



Fire and Evacuation Procedure

Policy Reviewed:	Autumn 2024
Next Review:	Autumn 2025

Policy

This policy is in place for the following reasons:

- to ensure the safety and welfare of staff and students;
- to have in place adequate, reasonable and suitable provision in the event of a fire, explosion, spillage or other emergency; and
- to have procedures to ensure that visitors and contractors safety is not compromised.

Fire Instructions and Emergency Evacuation Procedures

Precautions

Regular inspections of exit routes and corridors are carried out to ensure items contributing to fire load or obstacles are not present. All staff are to be mindful of not placing obstructions or combustibles near fire escape routes at any time.

Staff and students will be briefed about evacuation procedures and drills will be carried out at least termly. If an unplanned evacuation takes place as a result of an accidental (or otherwise) glass breakage of a call point and is considered to have been conducted in an orderly and effective manner, this will count as a one of the drills.

Fire instruction signage

Adequate fire instruction and nearest exit signage will be maintained throughout the school. Each person is responsible for ensuring they are aware of the assembly point, the nearest fire exits and the action to take in the event of a fire.

PEEP (Personal Emergency Evacuation Plan)

Students who may require assistance during evacuation will be identified at the beginning of the school year and a personal emergency evacuation plan (PEEP) will be drawn up to mitigate any risks identified.

Visitors

Visitors to the school will report to the main reception desk and will be informed of any intended evacuation drill planned during the time of their visit. If any special requirements are identified at this point appropriate mitigations are put in place. An example of this would be visually impaired students will be escorted from their class by a member of teaching staff to a muster point they will also be assigned a 'buddy' in their class who would also be responsible for assisting them during evacuation as a secondary measure.

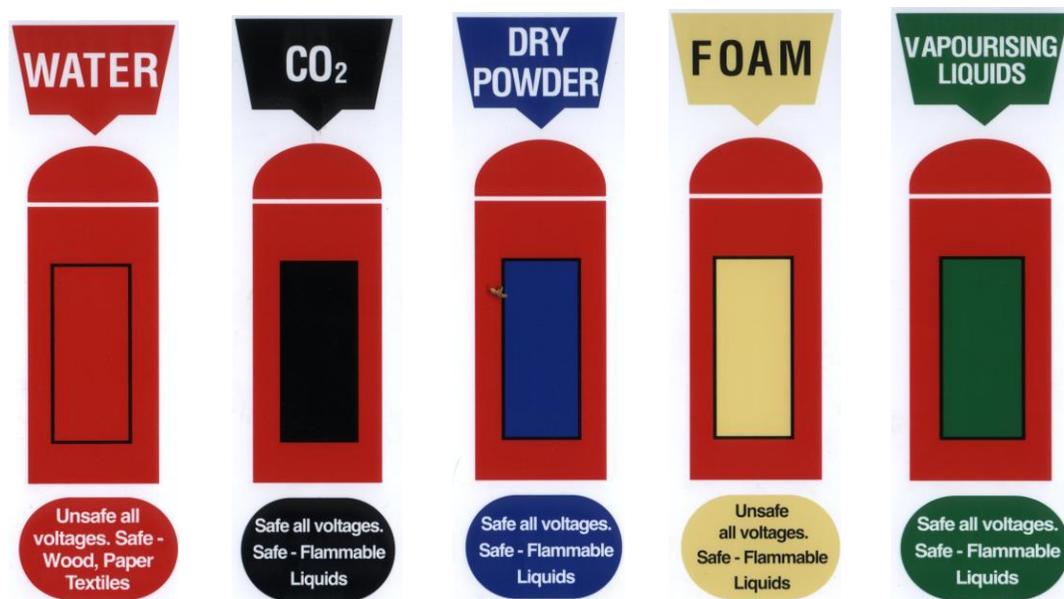
Instructions given to staff

When you hear the fire alarm DO NOT assume it is a practice.

Under NO circumstances are staff, students or visitors to put themselves at risk. Persons should only use extinguishers if they have received suitable training or need to use them to escape.

In the event that you have to use a fire extinguisher you MUST ensure that the correct fire extinguisher is used for the type of fire being attended. If there is any doubt concerning the type of fire and the appropriate extinguisher to use, do not use them.

Hydrant colour coding



Fire extinguishers are serviced and checked annually by a specialist fire services contractor. Records are maintained by the caretaker / premises manager. The fire extinguishers can be located in circulation areas on each floor.

