



Fire and Emergency Plan

Date of Review:	January 2024
Reviewed by:	Operations Team
Agreed by Headteacher:	January 2024
Frequency of Review:	Annually
Date of Next Review:	January 2025

The Fire Alarm will be a continuously ringing bell.

On Hearing the Alarm

- NEVER ASSUME IT IS A FALSE ALARM. DO NOT MAKE A LOCAL DECISION TO SEND STUDENTS BACK INTO THE BUILDING UNLESS INSTRUCTED TO DO SO BY A MEMBER OF THE INCIDENT MANAGEMENT TEAM.

Inform students that they need to evacuate and assist anyone who needs assistance to leave by the nearest, safest exit.

Fire Assembly Points

Evacuation Points	Group
Far Tennis Court	Year 7
Near Tennis Court	Year 8
Far Concrete Area	Year 9
Near Concrete Area	Year 10
Sports Pitch	Year 11
Landscaped Area (Post-16)	Post-16
Front of Main Building	Support Staff/Visitors
Landscaped Area (Post-16)	Kitchen Staff

Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire:

- Activate the nearest alarm call point.
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller (Operations Manager designated deputy) and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm:

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Do not stop to collect any personal belongings.
- Do not use lifts
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.
- All members of SLT/Fire Marshals/Evacuation Controller to ensure all radios are switched to channel one.

PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE I.E. FIRE MARSHALL, PANEL OFFICER ETC.

- Fire Marshal
- Teachers
- Panel Officer
- Records Manager
- Evacuation Controller (or designated deputy)
- Decision Maker (or designated deputy)

Methods of alerting persons on site

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm. The fire alarms sound is a continuous ringing alarm bell sound. If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by ringing the hand-held bells or air horn, situated around the school.

Persons with hearing impairments are alerted by their colleagues, flashing beacons are also located at various locations around the school site, including the toilets and the HRB.

Methods for communicating with the emergency services/ESU

In the event of a confirmed or suspected fire the nominated person is to place a direct call to the fire service by calling 9-999 from an internal phone or 999 from a mobile.

Nominated persons are: Operations Manager or person deputising in his absence, making the overall Decision Maker aware that the emergency call has been made.

In the event of a serious confirmed fire if unsure whether a call has been placed anyone can call the fire service.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service:

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Any flammable material close by?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Scale/size of the fire?
- Do we know how or why the fire started? I.e. cooking, hot working, naked flame, arson.
- Entrance for Fire Service to use.

Tackling fires

STAFF ARE INSTRUCTED NOT ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING. Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

With the exception of staff who have received fire extinguisher training in relation to their role. Authorisation has been given to specific individuals within the Site Service team, ICT team and Laboratory Technicians to extinguish the fire, if it is deemed safe to deal with in accordance with guidance provided in the above named training.

Grab bag

A grab bag containing key information will be kept in the main office. The Lead Receptionist, Receptionist or member of Admin team will be responsible for taking the bag on hearing the fire alarm sound to the nominated evacuation controller. All Fire Marshals will also have a grab bag, kept in a secure place, which will need to be collected on hearing the fire alarm.

Grab bag contents:

- Copy of fire risk assessment, fire and emergency plan and emergency plan map. All Maps should be laminated and of significant size – ideally A2.
- Keys to all areas of the school, both physical and electronic master cards. These are to be labelled and in sections.
- PEEPs for those members of staff/students who may struggle to evacuate in a fire.
- Asbestos register/local asbestos management plan.
- Details of any significant hazards on site e.g. gas cylinders, radioactive materials, large quantities of hazardous substances. These areas should also be clearly labelled on the map.
- Copy of map showing direction to Stoke Primary
- Registers – These are printed off daily ready for Reception staff to take out, with signing in sheets etc. as part of the emergency evacuation process. Could this be done remotely?
- Pupil contact numbers – SIMS accessible remotely
- Staff contact and emergency contact sheet.
- Fire Marshal check off sheets
- Copy of Business continuity plan/Major escalation.
- Notepad, pens, paper, dynamo torch, hi-viz, whistle.

Fire Marshal Grab Bag

- Copy of Fire and Emergency Plan
- Fire Marshal check off sheets
- Map
- Airhorn
- Dynamo torch
- Whistle
- Hi Viz
- Clipboard, Notepad and pens

Staff with specific responsibilities

Headteacher Or Designated Deputy – Responsible for taking overall control of any emergency evacuation of the building/site and acts as the decision maker. The Head Teacher would liaise with the Central Team (Futures Trust) and Local Authority as required.

Fire Co-coordinator - The Operations Manager (or designated deputy) is responsible for liaising with the Headteacher and communicating with emergency services.

Fire Marshals – Responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

All class teachers assume the responsibility to help with the initial evacuation of students, with certain staff identified to do a final sweep, as they leave the building. Class teachers will also take registers of students in their designated areas to confirm all students are accounted for. Reception staff will do this for all visitors on site.

Control Panel Officers – Site Services Team are the Control Panel Officers and responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

In addition to this the Head Teacher's PA or Lead Receptionist is responsible for ensuring that nobody enters the building through the main entrance for the duration of the incident.

Specific persons at risk

Students or staff within school identified at risk, will have a personal emergency evacuation plan (PEEP). This has been developed, implemented and communicated to relevant persons to ensure they evacuate safely on the alarm sounding. A list of current PEEPs is kept in the grab bag. Relevant staff have received Evac Chair Training, but all staff should be prepared to assist in the event of an evacuation. The trained member of staff will be able to operate the chair but will require someone to walk in front of the chair down the staircase. You should not attempt to use the chair if you have not been trained.

Whole site evacuation

If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with Stoke Primary School to relocate to their premises at Briton Road, Stoke, Coventry, CV2 4LF. (02476) 451724 Teaching staff and assistants will escort pupils via the nearest and safest route.

A member of Incident Management Team (as delegated out by the Headteacher or Deputy Headteacher) will advise The Futures Trust and the local authority and in the event of pupils having to be relocated to another site. The Business Continuity Plan will be put into action. Parents/carers will be advised of the situation via local radio, school website, notices at school, phone calls, parent text service. This must only be done after liaison with The Futures Trust.

High risk areas/activities

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Science laboratories and external chemical store - Science teachers and technicians have local procedures in place when undertaking potentially hazardous activities, the person in charge of the hazardous activity is responsible for ensuring any local emergency procedures are undertaken. This includes any gas on site (non-mains), radioactive substances or large quantities of hazardous substances. The chemical store and location of the radioactive material is identified on the fire plan in appendix 6. There is an appropriately trained Radiation Prevention Supervisor onsite and have an RPO service contracted from WCC, with annual inspections in place. The school also subscribes to the CLEAPSS service again through WCC, which provides guidance to secondary schools for science, providing any updates as necessary.

Boiler/plant room – Access to this area is restricted. SSO and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken. Adequate contractors are in place in case of an emergency and are serviced annually by a competent and registered gas engineer.

Fire drills and alarm activations

Regular fire drills will be undertaken on at least a termly basis.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility (ESU) to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of all incidents of fire, even if small and extinguished.

Appendices

- 1) Fire Evacuation Fire Marshal Check Sheet
- 2) Emergency Evacuation – Procedures in Case of Emergency During the School Day
- 3) Emergency Evacuation – Procedures in Case of 3pm Onwards
- 4) Fire Evacuation Staff Check Sheet
- 5) Emergency Plan Reporting Structure Flowchart
- 6) Hazard Site Plan