

FIRE PROCEDURES

Note: March 2020 updated as a consequence of COVID-19 Autumn Term 2020 for the full re-opening of school. Please refer to appendix 2 Fire Evacuation Procedures during COVID-19

The fire alarm is a continuous sounder with a speaker announcement asking to evacuate.

The action employees should take if they discover a fire

Immediately operate the nearest fire alarm call-point. Help evacuate students from the building.

GENERAL PROCEDURES

- Evacuate the building as quickly & safely as possible
- All staff, students & visitors must leave the building and move to the designated muster point. All teachers, teaching support staff and linked staff as per the schedule, with students go to the large MUGA and points for each class are identified.
- Non-teaching support staff and visitors assemble at the muster point on the main carpark.
- DO NOT tackle the fire unless you have had specific fire equipment training.
- Do not leave the area you are working in to go to the staff room or your classroom. The priority is to leave the building.
- Staff or visitors MUST NOT leave the site during evacuation as this can impede student evacuation and access by the Fire Service.
- If there is an external examination students and staff should hold in the examination room and wait instruction from SLT to confirm there is a fire. [The override to this is if it is actually evident that there is a fire prior to SLT arrival. In which case students should be held outside the building without communicating.]

Identification of escape routes

- All exit doors can be used as escape routes.
- The staircase and routes leading to the front door are protected routes.
- Lifts should **not be used**.
- Refuge points are also identified. [See map] Need to be Identified

Firefighting equipment provided

Fire extinguishers are located in circulation areas and near fire exit doors. Fire blankets are also available in certain areas.

Duties and identity of employees with specific responsibilities in the event of fire.

ACTION

**On hearing the alarm: (for lunch times and break time see page 4)
Receptionist to provide HT with the Megaphone**

Teaching Staff and Teaching support staff

- Remind students to remain calm & silent.
- Line up students inside classroom ready to leave. Teachers should follow students to the assembly point after locking the door. Ensuring doors and windows are closed if safe to do so.
- Use the emergency exit route displayed in each room / block
- Staff appointed by the school as “fire marshals” (See Appendix 1), should ensure that all rooms in their area have been cleared.
- Once you have left the building **YOU MUST NOT** return inside that or any other building.

ASSEMBLY

- **All Teaching staff** evacuate guiding students to the Large MUGA Muster Point 1 behind F block. All Students should stand in their form lines at their designated spot in register order. With their Form Tutor at the end of each line. That is the end that is nearest to the middle of the MUGA not by the fence.
- **All Teaching support staff** go to Large MUGA Muster Point 1 behind F block. Here you are to check with Curriculum and Staffing Manager and Las. Once your name has been taken **and only then** go and stand with your link year group to help keep an orderly environment.
- **All Non-Teaching support** evacuate to Muster Point 3, (outside the pavilion building, on the car park beyond the disabled bays.
- All staff will usher visitors out of the building and assemble at the muster point 3
- Visitors / School Contractors / Support Staff muster point 3
- Interserve will be responsible for their own staff, their contractors on site (incl. Eden Catering). They will use Muster Point 2 – the small MUGA at the rear of the school.
- Agilisys will be responsible for their own staff, their contractors on site. They will use Muster Point 2 – the small MUGA at the rear of the school.
- “Fire Marshals” will ensure their areas are cleared of people

REGISTRATION

- Registers are printed and taken out to the MUGA by student services and distributed to the Heads of Year
- Heads of year give out registers to their Tutors
- A whistle will sound
- Students should understand that the whistle means silence.
- Students to stay in lines and in a quiet and orderly manner.
- Tutors take register and return to Heads of Year
- Heads of year to confirm all students are accounted for to **CMe**

- **CMe** to then confirm to school Fire Officer (SFO 2) all students and teaching staff on the MUGA are accounted for.
- Curriculum and Staffing Manager takes a register of all tutors and Heads of Year. **CMe** is told that all staff are present and correct
- The deputy curriculum manager takes the names of all other staff on the MUGA **CMe** is told that all staff are present and correct

Support staff

- Office Manager (OM) SHi takes register of all non-teaching support staff and visitors provided by the HR Team. [signing in book and list of support staff are needed Staff lists need to be day specific to illustrate part time. A copy of staff absences/ cover sheet needs to be taken out]

On hearing the alarm F-Block:

If on duty the BSS to attend to the activated call point, in his absence the School Business Manager or LBU. Again in the absence of the BSS a spare set of keys will need to be collected from the BSS's tray located in the school main office by SBM or LBU. They will need to assess and reset the activated call point.