INSTRUCTIONS ON DISCOVERING A FIRE

- Operate the fire alarm by breaking the glass on the nearest fire alarm call point.
- Check that no-one is in immediate danger.
- Leave the building immediately by the nearest safe exit.
- Do NOT stop to collect possessions.
- Close all doors but do NOT lock them.
- Immediately notify the Incident Manager giving details of the fire, its location and any known or suspected casualties.
- The Communications Manager will check the fire board in the Visitor's Reception area to identify the affected area and inspect the area for smoke or fire. If a fire or incident is suspected, the Communications Manager will call the Fire Brigade and continue to liaise with them as directed. The Communications Officer will manage the link between the Incident Manager and the emergency services.

- Then go directly to your allocated assembly area and report your attendance.
- Do not leave the assembly area during an evacuation.

ON HEARING THE FIRE ALARM

- Leave the building immediately by the nearest safe exit. Responsible staff are to ensure students evacuate their areas.
- Do not stop to collect belongings.
- Do not use any lift.
- The last person to leave a room should shut the door behind them. Do NOT lock it.
- Proceed to the designated assembly point in a quiet and calm manner.
- If you find an exit is blocked by fire, leave by the next nearest exit. Try to warn others of the blocked exit.
- Disabled persons or any persons with mobility difficulties, should assemble at the refuge points on the stairwell and wait for assistance to be evacuated as soon as possible if unable to negotiate the stairs on their own.

ASSEMBLY

- The assembly point is indicated on the fire instructions found in the stairwell on each floor and by the visitors and student entrance on the ground floor.
- No one should assemble anywhere other than the designated assembly point.
- Staff and students should not re-enter the building.
- Staff must ensure the whole class is present, anyone unaccounted for must be reported to the Assembly Point Manager who will then inform the Incident Manager.
- Any information regarding missing persons will then be passed on to the fire brigade.
- Everyone must remain at their assembly area until told to re-enter the building by the Emergency Services or the Incident Manager.
- Keep all access roads and emergency vehicle parking areas clear.

ASSEMBLY DURING FORMAL EXAMS

In the event of a fire alarm being raised during formal exams the Exam Fire Procedures, included as Appendix C to this document should be followed.

REGISTRATION

- Each morning at 9:30am a Fire Register is printed and available in Reception.
- The receptionist will bring the Fire Register to the assembly point and team leaders will collect them, account for students and return to the Company Chair. Once the registers for all year groups has been collected by the Company Chair, they should be passed to the receptionist who will inform the Assembly Manager when complete. The Assembly Manager will then inform the Incident Manager that all students are accounted for.
- The receptionist will also bring out the staff attendance folder and guest register and pass to the PA to the Principal to ensure that all staff and guests are accounted for. Any staff not involved in the registration of students should stand with the PA to the Principal. Once all guests and staff are accounted for, the PA to the Principal should inform the Assembly Manager who will then notify the Incident Manager.
- The receptionist will also bring out the Incident Manager's pack which will include the above and other contact details.

FIRE WARDENS

Fire Wardens are located at strategic points of the building, they each have a deputy and can be recognised by their high viz jackets. A list is attached as Appendix B and a copy is available in reception and the Incident Manager's pack.

FIRE DETECTION AND WARNING SYSTEMS

- An analogue, addressable open protocol fire alarm panel is installed in the Visitors reception area. The alarm system is activated by break glass call points and supplemented with automatic smoke/heat detectors.
- Fire alarm sounders and beacons are installed on the roof to alert maintenance staff to a potential fire.
- All exits to the building have manual call points that are unobstructed and clearly visible.
- Weekly alarm test during the school day to ensure staff are able to identify any areas of the building where the alarm cannot be adequately heard. The alarm will be raised by testing different call point each week so that each call point is tested over time.
- All smoke detection systems and emergency lighting systems are maintained and serviced regularly by an external contractor.
- A comprehensive list of fire equipment on the premises is kept in the finance office and a log is kept of regular maintenance.

MAJOR ENVIRONMENTAL SPILLAGE

(Updated November 2024)

A major environmental spillage is defined as any spillage of a hazardous substance that is of a type quantity or location that, if unmanaged, could enter the local drains or ecosystem and have an adverse effect in those environments.

The school will not store or manage such substances in quantities likely to result in a major spillage but others on the Londoneast Ltd site may do hence this sections inclusion within the procedure.

In the event of becoming aware of a major spillage, the site security should be notified as soon as possible so the Incident Manager can ensure the necessary steps are being taken to eliminate the risk of environmental pollution.

If the spillage is from a liquid, which is flammable, highly flammable or extremely flammable, all sources of ignition are to be switched off or removed and the area is to be evacuated immediately.

If a fire is located in the Science department, in the technician's preparation room where the radioactive substances are held, the building must be evacuated and London Fire Brigade immediately informed on their arrival.

All non-essential persons should be evacuated from the area and, if necessary, the area should be cordoned.

