



# Fire Evacuation Plan

October 2017

# **Evacuation and fire procedures policy**

## **If you discover a fire**

Press a fire alarm call point - these are located on every corridor and by every fire exit door. Ensure that the alarm sounds and leave the building by the nearest exit. Do not stay in the building to collect belongs etc. Make your way to the assembly point (on the car park near the nursery).

## **Internal fire alarm sounding - action to be taken**

### **Action to be taken by all teachers with classes**

On hearing the alarm, class room teachers are to instruct the students to stand quickly and in silence behind their chairs.

When the classroom teacher is satisfied that the students are ready and attentive, the teacher should stand by the open door and instruct the students to:

- Leave the room row by row in an organised manner
- Follow the arrows towards the nearest external Fire Exit door
- Move quickly and quietly to the assembly area (on the car park near the nursery)
- Line up alphabetically in their form groups
- Line up in silence facing forward

The teacher must ensure nobody is left behind and guide the students out of the building towards the nearest exit as indicated by the direction arrows.

Students are to line up starting at the edge of the fire assembly point nearest the road with year 7 then going up in year groups.

Form Tutors should locate their form group and the student fire register will be handed to them by the allocated area marshal for completion.

Once the form tutor is happy with the register they should stand clearly visible in front of their form.

If a form tutor has a student missing they should stand in front of their form with their arm clearly raised. Anyone missing must be reported to the allocated area marshal for students, who in turn will liaise with the Head of School, Deputy and Director of Safeguarding.

Form Tutors should remain with your form group in order to maintain control and discipline over the students.

## **Students in Isolation**

The member of staff covering isolation should walk the students in silence out of the nearest exit to the front of the assembly point. The students should be handed over to the Isolation Room Manger who will check the isolation register and remain with the students.

## **All other staff –teachers, including supply teachers, who are not teaching during the alarm, support staff and kitchen staff.**

Quickly check the area that you are in for anyone who may need help and promptly leave to the assembly point. The staff assembly point is towards the back of the assembly point nearest to the nursery.

Check your form if you have one – see above. If not please ensure that you have informed the allocated fire marshal for staff that you are at the assembly point.

## **Gates from the field - code is 2016 (confidential). This should be opened by the first member of staff who arrives.**

## **Visitors**

All Visitors should make their way to the assembly point towards the back of the Car Park nearest to the nursery. Visitors must remain at the assembly point and should not leave site.

## **Reception Staff (Area Marshals)**

- Collect Radio and pink high Vis waste coat.
- Collect the Visitor signing book and hazardous material book, staff and RMAT signing in books.
- Collect 2 x radios for Zone Marshals.
- Collect student daily fire registers.
- Go to the fire assembly point and check:
  - Staff
  - RMAT colleagues
  - Visitors
- Hand student registers to form students and collect when completed. Inform Director of Safeguarding/Head of School when complete.
- Hand radios to Zone Marshals x 2.

## **Doors should be closed but not locked.**

### **Premises Staff**

The Premises manager with support from the Fire Support Marshal will check panel and investigate. Identify area activated, proceed with caution to area and if possible investigate if there is a fire (Use external routes where possible).

Dial 999 if there is a fire and promptly go to the assembly point. (Use the radio to confirm any information).

In the absence of the Premises manager, go to the fire panel and see which area is flashing with support from the Fire Support Marshal. Proceed with caution to that area and if possible investigate if there is a fire (Use external routes where possible).

Dial 999 if there is a fire and promptly go to the assembly point. (Use the radio to confirm any information).

If no cause can be found then silence the alarm with the agreement of the Head of School (in absence of the Head then the Deputy Head teacher). All students, staff and visitors must be accounted for. Once the alarm has been silenced the Head of School will liaise with the Premises Manager/caretaker and they will give permission for everyone to return to the building.

If there is a fire please evacuate everyone from the nursery building.

If Premises manager is on site all other premises staff should follow procedure for support staff as detailed previously.

## **On no account must any person remain in the school buildings on hearing the fire alarm unless they are undertaking an official role.**

**All radio communication must be kept to a minimum. Please use channel 14**

**All staff involved with PEEP`s please follow your roles.**

### **Exam Periods**

The fire assembly point will be at the long jump pit and all students and invigilators will stay together. Only students taking exams can wait at this point. A staff member from zone 2 will liaise with people on the assembly point.

## **Before 8.45am and after 3.30pm including organised events**

The Caretaker/cleaning supervisor or Premises Manager will go to the panel and find the location and investigate while everyone else leaves the building. They will collect the staff sign in book and visitor book take this with them and either check themselves or delegate this to a member of staff. All other staff and visitors must go to the Assembly area.

### **2 x Marshal Zones**

Zone 1: to stop traffic from driving on the fire assembly area. i.e. nursery parents/staff. To also prevent a build up of cars. Keep the entrance clear.

To stop anyone entering the building via the main entrance (security and safety)

To be alert and look at the building for signs of fire or trapped people.

Zone 2: to inform Premises manager and reception staff via radio of people still around that side of the building and ensure they make their way to the assembly point immediately.

Use the field and go around the back of the building if safe to do so.

To be alert and look at the building for signs of fire or trapped people.