RETURN TO BUILDINGS

- NO ONE IS TO RETURN TO THE BUILDINGS UNTIL THE SCHOOL FIRE Officer (Neil Wilson) HAS GIVEN INDICATION IT IS SAFE TO DO SO.
- A MEMBER OF SLT WILL ARRANGE FOR STUDENTS TO LEAVE THE ASSEMBLY/ MUSTER POINTS.

Other responsibilities

1. Interserve and the School Fire team are responsible for all gates being opened. This includes all doors being available for re-entry after the all clear given.

Fire Team = **NWi [Deputy Head]** /DMA/MKr/PSH. They will be issued with Walkie Talkie radios using **channel 1**.

2. Student registers to be carried by student services staff.

3. Staff registers to be carried by Curriculum and Staffing Manager and LAs.

4. **NWi [Deputy Head]** is the School Fire Officer (SFO) (**MKr** in his absence) and **Business Manager** if neither are in school and will attend the notified alarmed area with Interserve staff.

5. Interserve is responsible for the Fire Alarm Panel, meeting the Fire Service and dealing with the "incident". This includes CCTV coverage.

6. Interserve and the School Fire Team should meet after the event to discuss what improvements can be made. This meeting where possible should happen by the end of the day

7. The H&S officer will notify all staff as soon as possible as to the cause, and will record details of the incident. H&S officer will maintain the log

NOTE

It is paramount that ALL staff evacuate the building every time the alarm sounds. Staff failing to do so put themselves and others at risk, and are in breach of Health & Safety regulations.

ACTION at lunch time and break time

- 1. For students in lunch time groups or working by agreement in teaching spaces and library (not the dining space) the member of staff responsible for that area should**
 - Remind students to remain calm & silent.
 - Line up students inside classroom ready to leave. Teachers should follow students to the assembly point, after locking the door.
 - Use the emergency exit route displayed in each room / block.
- 2. For staff in lunch spaces (canteen or library dining space) the senior staff and lunch time team should ensure that all students are escorted outside and towards Muster Point 1 (large MUGA).**

Routes

- a. From B Block – out through main doors, across the courtyard, turn left out through the main gates and turn left towards the large MUGA.
- b. From canteen – out through the main doors across the courtyard towards the main gates and turn left towards the large MUGA.
- c. From the library dining space – out the doors into the corridor, turn left towards the sliding doors. Turn left again through the sliding doors and head towards the large MUGA.
- d. From F block – out through the main fire doors and report to the MUGA.

Marshalling

- The lunch time team members on duty in the areas above should escort students at front and back where possible. If only 1 member of staff on duty they should tail the students ensuring all have cleared from the space.
 - Senior staff should help clear the buildings they are in and when it is clear go to the Muster Point.
 - Lunch time members and senior staff not in buildings at the time of the activation **MUST NOT** go into buildings but shepherd / marshal students to the Muster point.
 - Staff at lunch within the buildings but not looking after students should proceed to the Muster Points as usual and help ensure pupils line up in form order.
 - Support staff (not involved with a teaching year group), admin staff and visitors should leave the buildings immediately and report to Muster Point 3 (the car park).
 - Interserve will be responsible for their own staff, their contractors on site (incl. Eden Catering). They will use Muster Point 2 – the small MUGA at the rear of the school.
 - Agilisys will be responsible for their own staff, their contractors on site. They will use Muster Point 2 – the small MUGA at the rear of the school.
- 3. At break time the same applies as for lunchtime but with 2 differences**
 - a. **There will be no lunchtime team around**

b. Those staff on duty will be responsible as shown above under “Routes” and “Marshalling”

Fire Officer

- Senior Fire Officer NWi meets Interserve at main fire board in reception
- Trigger area identified
- Site manager and Fire Officer go to scene to confirm the nature of the alert.
- If fire is detected Fire Officer call the fire brigade and informs main reception fire marshal
- Should there be no fire or risk and students and staff can return into the building the fire marshal should inform the Head and or Deputies on the MUGA to start releasing students back in to school. Also informed is the Fire Officer in main reception who will inform non-teaching staff that it is safe to re-enter.
- All incidents and evacuations must be entered into the fire log by the Senior Fire Officer, it kept in the main reception by Business manager. Following the completion a review of the evacuation should follow with SLT outlining key points ASAP possible but by the end of the day at the latest.

Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors:

- **Visitors:** The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.
- **Contractors:** must be given information about fire procedures and leave the building at the nearest exit.
- **People with disabilities:** Specific arrangements may need to be made for those with disabilities. Safe haven or refuge areas are identified and those involved with the disabled person should have a copy of a separate risk assessment these arrangements may be made with the assistance of the Area Health and Safety Adviser.

