

Fire/Emergency Evacuation Policy



Approved by:	Senior Leadership Team	Date:	January 2023
Signed by:		Position:	
Last reviewed:	January 2023	Next review due:	January 2024



Monitoring arrangements

All Health and Safety policies will be reviewed annually to ensure all current compliance is met and any changes to our current processes are updated. The SLT and Governing board will approve amendments as required.

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

Inclusion School, Bridgwater House, Viables Business Park, Basingstoke, RG22 4BS

The safety of all learners, visitors and staff at Inclusion School is paramount. The Head and nominated staff will ensure procedures are in place for the safe evacuation of young people, visitors and staff, including those who may need additional assistance.

Note: the safe evacuation of the school is not the responsibility of the fire service.

1. Staff Responsibilities and Training

Information and training will be provided to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- 1.1 Raising the alarm;
- 1.2 Action to be taken on hearing the alarm
- 1.3 The exit routes available to staff at various points in the building
- 1.4 The practical use and location of portable fire-fighting equipment
- 1.5 The assembly points around the building and roll-call procedures
- 1.6 The procedure for re-entry to the building
- 1.7 Good housekeeping practices

- 1.8 Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

- 1.9 5 members of staff, including the Headteacher have received Fire Warden in Education training, this is in addition to the Business Manager and Site Manager. **Hi-Viz Fire Warden garments must be provided for the 5 trained Fire Wardens****
- 1.10 ALL staff must ensure that they sign in and out using the designated application.**

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

2. Protective Equipment – Fire Extinguishers

- 2.1 Firefighting equipment is provided throughout the building and is marked with the appropriate signage.**
- 2.2 Only persons who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

3. Inspection Procedures / Good Housekeeping Practices

- 3.1 Regular inspections of fire safety equipment, exit routes etc will be carried out by the site manager. Any defects or shortcomings should be brought to the attention of the Headteacher, Business Manager or Site Manager who will ensure the arrangements for replacement or replenishment.
- 3.2 **The Business manager will ensure that a fire risk assessment is conducted and reviewed annually**, the latest version was completed in August 2022 by CTSA Fire Management. Fire

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

alarm tests will take place weekly. An evacuation exercise will take place at least once a term. A record must be kept of the results of these tests and which members of staff attended them. Members of the Senior Leadership Team will be told beforehand of the drill.

3.3 The Site manager will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. **The site manager will conduct a weekly visual check of ALL fire doors. Both weekly visual checks will be recorded.**

3.4 Daily visual checks will be carried out as a matter of course by all staff as follows: –

3.4.1 On the physical state of fire extinguishers.

3.4.2 Checking that the exit routes are free from obstruction and are left unlocked.

3.4.3 Reporting all defects to the Site Manager, Business manager or Headteacher who will ensure that any remedial action is taken.

3.5 Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded on each extinguisher.

4. The Evacuation Procedure

4.1 See attached at **Appendix A evacuation** procedure notices for staff and general display. Every occupied floor will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed on all floors at exit points.

The following sequence of actions should take place when a fire is detected.

4.1.1 Alarm

4.1.2 Evacuation of premises

4.1.3 Call the fire brigade (to ensure that they have been called automatically)

4.1.4 Report to the assembly point

4.1.5 Tackle the fire (if it is safe to do so)

4.1.6 Duties and Identities of employees with specific responsibilities

4.1.7 Procedures for liaison with the fire brigade

5. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Learners should be taught to report to a member of staff.

5.1 *The alarm is tested weekly by the Site Manager or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Site manager, business manager or Headteacher. Records of such tests must be maintained.*

6. Evacuation of premises – On hearing the alarm learners will, when told by the teacher/tutor in class, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out. The tutor/member of staff will ensure that all doors are closed behind them as they leave the premises.

6.1 School Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

6.2 The school staff on each floor are to ensure that they collect the “Floor Clear Cards” before exiting the building

6.3 The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

6.4 Refuge areas are available on the first and second floors to assist with the evacuation of those that require additional assistance, as documented in their Personal **Emergency Evacuation Plan (PEEP)**

7. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Senior staff member on site (if absent – the Site manager) to make the call before vacating the premises, and to meet the fire services on their arrival.

8. Report to assembly point – The designated assembly point is in front of the Chiller and bin store areas in the car park. All staff and learners to stand calmly and learners to stand with their tutor for that session. The Senior staff member available will ensure all staff and learners are present class by class. The administrator will check any visitors present against the sign in sheets.

