



Fire Safety Policy and Emergency Evacuation Procedures

Principal:	Shereka James
Review Cycle:	Annually
Approved:	February 2022
Review Date:	February 2023

Contents

1. Emergency Evacuation Procedures	4
2. Evacuation Procedures During Covid-19 Pandemic	5
3. Fire Safety Policy	5
APPENDIX A:	7
APPENDIX B:	8

1. Emergency Evacuation Procedures

On the alarm being activated, the following procedures will apply:

Phase one:

- The alarm will continue to sound whilst the building is evacuated in silence.
- Lessons should stop immediately, and full evacuation as detailed below (phase two) applies.

Phase two:

- Staff with roles defined in **Appendix B** react appropriately.
- All staff teaching classes direct / accompany pupils to evacuate, IN SILENCE, via the nearest exit and follow the evacuation route to the assembly point in the Playground.
- Bags and coats should be left in the classrooms, except during evacuations after lunch. In the event of a P5 evacuation, bags may be taken if it is safe to do so without delay.
- Pupils are required to line up in Advisory groups, in silence.
- Paper registers will be distributed by the Attendance Officer and Advisors should complete the roll call of pupils. Completed registers should then be immediately returned to the Attendance Officer by a trusted student from each group.
- Staff absences are collated by the HR Manager who maintains a master register of staff and is located on the steps outside the Playground.
- Head of Behaviour registers the Behaviour Team in the Playground, reports absences to HR Manager then returns to the Playground to manage behaviour.
- Advisors report to their Heads of Year.
- Heads of Year immediately register Advisors and, if any are absent, designate an available member of the Year Team to register students in their place.
- Heads of Year register their whole Year Team and report Year Team absences to HR Manager and return to playground to manage behaviour.
- Pastoral Support Staff register with the VP with pastoral responsibility, on the steps outside the MUGA, and absences are reported to the HR Manager.
- Classroom Staff (except those who are members of a Year Team) register with their Heads of Department, and absences are reported to the HR Manager.
- All non-classroom staff report to their Heads of Department to be registered and absences are reported to the HR Manager.
- It is essential that staff sign in and out at Reception.
- Visitors should report to the Office Manager at the Visitor muster point.
- All catering staff to report to the Catering Manager and Catering manager should report to Vice Principal CFO confirming accountability for all catering staff.
- Designated fire marshals must report to the Vice Principal CFO that their area of the building is clear.
- We aim to achieve full evacuation in under 4 minutes. Roll call should equally be completed within 5 minutes.
- Re-entry to the building is only permitted once the Principal has confirmed the all-clear.

2. Evacuation Procedures During Covid-19 Pandemic

- The muster area now includes the MUGA and Playground
- In the event of an emergency evacuation:
 - Yr. 9, Yr.10 & Yr.11 are in the MUGA
 - Yr.7, Yr.8 and Sixth Form are in the Playground
 - Use the nearest available fire exit stairs and routes
 - All advisories are signposted
- Staff with upward reporting responsibility to assign a deputy
- In their absence, the deputy takes the register and report absence
- Non-classroom staff report to respective HOD and report absence
- Do not re-enter the building until declared safe to do so
- During covid-19, Prioritize saving of lives over social distancing

3. Fire Safety Policy

- 3.1 The entire Academy building is subject to an automatically triggered sprinkler system. This system is designed to activate in the area of the fire only. In view of the sprinkler system, reliance on remedial fire-fighting equipment such as extinguishers and fire blankets is significantly reduced.
- 3.2 Considering the existence of the sprinkler system, specific training in the use of fire extinguishers is being arranged for the Fire Marshalls in addition to the Academy's fire marshals being required to direct occupants to exits in the event of an evacuation.
- 3.3 Fire Extinguishers and Fire Blankets are kept in strategic places throughout the Academy (see **Appendix A**). These are clearly marked, regularly maintained, and checked weekly. All maintenance and weekly checks are recorded in the appropriate Fire Log and signed by the person who made the check. Any fire extinguisher used will immediately be refilled.
- 3.4 Fire alarms are checked weekly. A record of each check is made on the PPM schedule.
- 3.5 Each room has instructions for pupils and staff evacuation and a map showing evacuation routes and assembly points clearly displayed. These instructions are reviewed annually.
- 3.6 All fire exits and evacuation routes are clearly labeled and means of opening the doors in an emergency are clearly shown.
- 3.7 Evacuation routes are checked regularly to ensure that they remain free of obstruction.
- 3.8 Unannounced fire drills are held each term. These may contain obstacles placed in the way of evacuation routes. Pupils may also be held back in order to test the accuracy of register taking at the muster point. Feedback to staff and pupils will be given at the next briefing or assembly.
- 3.9 All staff will be given training in fire safety procedures at least once a year. Pupils will regularly be reminded about fire evacuation procedures and all
- 3.10 official meetings will begin with the presenter pointing out the evacuation routes and assembly points.
- 3.11 A Fire Logbook is maintained by the Premises Officer. All checks, drills and evacuations are recorded in this book. Every fire incident is also recorded.
- 3.12 Staff designated official fire marshals are given updated awareness training every year. Their names are detailed in **Appendix B**.
- 3.13 Staff who discovers a fire will alert the Academy by setting off the fire alarm.