Special Measures for Examinations

If the fire alarm sounds during an examination the following procedure takes place:

- The EXAM students will not be evacuated automatically.
- The lead INVIGILATOR will maintain exam conditions.
- A Senior Leader/Exams Officer will inform the lead INVIGILATOR if it is unsafe to remain in the exam room.

If a Senior Leader/Exams Officer informs the lead invigilator that it is unsafe, the invigilator MUST take the following action:

- Stop the candidates from writing
- Collect the attendance register and evacuate the examination room

- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the Examination room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted. Students must line up adjacent to the car park and away from other students.
- The lead invigilator registers the students against the attendance register.
- Students on special exam arrangements must line up adjacent to the car park and will be registered by the invigilator.
- The Exams Officer informs the Incident Controller of absences.
- When the 'all clear' is given by the **Site Manager**, they will then return to complete their exam
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken and send to the full awarding body.

How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.

- Following confirmation of an actual fire the Fire Officer will phone the fire brigade

Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.

- The Fire Officer, Head Teacher or School Business Manager will liaise with the Fire Brigade on their arrival.

The following arrangements and training is given to staff at the centre:

- All staff: Fire Drills three times a year. One must take place during the first half term of a new academic year.
- All staff: Fire briefing once a year (may be in conjunction with fire drill.)
- Fire Officer training: for designated Fire Marshals
- Record of training to be kept within Fire Manual.
- Training to reviewed on a yearly basis and planned into budget.

The following Roles should be identified:

Who opens the Gates?

- The Main Gates Head Teacher or Business Manager main office
- The Side Gate - The Site Team should open this gate.

(Appendix 1)

Fire marshals will have been given an extra level of training for the role. Their function should ensure that all rooms in their area have been cleared. To this end each fire marshal is indicated in the list below and their main teaching area shown.

A Block

LAs

TKe D1

JWi D8

B Block

WBI B12

JRu B13

KDu B25

SRa 6th form Block

Main

JDu D17

LCh D19

MKR

SNe D9

C Block

APa Top Floor

PCa Middle Floor

AMc Ground Floor

WGo Ground Floor

PE Office and Changing area CKn

E Block

CHa Top Floor

SKu/ TLu Middle Floor

MWe Ground Floor

F Block

CRa

CAP

WGa

D Block

Lower



no.reply@holly-lod
ge.org_20200311_1C

FIRRE

Appendix 2

Holly Lodge High School

Amended Fire evacuation Plan for September under COVID 19

As you will all be aware we do need to be able to get students out should the fire bell ring. The issue under COVID is that the use of one central assembly point will cause the Bubbles to mix. In a real fire situation we could argue that this is of secondary importance but the potential for a false trigger either by students on site working would mean that breaking the Bubble would be the greater risk. To that end I have worked with our external fire officer on the risk and solutions. The rational is that each Bubble would have its separate fire assembly point that minimises crossover of students. This means that each Bubble zone would have its designated fire assembly point.

For this to be effective the following procedures will need to be followed.

1. The teacher of the class needs to be aware of the evacuation route and assembly points
2. Each classroom will have an outline of the evacuation point and route
3. As you may be teaching in different areas you need to read the notice and ensure you are familiar with where to go and which exits are to be taken
4. Fire routes will be on the wall.
5. If in the event that you spot any signs of a real fire take your group out of any door and ignore direction signs
6. If the fire bell rings escort your class to the designated point and check on the students you have in front of you if all who were in your class are present let the Assistant Year group leader know
7. You will be told when it is ok to return and then enter by the same door you left the building.
8. All staff not teaching assemble outside the main reception by the car park.

So what are the routes?

B1 Your exit is toward the PE changing rooms at the back of B Block and out of the fire door directly on to the field and your assembly point on the rear of the **Main Field**

B2 Your exit is down the maths corridor and out of the main entrance keeping close to B Block and then out onto the front of the **Main Field**

C1 Your exit is to go out of C Block via the back dining room and assemble on the **Small MUGA**

D1 Your exit is out of the Main door of D block and assemble in the **Main Quad** on the grass areas closest to D Block either side of the flag pole

D2 You exit via the link to A Block down the steps and on to the **Large MUGA** by going down the right hand side of F Block.

E1 You exit DT and lower French are and make your way to the area in front **Olds Sports Hall**

Refer to the Map

Fire Assembly Points and routes for amended evacuation under COVID 19