### **Area Marshals**

Jo Braham

Sophie Addison

Hannah Carpenter

### **Zone 1 Marshals**

Nick Almond

Ali West

### **Zone 2 Marshals**

Amanda Clayton

Patrick Grimes

**Reserve Zone Marshal** - Rachel Thatcher

### **Fire Support Marshal**

Seb Wilson

## **First Aiders**

Hannah Carpenter

Sophie Addison

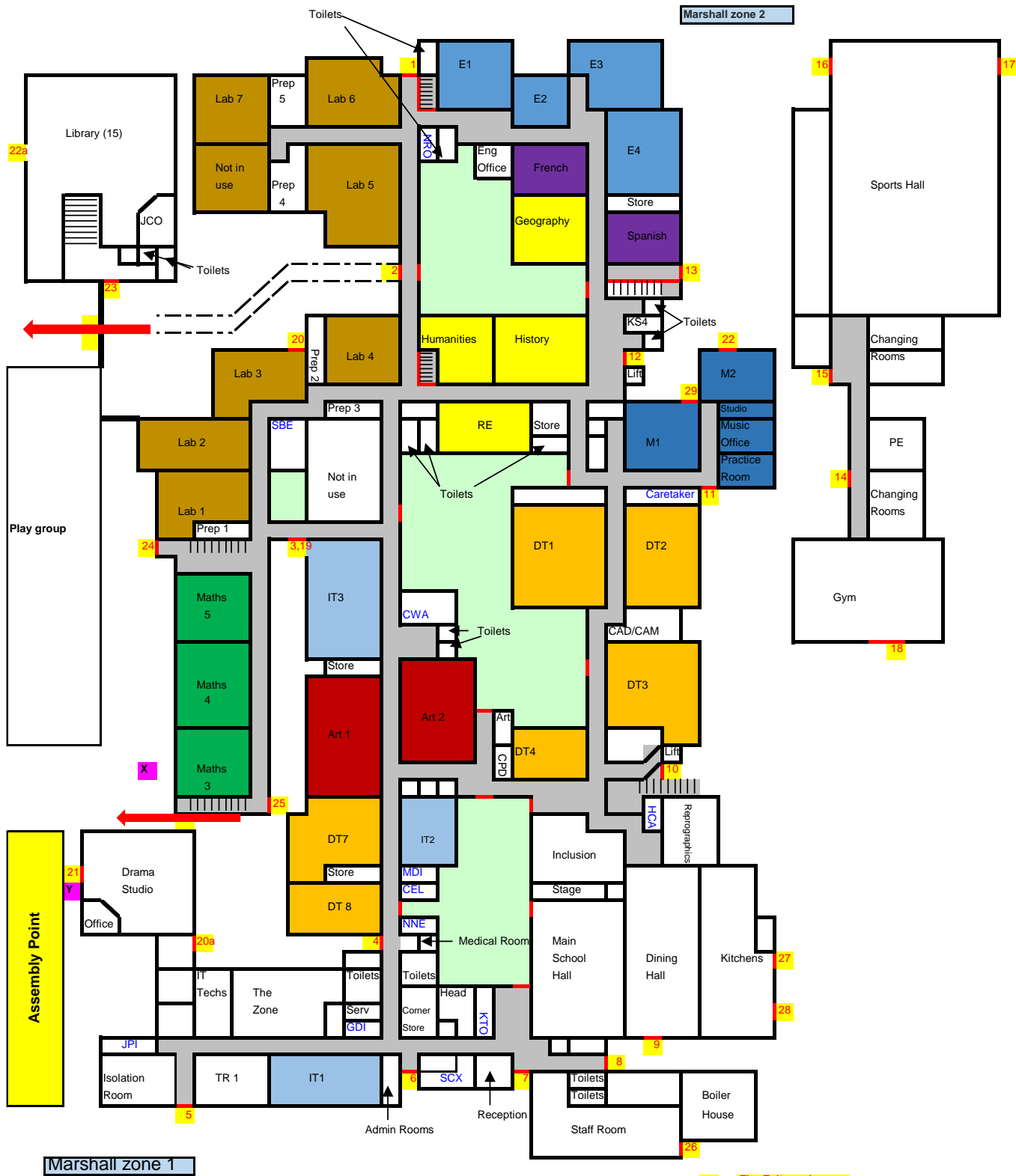
Diane Szostak

Ali West

Amanda Warren

## **FIRE ALARM CHECKS**

**Please note every Tuesday evening at 4 pm the fire alarm sounders are tested. The alarm will only ring for approx. 5 to 10 seconds. This is the only occasion when you do not need to leave the building. If for any reason the alarm does not stop after a few seconds, then leave the building and head to the assembly point.**



Marshall zone 1

Marshall zone 2

Fire Exit numbers

# Brayton Academy - Ground Floor

## Fire exits (Revision NOV 15)

nb:- exits from Music1 & Music2, Exit 8 and Exit 12 are not suitable for wheelchair egress  
 upper floor evacuation for wheelchair users (using an Evac chair) :-

- Maths block                      Exit 24
- IT4, DT6                         Exit 10
- MFL                                Exit 1
- Humanities                        Exit 2

x; Area Marshall point

y; Cover Supervisor area