

The Academy of Central Bedfordshire

Stotfold Fire Evacuation Policy



Last Reviewed Date: June 2018

Next Review Date: June 2019

Approved by: _____ (Sign)

_____ (Print)

_____ (Date)

Fire Evacuation Plan

Staff who can have been assigned to Marshal roles and zones are:

Administration Staff, Michael Emmins, Jo Martin, Rita Pescetelli.

Head of School to investigate the activated zone

1. Changes from Last Issue

New evacuation procedures

2. Objective

To ensure fire alarm activation, fires and other evacuation requirements are dealt with efficiently and effectively in accordance with the requirements of The Regulatory Reform Fire safety Order 2005.

This procedure details the process for dealing with fire and evacuation emergencies. The system of search and evacuation at the Academy of Central Bedfordshire Kingsland Campus is a two stage search and evacuation process.

3. Procedure Detail

3.1 Discovery of a Fire

3.1.1 If you discover a fire, however small, DO NOT PANIC. Immediately raise the alarm by operating the nearest key activated fire point. (Ensure you are aware of where all of the key activated fire points are situated, these are normally situated next to exit doors.)

3.1.2 All staff must work as a team ensuring the building is evacuated in a quick, calm and orderly manner. DO NOT let school pupils or staff return to the classrooms to collect any belongings as it is essential you clear the building as quickly as possible.

3.1.3 Fire Marshals must ensure that all areas such as classrooms, toilets (including disabled toilet), staff office and maintenance areas are checked to ensure the building is clear of people.

3.1.4 A member of staff/members of staff must direct all pupils within the Kingsland School to the assembly point at the front of the school in the first holding area.

3.1.5 The Fire Marshals will be the last person to leave the building ensuring that the

COSHH file has been collected from the school reception and that doors are closed behind them.

3.2 Audio Warning throughout the Building

When the alarm sounds but the fire or signs of fire cannot be seen

3.2.1 It is vitally important that all staff are aware of their role on hearing the fire alarm. Please remember that although an alarm may have been raised in one area, the fire could be in a different location. For example, someone discovering a fire in the classroom may panic, and not activate a break glass until they reach another area of the school. Therefore, every time a fire alarm is activated we should not only search the zone concerned, but the whole building (excluding any areas which are known to be unoccupied and secure).

3.2.2 The Leadership duty holder on site

(a) The School Reception should check immediately the fire display panel for location of alarm activation. Radio the Leadership duty holder to investigate the source of activation without taking personal risk. If approaching a suspect area, always test the door for heat and look out for any smoke. **DO NOT TAKE ANY RISKS OR PUT YOURSELF IN DANGER.** Liaise back with the School Reception.

3.2.3 Fire Marshals zones 1-3

(a) Allocated zones 1-3 will be given to the appropriate Fire Marshal in that area. As per the plan they should evacuate their zone quickly and effectively.

(b) Once the zone is clear they should report to the assembly point at the first phase on the MUGA and report to the Leadership duty holder.

3.2.4 Teachers and Teaching Assistants on duty

(a) Move all pupils to emergency exit door ensuring they do not collect any belongings. Pupils will then be taken to the first phase assembly point on the MUGA..

The alarm is in two phases and the first phase will only be for 2 minutes, during the first phase pupils will be lined up by their Key Workers.

Should the second phase of the alarm be activated and it be deemed necessary then staff will escort all students and visitors to the second assembly area on the grass area in the car park at the front of school.

Await further instruction from the Leadership duty holder.

(c) If necessary, evacuate the building taking pupils/staff members to the assembly point at the front of the school.

3.3 False Alarm

3.3.1 The Fire Marshals should action a full search of building before deciding if it is a false alarm. All staff should treat the alarm as a normal evacuation ensuring the building is clear and pupils and staff members are ready to leave to the nearest assembly point. Staff should await further instructions from the Leadership duty holder before re-entering the building.

3.3.2 The Fire Marshals should announce if the fire alarm is a false alarm, allowing staff to let all students back into the school buildings.

3.4 Evacuation

3.4.1 The evacuation must take into account the location of the fire. All staff involved in the evacuation must know the location. Again **PERSONAL RISK MUST NOT BE TAKEN**. When the evacuation is confirmed pupils and staff should be taken to the 2nd assembly point on the grass area in the car at the front of school.

3.4.2 Persons with disabilities and requiring special assistance should normally be known to Leadership Team.

(a) When you have cleared your area, close the fire doors behind you to prevent people re-entering and also to stop any breeze fanning the fire. There is no need (unless otherwise instructed) to enter areas which are securely locked and believed to be unoccupied.

(b) Close all doors behind you.

(c) Do not re-enter the building, but go around the outside to the front of the building.

(d) Report to the Leadership that your area is clear. Until you have reported back, it will be assumed you are still in the building. The Leadership will ensure all areas have been cleared and needs all staff to feedback when an area has been cleared. The Key Worker should ensure that the roll call is completed to account for all pupils in school that day.

(e) Await instructions from the Fire Brigade.

3.6 Re-admittance of Pupils

(a) Pupils shall be readmitted to continue with their activity as appropriate. This decision will be made by the Leadership team and agreed by the Fire Service where appropriate.

(b) The Leadership duty holder shall decide how to return to normal activity and will coordinate the staff return with pupils back in to the building.

3.7 If Re-admittance is Not Possible

3.7.1 In the event of re-admittance not being possible, the Leadership duty holder shall let staff and pupils know and also inform the appropriate guardian so that pupils can be collected.

3.8 After the Incident

3.8.1 Leadership team to complete the incident report form.

3.8.2 Bursary to inform Head of School of the activated zone from the fire panel.

Assigned Zone Map below

