE LIFT:

- In the event of a fire evacuation the lift should not be used.
- Safe areas have been identified on A and B floors for persons who may have difficulty in using the stairs during an evacuation. These safe areas are:  
First Floor – A/B Corridors adjacent to the library  
Second Floor – Top floor A/B stairwells.

### STAFF TO CHECK WINDOWS AND DOORS ARE CLOSED (DO NOT LOCK DOORS):

- Windows & doors should be closed during evacuation, to minimise the spread of fire.
- To help Fire Wardens check areas/rooms quickly and effectively doors should be closed but **NOT LOCKED.**
- If Safe to do so, staff in classrooms fitted with isolation valves/switches for services shall turn these off

### ASSEMBLE ON TENNIS COURTS:

- The Fire Assembly Point is located on the tennis courts at the rear of the school; if this assembly point is compromised the secondary assembly point is located beside the 3G Astro pitch on the field. All staff, students and visitors arriving at their Assembly Point must assist in the Roll Call by behaving responsibly in order that any 'missing' persons can be quickly identified.

### DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO:

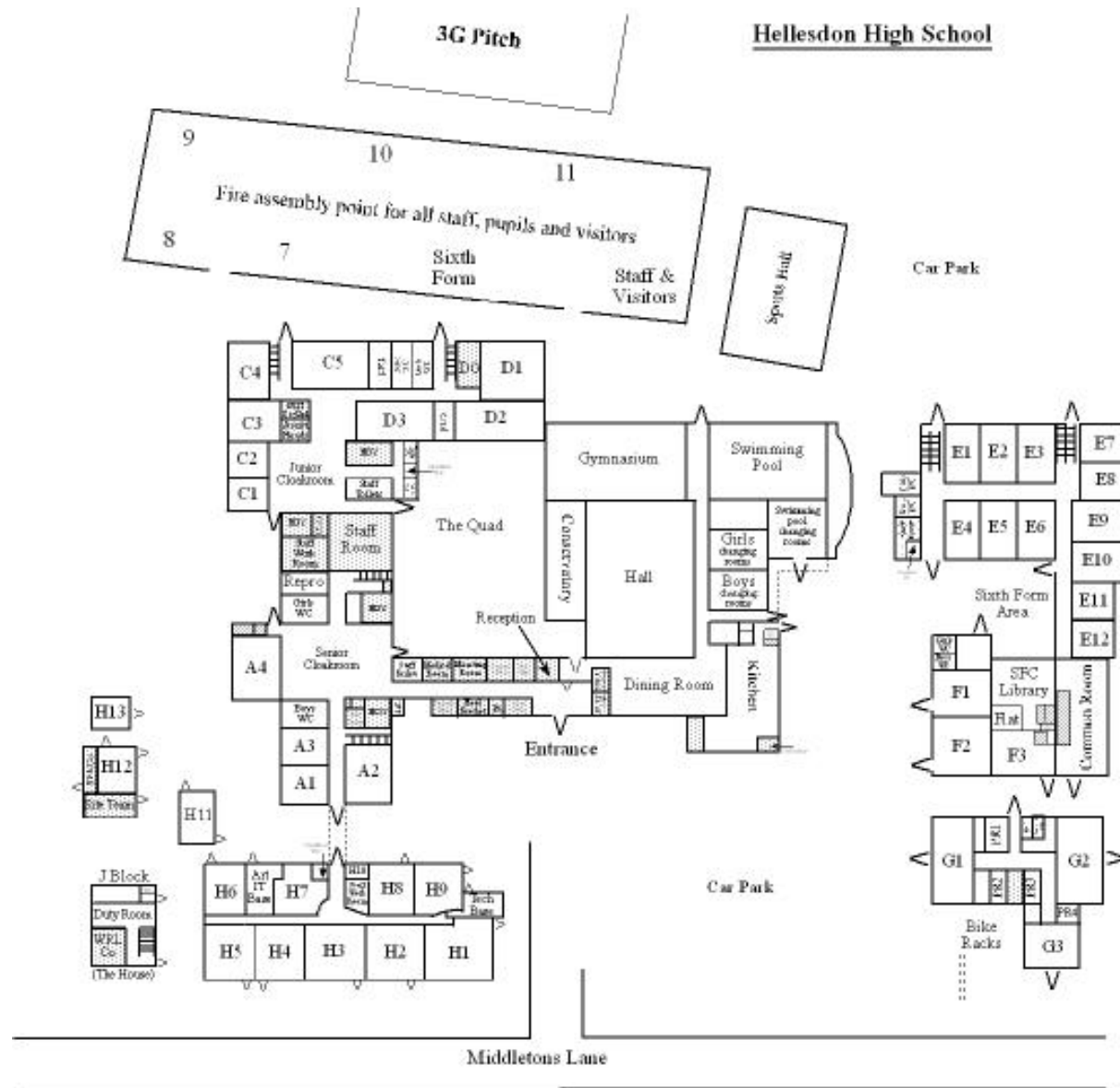
- Authority will only be given to return to the building(s) by the Fire Assembly point Manager, on the instruction of the attending Fire Officer.