9. Tackling the fire – The overriding duty of the staff is to ensure the safety of the learners and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

10. Duties and Identities of employees with specific responsibilities:

10.1 **Senior staff member on site (if absent – the Site manager)** – On hearing the alarm will contact the fire brigade using the 999 telephone system.

10.2 **Delivery staff** - to account for and stand with their learners for that session. The Senior staff member available will ensure all staff and learners are present class by class.

10.3 **School administrator** - to check all visitors are present as per the school visitor sign in system.

10.4 **Senior Team Member** – When at the assembly point will liaise with the tutors/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

11. Procedures for liaison with the fire brigade -The Senior staff member / Site manager will meet the fire brigade on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors requiring assistance; the location of the fire (if known) and access points into the building. **A copy of the PEEP (if appropriate) will be given to the Fire Brigade).**

11.1 Key Points for Staff and Learners:

11.1.1 Immediately cease all activities

11.1.2 Switch off all appliances

11.1.3 Evacuate the premises

11.1.4 Proceed to the assembly point

11.1.5 Remain calm and with your tutor / learners at all times.

11.2 Evacuation of disabled persons – learners, staff or visitor

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

- 11.2.1 The Headteacher will ensure plans have been made so that any person(s) with a disability experiencing difficulty in evacuating the building are properly escorted.
- 11.2.2 Personal Emergency Evacuation Plans (PEEP) will be developed by the **Business Manager** in consultation with learners and staff with a disability. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the person's ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required, staff will be identified with the specific responsibility of escorting the student or staff member to the assembly point.
- 11.2.3 In the case of persons who may require less assistance once the initial surge of evacuating persons has past its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Senior staff member should be made aware of any difficulty being encountered.

12. Fire Evacuation Log Book:

- 12.1 is located in the Administration Office.
- 12.2 Any Fire alarm activations or servicing are recorded in the Fire Log Book.

13. Out of hours use

- 13.1 Open evenings etc., taking place outside a normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building.

14. Fire Alarm System (All checks/tests must be recorded)

Daily Indicator Panel Checks:

- 14.1 To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User:

- 14.2 The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test:

- 14.3 The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

15. Fire Extinguishers

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

- 15.1 All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements.
- 15.2** It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available. **These checks must be recorded.**
- 15.3 16. Records of fire drills and training These checks must be recorded.**
- 16.1 Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire.
- 15.4 17. Emergency Lighting These checks must be recorded.**
- 17.1 The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.
- 17.2 Fixed firefighting equipment (sprinklers) and smoke detection equipment
- 17.3 These installations vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.
- 17.4 Gas and Electrical supply - isolation / shut off
- 17.5 Gas – Green Box – external – rear of building**
- 17.6 Electrical – Ground Floor Riser Cupboard (Café/Reception)**
- 17.7 Water – Ground Floor Riser Cupboard**

18. Further Information

- 18.1 Fire Precautions Act 1971 (1971 C.40)
- 18.2 Fire Precautions (Workplace) Regulations 1997
- 18.3 Fire Safety at Work (HMSO) 1989 – ISBN: 0 11 3409052
- 18.4 Fire Precautions Register (Greater Manchester County Fire Service) – Reference FP GEN 19
- 18.5 www.hsedirect.com (for copies of publications)

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	

Annex A: Fire Evacuation Plan

Appendix A: General Fire Procedure

THE PERSON DISCOVERING A FIRE WILL:

Activate the nearest fire alarm call point

LEARNERS - ON HEARING THE FIRE ALARM:

When in class

THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER/TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY.

AT ALL TIMES:

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

FIRE ASSEMBLY MUSTER POINT:

The Fire Assembly area is located by the chiller and bin storage in the car park. On leaving the school building you must make your way to this area in a quiet and orderly manner and await further instructions. Please remain with your teacher/tutor for that session.

STAFF FIRE DRILL PROCEDURE

1. **WARNING** – CONTINUOUS SOUND OF THE SCHOOL FIRE ALARM
2. **EVACUATION OF PREMISES IN A QUIET AND ORDERLY MANNER**
All learners, staff and visitors – via the nearest fire door leading to the stairs, directly out and follow the pre-arranged route to assemble at the **CHILLER/BIN STORAGE AREA**
3. **ASSEMBLY POINT:** CHILLER/BIN STORAGE AREA
4. **REGISTER:** Teachers/Tutors/delivery staff will account for their learners at the assembly point.
5. **UNACCOUNTED FOR PERSONS:** Teacher/Tutor to inform Senior staff member immediately
6. **STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING.**

Author: KJ	Title: Fire Evacuation Policy	Ref: incshs002	Date: Jan 23
Review Date: Jan 24		Version: 0.1	