- 3.14 In the event of any evacuation, designated floor Marshalls should check all toilets and any other area where pupils may congregate out of class. All other non-teaching staff should continue to clear their immediate areas of occupation ensuring pupils evacuate quickly and in silence.
- 3.15 During a fire evacuation, all connecting doors should be closed after pupils and staff have passed through them.
- 3.16 If smoke is seen coming from a room, the door into that room should not be opened by staff or pupils.
- 3.17 In the event of a fire alert, ALL staff in the buildings, including office and kitchen staff, must evacuate and report to the Assembly area.
- 3.18 A roll call of staff and pupils should be taken at the first opportunity (see Procedures).
- 3.19 All staff with an upward reporting responsibility should designate a second member of staff (deputy) who will register and report in their absence. Inform the HR Manager and own team of who this person is.
- 3.20 All staff should become aware of who their main report and deputy is.
- 3.21 All non-classroom staff report to their Heads of Department to be registered and absences are reported to the HR Manager
- 3.22 No one shall re-enter the buildings until it is declared safe to do so.
- 3.23 A book in which the names of pupils who have been registered but have officially left the building, is kept. This book is made available, along with registers, for the roll call. The Attendance Officer is responsible for ensuring these are made available.
- 3.24 If the fire alarm is triggered, the monitoring company is automatically notified, who then call the security officers phone to confirm if the fire brigade is needed. If no response, the fire brigade is automatically called.
- 3.25 The priorities once a fire is discovered are as follows:
- Evacuate the pupils quickly, safely, and quietly to a place of safety
 - Saving of lives takes precedence over maintaining social distance during covid-19
 - Inform the Fire Brigade
 - Secure the building by closing all doors and windows
 - Account for all pupils and staff
- 3.26 The Academy periodically organizes familiarization visits from the local fire brigade.
- 3.27 In the event of a significant fire, please refer to the Critical Incident Policy for detailed steps on incident management.
- 3.28 The Academy conducts periodic Fire risk assessments and acts on recommendations made.
- 3.29 Evacuation chairs are located at the top of each stairwell. Trained staff will be identified below once training is completed.

Appendix A

Floor	Location	Plan Room No	Equipment type			
			Extinguishers			Fire Blanket
			CO2	H2O	FOAM	
LOWER GROUND	Plant Room	A-LG03	2			
	PE Office	A-LG44	1			
	The Base	Base	1			
	Kitchen	D-LG31			1	2
	Plant Room	D-LG34	1			
GROUND FLOOR	Food Technology	B-005				2
	Food Prep	B-006			1	
	Multi Mat Prep	B-024	1	1		
	Reprographics	C-048	1			
	General Office	C-041	1			
	Server Room	C-032	1			
	Staff Social Room	D-055	1			
FIRST FLOOR	Science Prep	C-136	1			
	Staff Work Area	C-133	1			
	Staff Work Area	B-115	1			
SECOND FLOOR	Kiln Room	B-203	1			
COMMON AREAS	Performance Theatre		1	1		
	Canteen (Behind Counter)		1	1		
	Learning Resource Centre		2			
	Virtual Learning Area	In SRB1	1			
	G11	In SRB2	1			
	Reception		1			

Appendix B

Designated Fire Marshals

Fire Marshalls listed below should ensure their designated area is clear and should then report this to the Vice Principal, CFO on arrival at the Assembly Point. Doors should be closed on empty rooms, but not locked, and corridor doors should be closed once the area is clear.

Lower Ground Floor:

- PE Teaching staff Sports /Changing rooms/Dance studio-not in use
- Learning Ctr Mgr. / BMU The Learning Centre
- Catering Chef Manager Kitchens / Delivery area

Temporary Building:

- PE Teaching staff Sports / Changing rooms/Dance studio
- Fac/Premises Manager Premises Offices

Ground Floor:

- Librarian LRC and surrounding rooms
- IT Technician 1 LRC and surrounding rooms (including Principal)
- IT Technician 2 LRC and surrounding rooms (including Principal)
- Network manager Admin area and community offices

First Floor:

- Marketing Mgr. First Floor and surrounding classrooms
- Premises Officer 4 First Floor and surrounding classrooms
- Science Technician 1 First Floor and surrounding classrooms
- Science Technician 2 First Floor and surrounding classrooms

Second Floor:

- Beh. Mentor Second Floor and surrounding classrooms
- Post 16 SSO Second Floor and surrounding classrooms
- Deputy SENDCo. Second Floor and surrounding classrooms
- Premises Officer 3 Second Floor and surrounding classrooms

Isolation Unit / Internal Exclusion:

- Beh Mentors (BMU) Isolation Unit / Internal Exclusion
- Engagement Officers Isolation Unit / Internal Exclusion

Other responsibilities:

- Attendance Officer
(Attendance Officer) Print registers / collect student signing in & out books.
Pastoral Mgr. - Assist Attendance Officer
- Data & Cover Mgr. Staff Reception and Refuge Call Point
- Security officer Staff Reception and Refuge Call Point