The environment agency should be notified of any major spillage of a hazardous substance, which has contaminated the drains or ecosystems. In addition, the relevant water treatment facilitator is to be notified of the contamination.

EXPLOSION HAZARD

An explosion can be defined as any sudden ignition of a flammable substance that produces a significant pressure wave so as to cause injury to persons or damage to property. Explosions can be caused by fires, failure of gas handling systems and acts of arson or terrorism.

In the event of an explosion, the fire evacuation plan is to be implemented immediately.

The Incident Manager is to be notified immediately about the nature of the incident and the relevant emergency services are to be summoned.

Reports of injuries must be conveyed to the Incident Manager as soon as possible.

First aid trained staff who are not involved in the treatment of casualties are to report to, and remain with, the Incident Manager. No one should re-enter the building until the all clear has been received from the emergency services.

STAFFING

- RDG, (Teacher of Engineering), shall act as the Incident Manager (IM) or other person as appointed by the Principal, as deputy IM (DBU), in event of their absence.
- The School Business Manager (ESE) shall act as the Communications Officer to liaise with the emergency services and will report to the Incident Manager.
- The Principals PA (ESE) will account for the staff and visitors on site and report the outcome to the Assembly manager who will then liaise with the Incident Manager.
- The Principal (KDM) will act as the Assembly Point Manager.

Signatures

Evacuation & Assembly Point

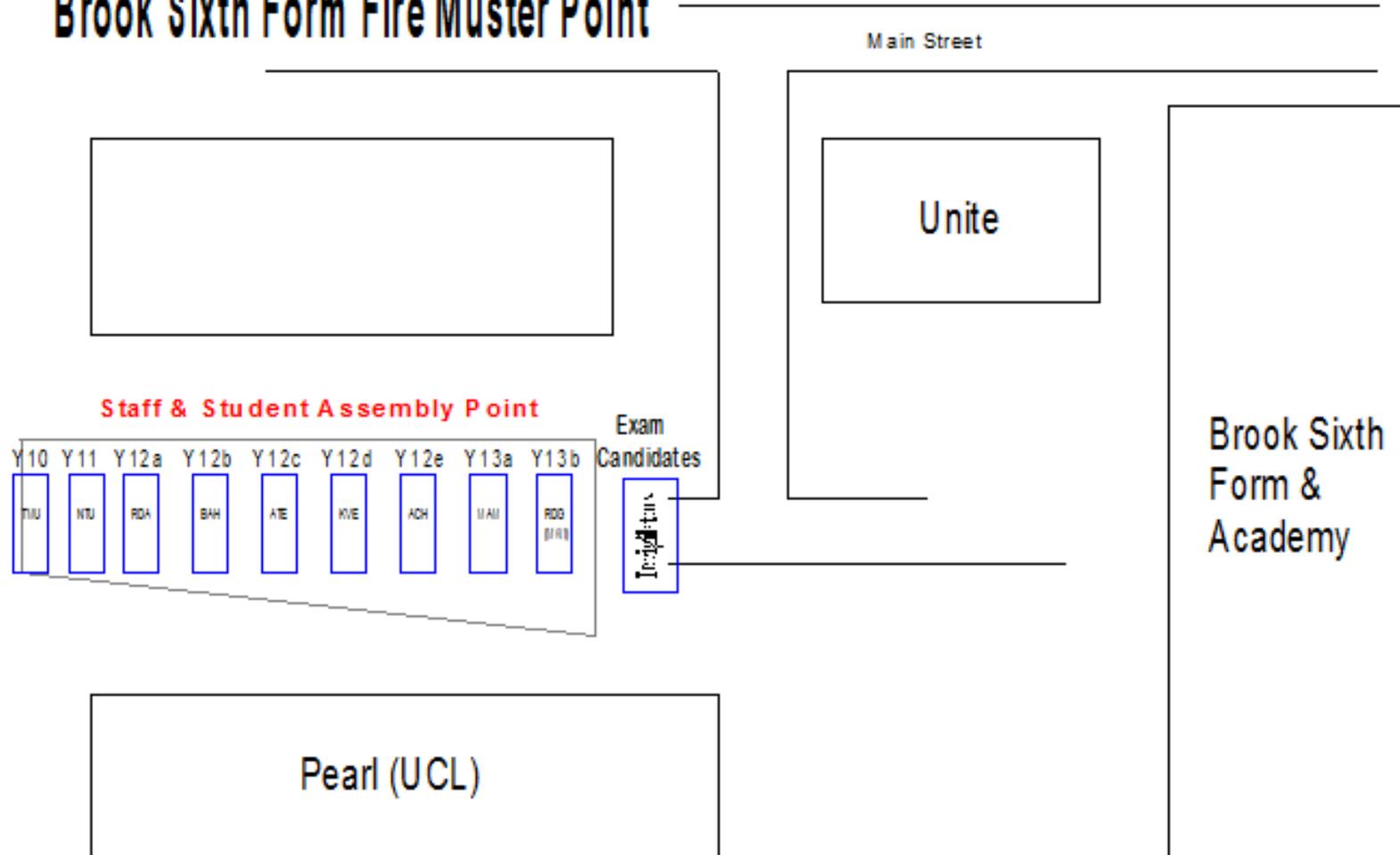
- Any Evacuation of the building should be conducted in **silence**.
- All staff, students and visitors should assemble on the parking area next to the PEARL building behind the Londoneast head office.
- All students should line up in form groups in front of their form tutors in **alphabetical order**.
- A register should then be taken by each form tutor who will then return the completed register to the Company Chair. Once the register for all year groups has been handed to the Company Chair, they will hand the registers to the receptionist and confirm that all students are accounted for. The receptionist will then confirm with the Assembly Point Manager when all registers are complete.
- Staff and visitors should report to the Principals PA.
- Once registered, ALL support staff will support the management and orderly conduct of students. Each member of staff has been allocated to a Company and will be deployed by the Company Chair/Assembly Manager.
- The Assembly Manager will confirm with the Incident Manager once all students, staff and visitors have been accounted for.
- The Incident Manager will record the time taken to complete the building and attendance check.
- The Incident Manager will pick up an incident pack from reception containing site plans to assist emergency personal on their arrival.