# Weekly Fire Warden Check List

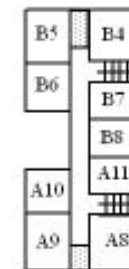
Area:

Inspection By:

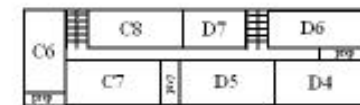
Date	Fire Extinguishers/Blankets (Any Problems) ( Y / N )	Fire Exits ( Clear ) ( Y / N )	Fire Doors (Working Correctly) ( Y / N )	Report of problems found	Date Actioned To be completed by Site Team



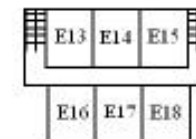
First Floor A & B Block



Second Floor A & B block



First Floor C & D Block



First Floor E Block



First Floor J Block

▲ Fire Exits    ■ Office    ..... Wheelchair access

**FIRE SAFETY RESPONSIBILITIES (INCL. EVACUATION)**

**APPENDIX : 3**

<u>Position</u>	<u>Post</u>	<u>Area of Responsibility</u>	<u>Emergency Reporting</u>
Fire Safety Manager	Business Manager/ H&S Committee	Whole school.	
Fire Assembly Point Manager	Head Teacher/Deputy Head Teacher.	Fire Assembly Point	
Fire Warden Manager	Deputy Head Teachers	Fire Wardens	Fire Officer

**Fire Wardens**

<u>Zone</u>	<u>Post</u>	<u>Area</u>	<u>Emergency Reporting</u>
<b><u>1</u></b>	Reprographics Dept	Main Block Ground Floor	Fire Warden Manager
<b><u>2</u></b>	Data Manager (CE)	Main Block 1 <sup>st</sup> Floor	Fire Warden Manager
<b><u>3</u></b>	Network Manager (DS)	Main Block 2 <sup>nd</sup> Floor	Fire Warden Manager
<b><u>4</u></b>	Science Technician (DM)	C & D Block 1 <sup>st</sup> Floor	Fire Warden Manager
<b><u>5</u></b>	.Biology Technician (ED)	C6,D3,D2,D1,D0,Tech Prep, Girls' & Boys' Toilet.	Fire Warden Manager
<b><u>6</u></b>	Physics Technician (RR)	C1,C2,C7,C8, HoY-10/11 Offices, Staff Toilets.	Fire Warden Manager
<b><u>7</u></b>	Head of P.E (DH)	Sports Hall, Gym, PE Office, Changing Rooms.	Fire Warden Manager
<b><u>8</u></b>	PE Staff (VS)	Swimming Pool Areas	Fire Warden Manager
<b><u>9</u></b>	Kitchen Manager (PB)	Kitchen, Dining Room.	Fire Warden Manager
<b><u>10</u></b>	PAs to Sixth Form Director (DW)	6 <sup>th</sup> Form Study Area, Common room, E7,E8,E9,E10,E11,E12	Fire Warden Manager
<b><u>11</u></b>	Food Technology Technician (JB)	Food Tech, Toilets	Fire Warden Manager
<b><u>12</u></b>	Head Of Music (MB)	G Block	Fire Warden Manager
<b><u>13</u></b>	DT/Art Technicians (GP/PW)	H Block	Fire Warden Manager
<b><u>14</u></b>	Senco Teacher (AG)	The Bridge & Duty Room	Fire Warden Manager
<b><u>15</u></b>	Site Team	Hall, Stage, Conservatory, Quad, Foyer.	Fire Warden Manager
<b><u>16</u></b>	Business Manager (LM)	Admin Corridor.	Fire Warden Manager
<b><u>17</u></b>	Site Team, (Weekly checks only)	E1,E2,E3,E4,E5,E6.	Fire Warden Manager
<b><u>18</u></b>	Site Team, (Weekly checks only)	E13,E14,E15,E16,E17,E18.	Fire Warden Manager