*DBU	TMU	NTU	BAH RDA	KVE ATE	ACE	RDG	NAM
Exams	Y10	Y11	Y12	Y12	Y12	Y13	Y13
Invigilators	TKE						

*When exams are taking place only

RDG Visitor and staff assembly and register point	SBE Student register point	KDM Assembly Point Manager
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Brook Sixth Form Fire Muster Point



Appendix B

Fire Marshalls

The following staff will check their assigned area and report to the Incident Manager to confirm that their area is clear before they leave the building.

Incident Manager Roy Dagless, Teacher of Engineering (Deputy Daniel Buja - Assistant Principal)

Area	1st Marshall	Deputy Marshall
Second Floor	BAH	ACH
First Floor	MWI	ATE
Ground Floor (Front)	*ESE	MBE
Ground Floor (Rear)	PNO	DBU
Restaurant/Student Entrance	AOD	

*Einora Seilute to check that students in the Student Reflection Room have left the building

First Aiders

PNO

ESE

Appendix C

FIRE EXAM PROCEDURES

In the event of a fire alarm, the following procedures apply:

- Invigilator to note the exact time that the fire alarm went off and how long the examination has been going on.
- Instruct candidates to stay silent, stop writing, remain seated, stay calm and await instructions.
- A member of the invigilation team (designated prior to the commencement of each exam) should check with the Examinations Officer via telephone to see if it is a false alarm or a genuine emergency. If the Exam Officer is unavailable contact Reception on ext. **210112** to contact a senior member of staff.

If a false alarm is confirmed:

- Restart the exam, noting the exact time at which the interruption occurred.
- Note the duration of the interruption and recalculate the end time so that candidates have the full working time for the exam.
- Note down the details of what happened so that a report can be submitted to the Exam Board.

If a genuine emergency is confirmed, please do the following:

- **IMPORTANT** – EXAMINATIONS OFFICER MUST BE PRESENT FOR THE EVACUATION PROCEDURE. If unavailable a senior member of staff must be present if at all possible.
- **BEFORE** the students exit the exam room, announce that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to anyone or use a mobile phone i.e. they must be instructed to remain silent!
- Remind them that a breach of regulations could mean disqualification from their examination.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desks and leave by the nearest fire exit as instructed. At least one invigilator will be designated for and must accompany, each group.
- **IMPORTANT** - the students should assemble at the assembly point (**Appendix A**) away from all other students. They must remain in SILENCE.
- Students **MUST** remain in the order as set by the seating plan for the examination.
- The registers should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for. Any missing students to be reported to the Examinations Officer, who in turn will report to SLT, who will inform the Fire Brigade.
- When the all clear is given, Invigilators will accompany their group of students back to the exam room in SILENCE and follow the instructions given above for restarting after a false alarm.

Appendix D

(Updated November 2024)

Fire Procedures with Radioactive Substances

In the event of a fire alarm, the following procedures apply:

- All rooms where any radioactive materials are stored must be kept locked at all times and accessed only by the science department staff.
- The room where any radioactive substances are stored must be clearly labelled.
- The radioactive substances must be locked away in a secure cabinet with keys locked away.
- The London Fire Brigade has been informed of the location of any radioactive substances and must be notified in the event of a fire.